

Internship regulations

for Biomaterials Science B.Sc.
Faculty of Technology and Bionics
Rhine-Waal University of Applied Sciences

Dated 4 January 2018
(Official Notice 06/2018)

As amended by the
First amending statutes
Dated 19 January 2023
(Official Notice 26/2023)

Section 1 Scope

- (1) Acceptance into Biomaterials Science B.Sc. of the Faculty of Technology and Bionics at Rhine-Waal University of Applied Sciences requires proof of completion of an eight-week period of practical work experience (preparatory internship). This eight-week period must be completed before students are able to register for their fourth semester of study.
- (2) Prior vocational training or work experience, as well as internships conducted during previous periods of study at a different university, can all be recognised towards this practical work requirement. Sufficient documentation of these previous internships, work or training periods must be provided for recognition. The Examination Board will decide whether recognition is possible. The Examination Board will consult with a qualified expert (the faculty's internship coordinator) to verify whether previous internships, work or training periods meet the content-related requirements for the preparatory internship. The head(s) of the degree programme will be consulted before a final decision has been made.
- (3) For students in a dual study programme, the integrated vocational training period automatically satisfies the eight-week internship requirement.

Section 2 Purpose and duration of the preparatory internship

- (1) The goal of the eight-week preparatory internship is to familiarise current or future students with the realities of working in the fields of material science and/or biomaterials. Under the supervision of a qualified expert, students should familiarise themselves with the industry standards and practices that the Biomaterials Science B.Sc. degree programme is modelled after. Furthermore, students should gain a better understanding of the internal structures of companies and other suitable organisations in these fields.
- (2) The eight-week duration of the internship refers to eight weeks of full-time employment at the internship provider in compliance with the organisation's requirements for full-time employees. Absences due to holidays, illness or other personal reasons do not count towards the 8-week requirement; generally, students must make up for absences during their preparatory internship. The Examination Board can decide on a case-by-case basis

to forgive absences per sentence 2 if they were not substantial and did not interfere with the student's ability to achieve the goals of the preparatory internship requirement.

- (3) The eight-week internship requirement can be divided into different segments that are separated by time or place, but internships can also be conducted fully at a single company or organisation.
- (4) Internships conducted at companies should be a minimum of two full weeks.

Section 3 Internship contents

- (1) Internships can be conducted in companies or research organisations whose tasks and duties are applicable to Biomaterials Science B.Sc.
- (2) These internship regulations apply equally to all internships regardless of the country in which they are conducted.

Section 4 Conducting the internship

- (1) Students are subject to the regular rules of operation of the internship provider without exception and for the entire duration of the internship. Students are expected to distinguish themselves with an exemplary eagerness to work and assist, as well as a friendly and collegial attitude. They are also expected to actively contribute towards a successful internship by bringing curiosity and a positive attitude, as well as monitoring whether the internship continues to meet content-related requirements.
- (2) The internship is considered vocational training in higher education and is thus potentially eligible for financial aid in Germany. Various organisations can provide additional information on potential financial assistance (for example: Studierendenwerk Düsseldorf, BAföG offices, the Federal Labour Office [*Bundesagentur für Arbeit*]).

Section 5 Internship contract

- (1) Internships are not assigned by the faculty. Instead, each student is responsible for securing an internship which adheres to the requirements herein.
- (2) A legally binding internship agreement will be concluded between the student and the internship provider. Rhine-Waal University of Applied Sciences will not be a party to this agreement.

Section 6 Documenting the internship

- (1) Preparatory internships should be thoroughly documented from start to finish in reports. These reports should describe briefly and concisely the student's assigned tasks, daily work schedule and any pertinent observations, organised ideally by exact days. Relevant illustrations and sketches can also be included.
- (2) Reports should not exceed two pages (DIN A4, with appropriate font size and counting any illustrations or sketches) for each week of the internship. Reports can be written in German or English. In addition, students may be required to provide a technical summary of their internship that is no more than ten pages long.

- (3) The internship provider will certify the completion of the internship with a certificate. Internship certificates should include:
- The organisation's name and the specific division, location and branch in which the internship occurred
 - The first name, surname and date of birth of the student
 - The start and end dates of the internship
 - An overview of the student's activities and the areas in which they were conducted, the types and durations of activities undertaken, total days absent.
- (4) An example internship certificate can be found in the annex of these regulations.

Section 7 Internship process

- (1) *Intentionally omitted.*
- (2) For an internship to be recognised, students must submit copies of their internship certificate from the internship provider as well as the reports composed over the course of the internship, or the originals thereof upon request. If available, the technical summary will also be included in the overall assessment of the internship.
- (3) Submitted certificates and reports (as defined by Section 6) must seamlessly document the entire minimum duration of 8 weeks.
- (4) The type and duration of each phase of activities must be clearly evident in the submitted documentation. Affidavits or sworn statements are not considered adequate substitutes for internship certificates.
- (5) The recognition process will primarily involve an analysis of the activities undertaken during the internship and whether they adhere to the requirements set forth by the internship regulations. Vocational training periods that are insufficiently or incomprehensibly documented will only be partially recognised. Submitted internship documentation (reports, certificates and, if applicable, technical summary) will be evaluated as a whole by the faculty's internship coordinator and the Examination Board will subsequently decide whether to recognise or reject the internship. This decision will be communicated to Examination Services. In the event of a rejection, the affected student must make up the incomplete portion of the requirement as soon as possible, but by no later than the end of their third semester of study, as they will be otherwise unable to register for their fourth semester of study.
- (6) Recognition decisions should be made within three months of submission of all required documentation.

Section 8 Entry into force

These regulations will enter into force on the day after their original publication in the Official Notices of Rhine-Waal University of Applied Sciences.

Note: *These regulations entered into force in their current version on 20 June 2023.*

Catalogue of recognisable internship activities

Activities in the following areas can be recognised towards the eight-week preparatory internship requirement for Biomaterials Science B.Sc.

- Research
- Development
- Production
- Quality assurance

Examples of industries in which preparatory internships for Biomaterials Science B.Sc. can be completed include:

- Material production
- Material processing
- Medical technology and prosthetics
- Material testing and damage assessment
- Biomedical testing
- Synthetics industry
- Chemical industry
- Food industry
- Packaging industry
- Recycling industry

INTERNSHIP CERTIFICATE

Ms/Mr

born on in

residing at

worked as an intern at our organisation from to
.....

in the following areas:

Division	From	To	Weeks	Types of Activities

Total number of weeks:

Work hours per week:

Days absent:

The activities documented in the internship report have been checked and are hereby verified for accuracy and truthfulness.

.....
Place, date:

.....
Stamp, signature

