

Guidelines for Practical Work Experience

1 Duration and chronological structure

The period of practical work experience for Master's students at the Faculty of Mechanical Engineering lasts at least nine weeks. The training period in a company has a duration of at least four weeks. A duration of more than six months is not recommended. The practical work experience of nine weeks must be completed prior to the registration of the Master's thesis.

2 Training plan

The internship is completed as a project internship. Knowledge acquired in the degree program so far should be applied during the project internship. The participation at the workplace should train the students in their specialization areas and introduce them to the professional activities of scientifically trained engineers.

3 Recognition of the internship

Research Report and Presentation

The interns have to write a work report about their activities during the internship. The scope of the work report should be 2 DIN A4 pages **per week** (sketching and text). This project report should present the project activities in a single, coherent text.

Reports are to be written with a typewriter or a computer, they may, however, also be written by hand. Worksheets and copies (e.g. policies, secondary literature, etc.) are no substitute for self-written reports. All reports need to be stamped and signed by the instructor.

The interns hold a presentation on their completed internship at the institute of their supervisors. Eligible to act as supervisors/tutors are, by definition, all professors of the Faculty of Mechanical Engineering. The supervisor will be assigned by the internship office. Form and duration of the presentation will be agreed on with the supervisor. Subsequent to the presentation, the supervisor will write a certificate which must be presented, alongside the internship certificate, to the internship office for official recognition of the internship.

Internship certificate

At the end of the internship, the student receives a certificate from the host company, which indicates the internship duration in each company department and the number of days absent due to illness and holidays. The internship certificate has to be issued by the company at which the internship has been completed. Certificates of recruitment agencies will not be accepted.

Recognition

The internship must be recognised by the Internship Office of the Faculty of Mechanical Engineering. For the recognition of the internship, the work report and the internship certificate must be submitted.

The work report, which must conform to the above named requirements, as well as the internship certificate must be presented in their original version at the internship office (i.e. no copies). The work report and the internship certificate must be written in English or German. The internship certificate may also be an officially recognized translation into English or German, as long as the original version in the respective national language is also presented. An internship for which a sloppily written or incomprehensible report is submitted will not be – or only partly – recognised. The students have to ascertain whether or not their internship is officially recognised. The internship office certifies the officially recognised period of internship on the internship certificate issued by the company (i.e. the certificate that has to be submitted alongside the work report).

Students may officially object to decisions by the internship office to the board of examiners.

4 Training companies

Internships are to be completed with industrial companies. Internships in non-manufacturing craft companies as well as internships in higher education institutes, research institutes, or in the student's own family business are not recognized.

5 Service for the interns

At the industrial company, as a rule, training officers supervise the interns. The training officer will train the interns in conversations and discussions in technical topics. As part of the internship, the student should complete a well-defined engineering task (design / experimental / theoretical / simulation) from his or her specialisation under the guidance and supervision of an experienced engineer.

6 Application for the internship

The students look for a suitable internship themselves. Before the start of the internship, the prospective intern should consult the present guidelines or, in special cases, get in touch with the course convenor of the Faculty of Mechanical Engineering to get informed about the rules and regulations for the internship and the requirements for the work/internship report. The local Employment Agency and the local Chamber of Commerce and Industry provide information on appropriate and recognized companies.

7 Internship contract

The internship relation is defined in a legally binding form through the internship contract, which has to be concluded between the intern and the company. In this contract, all rights and responsibilities of the intern and the host company have to be defined.

8 Vacation, illness, days of absence

Interns do not have any days of vacation due to the shortness of the required internship period. The intern has to make up for missed working days due to illness. In case of missed working days, the intern is advised to ask the internship company for a contract extension in order to ensure that the full period of required work experience is completed.

9 Insurance Prerequisites

The student's insurance company will provide information about any insurance requirements. Insurance coverage for internships must will be guaranteed by an internship insurance, which will be taken out by the intern or by the internship company.