

Amendment to the common Internship Regulations of 12.12.2013 for the degree programmes Mechanical Engineering, Sustainable Engineering, Electrical Engineering and Information Technology, Mechatronics, Mechatronics and Robotics, Production and Logistics, Optical Technologies, Nanotechnology, Power Engineering, Biomedical Engineering, Industrial Engineering with the degrees Bachelor of Science and Master of Science at Gottfried Wilhelm Leibniz Universität Hannover

The Faculty of Mechanical Engineering, the Faculty of Electrical Engineering and Computer Science, the Faculty of Mathematics and Physics, the Faculty of Natural Sciences and the Faculty of Economic Sciences of the Gottfried Wilhelm Leibniz Universität Hannover have issued the following joint Internship Regulations pursuant to Section §44 Abs.1 of the Lower Saxony Higher Education Act.

Please note that this document is a translation of the German regulations. It is provided for the assistance of international students only and has no legal standing. The German version entitled

„Gemeinsamen Praktikumsordnung vom XX.XX.XXXX für die Studiengänge Maschinenbau, Nachhaltige Ingenieurwissenschaft, Elektrotechnik und Informationstechnik, Mechatronik, Mechatronik und Robotik, Produktion und Logistik, Optische Technologien, Nanotechnologie, Energietechnik, Biomedizintechnik, Wirtschaftsingenieur mit den Abschlüssen Bachelor of Science und Master of Science an der Gottfried Wilhelm Leibniz Universität Hannover“

is legally binding in every case.

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§ 1 Scope

¹The internship regulations governs the procedure for the implementation and recognition of practical work experience on the basis of the examination and admission regulations of the degree programmes mentioned. ²The entirety of practical professional activities is hereinafter referred to as "the internship".

§ 2 Tasks of the Internship Office

- (1) The recognition of the internship for the degree programmes Mechanical Engineering, Sustainable Engineering, Electrical Engineering and Information Technology, Mechatronics, Mechatronics and Robotics, Production and Logistics, Optical Technologies, Nanotechnology, Power Engineering, Biomedical Engineering and Industrial Engineering is carried out by the joint Internship Office of the Faculty of Mechanical Engineering and the Faculty of Electrical Engineering and Computer Science according to the procedure laid down in these internship regulations.
- (2) ¹In addition, the Internship Office provides advise regarding the planning and implementation of the internship. ²In order to avoid later difficulties in the acceptance of the internship, prior consultation with the Internship Office is recommended in all cases of doubt.

§ 3 Purpose of the internship

- (1) In the internship, the students gain further knowledge and experience that are important for the first orientation on entering the profession and for later careers and can only be gained in a typical business environment of relevant professionals.
- (2) ¹An essential aspect of the internship also lies in sociological aspects of business operations. ²The students shall understand the enterprise in which they work as a social structure and get to know the relationship between managers and employees.
- (3) As preparation for their studies, new students shall acquire initial practical experience in industrial production in the Pre-study Internship before they start their studies.
- (4) The Pre-study Internship should be an orientation for decisions in the planning of studies, especially when completed early in the course as several short placements in varied fields of work.
- (5) The Advanced internship shall complement the degree programme by enabling acquired knowledge to be deepened in its practical relevance and to already be productively applied to a certain extent.
- (6) The internship serves as a deepening of acquired study knowledge, as a transition to a profession and as an aid to decisions in the context of entering a profession, primarily if the entire internship or a large part of it is carried out at a late point in studies.
- (7) Due to design in the implementation of the internship, different focus areas in target setting of the internship can be emphasised.

§ 4 Structure of the internship

§ 4.1 Scope

- (1) ¹The internship shall be divided into the Pre-study Internship and the Advanced Internship with regard to its subject orientation. ²In order to accept a Pre-study Internship or an Advanced Internship for credit, internship activities must fulfil the conditions specified in §4.2 and §4.3. ³Within the framework of these conditions, the division and chronological sequence of the internship activities may be freely arranged. ⁴Within the respective chosen fields of activity, the students shall become acquainted with several of the individual fields according to the conditions of the company.
- (2) ¹In case of full-time employment, one internship week shall correspond to the regular weekly working hours of the respective company. ²In case of part-time employment, a cumulative 40 hours (60 minutes) shall be counted as one internship week. ³The same shall apply to substitute periods under §6.
- (3) ¹Legal holidays do not have to be worked in addition. ²Days missed due to illness, holidays, bridge days, examination days or personal reasons must be caught up later. ³If necessary, an extension of the internship contract should be requested in order to complete a sequence of the internship that has begun.
- (4) ¹Students who complete an internship are not required to attend vocational school. ²Voluntary participation in company training should not significantly restrict the time spent at the workplace.
- (5) ¹The number of weeks prescribed in each case shall be regarded as a minimum. ²It is recommended that students voluntarily acquire further industrial experience.

