

# Internship Regulations of the Faculty of Technology and Bionics for Engineering Degree Programmes at Rhine-Waal University of Applied Sciences

Dated 4 December 2017  
(Official Notice 22/2017)

As amended by the  
First amending statutes  
Dated 19 January 2023  
(Official Notice 27/2023)

## Section 1 Scope

(1) Enrolment in a bachelor's-level engineering degree programme offered by the Faculty of Technology and Bionics at Rhine-Waal University of Applied Sciences, i.e.:

- Mechanical Engineering B.Sc.
- Mechatronic Systems Engineering B.Sc.
- Industrial Engineering B.Sc.
- Electrical and Electronics Engineering B.Sc.

requires proof of completion of an eight-week practical work period (i.e. internship) in a context relevant to the student's studies in one or more industry companies, engineering service providers, or companies operating large-scale technical facilities.

(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 head(s) of the degree programme will be consulted before a final decision on recognition has been made.

(3) For students in a dual study programme, the integrated vocational training period automatically satisfies the practical work period requirement.

(4) Prospective students who graduated from a technical secondary school in Germany (*Fachoberschule*) with an engineering focus are considered exempt from the practical work period requirement.

(5) Prospective students who enrol in one of the above-mentioned degree programmes via qualifications other than the ones explicitly defined above must provide proof of completion of eight weeks of practical work (preparatory internship) in a field relevant to their studies. This requirement must be completed, at the latest, by the registration deadline for the fourth semester of study.

## **Section 2 Purpose and duration of the preparatory internship**

- (1) The goal of the preparatory internship is to familiarise students early with the fundamental processes and techniques in materials and parts manufacturing, processing and testing. Under the guidance of a qualified expert, students should also familiarise themselves with manufacturing facilities and methods. Furthermore, students should gain a better understanding of the social fabric and structures found within industry organisations.
- (2) The eight-week duration of the internship refers to eight weeks of full-time employment as defined by the internship provider, but at least 32 hours per week. Absences due to holidays, illness or other personal reasons do not count towards the eight-week requirement; generally, students must make up for absences during their preparatory internship. However, 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 stated goals of the preparatory internship.
- (3) Internships conducted at companies should be a minimum of two full weeks.

## **Section 3 Internship contents**

- (1) To ensure that students indeed acquire the intended knowledge and skills, internships should be conducted in middle to large industry companies, engineering service providers or in companies operating large-scale technical facilities. Internships cannot be conducted in companies or organisations without the required technical facilities.
- (2) In certain cases, internships can be conducted in smaller manufacturing workshops.
- (3) These internship regulations apply equally to all internships regardless of the country in which they are conducted.
- (4) Internships should familiarise students with at least three fields of activity from a list depending on their degree programme. The list of activity fields, the associated degree programmes and minimum internship durations are set forth in annex 1.
- (5) Fields of activities other than those listed in annex 1 can be approved by the faculty's internship coordinator, but only for a maximum period of four weeks and only if they satisfy the intended purpose of the preparatory internship.

## **Section 4 Conducting the internship**

- (1) Students are subject to the internship provider's rules and policies without exception. 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 daily assigned tasks, work schedule and any pertinent observations organised according to the days on which they occurred. Relevant illustrations and sketches can also be included.
- (2) Reports should be at least one page, but no more than two pages in length (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.
- (3) The internship provider will certify the completion of the internship with a certificate of completion. This certificate includes the following:
  - 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) In order to receive credit for an internship, students must submit the completion certificate from the internship provider as well as a neatly organised portfolio containing the daily and weekly reports written over the course of the internship; the portfolio can be submitted digitally or, upon request, in hard copy with the original documentation.
- (3) Submitted documentation (as defined by Section 6) must seamlessly document the entire eight-week minimum duration of the internship.
- (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 considers the extent to which the activities undertaken during the internship adhered to the requirements set forth in these regulations and thus whether the internship is eligible for credit. Internships that are insufficiently or incomprehensibly documented are only eligible for partial recognition. In this case, the submitted reports will be examined in connection with other required documentation (i.e. completion certificate) to determine whether the internship will be recognised in full or not at all. This decision will be communicated to Examination Services. In the event that recognition is denied, the affected student must make up the missing portion of the internship requirement as soon as possible, but at the latest by 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 Framework Regulations entered into force on 20 June 2023.*

For full recognition, preparatory internships must involve work in at least three of the following activity fields, depending on the student's degree programme:

Activity field	Mechanical Engineering	Mechatronic Systems Engineering	Industrial Engineering	Electrical and Electronics Engineering
Manufacturing processes (machining/forming/primary shaping) (2-4 weeks)	X	X	X	
Thermal cutting and joining processes (1-2 weeks)	X	X	X	
Production/assembly (2-3 weeks)	X	X	X	
Maintenance and repair of machines and equipment (1-2 weeks)	X	X	X	X
Inspection of incoming goods / quality assurance (1-2 weeks)	X	X	X	X
Procurement of technical products (1-2 weeks)	X		X	
Distribution of technical products (1-2 weeks)	X		X	
Marketing of technical products (1-2 weeks)			X	
Installation of electrical/electronic components (1-2 weeks)		X		X
Operation and maintenance of electrical/electronic systems (1-2 weeks)		X		X
Troubleshooting and fault elimination for electrical/electronic systems (1-2 weeks)		X		X
Operation and maintenance of IT systems (1-2 weeks)	X	X		X
Measurement and control systems (1-2 weeks)	X	X		X

INTERNSHIP COMPLETION 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

Hours worked per week:.....

Total number of weeks: .....

Days absent: .....

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

.....  
Place, date:

.....  
Stamp, signature