§ 4.2 Pre-study internship

§ 4.2.1 Objectives and characteristics

- (1) ¹The Pre-study Internship enables students to acquire initial practical experience in industrial and commercial production. ²Pure office activities are excluded from this. ³Integrated into a working environment of trainees, skilled workers and technical staff with a predominantly executive character of activity, the aim is to become acquainted with various basic production processes and production equipment as well as operational processes.

- (2) ¹The Pre-study Internship shall be carried out according to a pre-planned training program under expert guidance. ²Productive work of students in the internship shall only take place for the purpose of getting to know selected activities and shall be limited to an appropriate scope in each case. ³On the other hand, students should not only work in a purely educational environment, but also get to know operational processes in a productive environment.
- (3) ¹The Pre-study Internship does not require any prior knowledge from the university course and should therefore be completed before the start of the studies.

§ 4.2.2 Structure of the Pre-study Internship

The Pre-study Internship is divided into subject-specific experience and activity areas, each of which relates to the specific background of the degree programme (see Table A1).

§ 4.2.3 Acceptance, evidence and timing of the Pre-study Internship

- (1) For full acceptance, the Pre-study Internship must fulfil the conditions listed in Table A1.
- (2) In the case of mixed activities within a working week, these shall be allocated to a single field of activity according to the predominant work in each case.
- (3) The Certificate of the Pre-study Internship must be submitted to the Examination Office within a period of time which is regulated in the Examination Regulations or Admission Regulations of the respective degree programme.
- (4) ¹Since the Pre-study Internship has to be completed before the start of the degree programme, no credit points (LP) are credited in the degree programme itself. There are no special periods of time which are provided within the standard period of study to caught up the Pre-study Internship when its not completed before the start of the university course. ²If necessary, the students concerned must plan the completion of the Pre-study Internship individually in their course of study.
- (5) The recognition procedure is governed by § 10 of these Internship Regulations.

§ 4.3 Advanced Internship

§ 4.3.1 Objectives and Characteristics

- (1) ¹The Advanced Internship serves to acquire experience in typical fields of work and areas of activity of the respective degree programme in professional practice. ²It is characterised by integration of the students into working environments of engineers or persons with corresponding qualifications with predominantly developing, planning or directing activities.
- (2) ¹The students shall be integrated into the typical "day-to-day work" of their working environment and in an actively contributing manner during the Advanced Internship. ²This should enable them to get to know and observe typical tasks and working methods of professional engineers in their respective fields.
- (3) In this respect, the character of the Advanced Internship differs from the completion of a final project and thesis in a company. A final project and thesis explicitly consist of work on a special, self-contained theme, whereas the Advanced Internship does not.

§ 4.3.2 Structure of the Advanced Internship

- (1) ¹These internship regulations do not prescribe any specific areas of activity for the Advanced Internship. ²In principle, the suitability of a proposed Advanced Internship depends upon meeting the objectives described in §4.3.1 above and the suitability of the respective company according to §5.
- (2) ¹Within this framework, students should plan their Advanced Internship to suit their own specialist interests and professional goals. ²In in case of doubt over the acceptability of a planned internship, especially in a special or unusual field of work, the prior consultation with

the Internship Office is recommended. ³In any case, the Advanced Internship must cover a certain breadth and variety of typical engineering activities. ⁴For this evidence, at least one of the following characteristics must be fulfilled:

(3) Different companies:

¹The completion of the Advanced Internship takes place in separate sections in at least two separate and organisationally independent companies. ²In this case, employment in a similar range of activities and tasks in the different enterprises is permissible.

(4) Different departments in the same enterprise:

The completion of the Advanced Internship takes place in one and the same enterprise, but in at least two clearly separated sections withan integration of the students in different organisational units, which deal with significantly different ranges of activities and tasks.

(5) Interdisciplinary internship activity, across departments in the same company:

¹The completion of the Advanced Internship takes place in one and the same company and in organisational integration in one and the same organisational unit, but the students are involved in interdepartmental different tasks during their activity. ²This has to be described in detail in the report.

§ 4.3.3 Acceptance, evidence and timing of the Advanced Internship

- (1) ¹For full recognition, the Advanced Internship must fulfil the general characteristics for the objective and implementation according to § 4.3.1 as well as at least one of the structural characteristics according to § 4.3.2. ²The fulfilment of these requirements must (in particular for the recognition of an interdisciplinary Internship activity) be proven by corresponding statements of the relevant Internship Certificate and made clear in the associated internship report.
- (2) The proof of the recognition of the internship must be submitted to the Academic Examination Office within a period of time which is regulated in the Examination Regulations or Admission Regulations of the respective degree programme.
- (3) For the procedure of acceptance of the completed internship, see §10 of these Internship Regulations.

§ 5 Companies for the internship

- (1) ¹The internship is an essential part of the academic education. ²Companies offering internships shall be aware of this objective and be able to provide appropriate support for the students.
- (2) ¹The knowledge and experience to be gained in the Pre-study Internship and in the Advanced Internship can be acquired primarily in medium-sized or large industrial companies in the mechanical engineering, automotive engineering and electrical engineering sectors, but also in other companies that operate extensive technical facilities. ²Not suitable and therefore not admitted are craft enterprises in the maintenance and service sector as well as institutes of colleges and universities. ³Production craft enterprises may be suitable for the Pre-study Internship.
- (3) ¹In the Pre-study Internship, the enterprise must be recognized as a training enterprise by the Chamber of Industry and Commerce or the Chamber of Crafts beyond its suitability in principle. ²The internship activity must be supervised by a person entrusted with training management.
- (4) Engineering offices and research institutions (independent of universities) may also be suitable for parts of the Advanced Internship.
- (5) In the Advanced Internship, the supervision of activities must be carried out by professionals in the field of the respective internship activity.
- (6) ¹The Internship Office does not arrange internships. ²Students are responsible for finding their own internship opportunities and submitting their own applications.
- (7) ¹The students themselves are responsible for complying with the provisions of these regulations with regard to company suitability and the implementation of their internship. ²For this purpose, a precise clarification of the planned internship procedure with the company is

required in advance. ³Students may falsely assume that the promise of an internship by a company automatically ensures that the internship will be carried out in accordance with the requirements set forth herein.

- (8) In order to avoid later difficulties with recognition, prior consultation should be held with the Internship Office in cases of doubt.

§ 6 Substitute periods and exceptional rules

§ 6.1 Vocational training

¹Completed vocational training (apprenticeships) shall be credited up to 100% towards the Pre-study and Advanced Internship, provided that they sufficiently meet the requirements of these regulations.

²Required are corresponding certificates as well as, if applicable, the completed training plan.

§ 6.2 Professional activity in employment as an engineer

¹Relevant practical professional activities in employment as an engineer shall be credited with up to 50% of their actual duration. ²Required are corresponding employer's references or certificates of employment as well as the certification of the university degree.

§ 6.3 Employment before and during studies

¹Short-term, primarily gainful employment before and during studies, for which the company does not explicitly certify it as a completion of an internship, but which is nevertheless suitable within the meaning of these regulations, may be credited as substitute periods. ²Up to 20% of the total internship time may be replaced by gainful employment. ³Certificates of employment and reports prepared in accordance with these regulations are required.

§ 6.4 Internships in the same degree at German universities

¹Internships in technical courses of study which have already been recognized at German universities shall be credited if they meet the requirements of these regulations. ²Required are corresponding certifications of acceptance for credit by the university and, if applicable, reports and company certificates.

§ 6.5 Specialised practical training in school education

- (1) ¹Practical training periods in a school setting at vocational schools specialising in technology, at technical colleges, other corresponding training centres, as well as in-company training periods at a technical college may be credited as substitute periods. ²Up to 50% of the Pre-study Internship may be replaced by practical activities in school-based training, if they cover the areas of activity required here. ³Required are corresponding school certificates or training plans of the schools.
- (2) Industrial internships completed while studying at an ordinary school will not be accepted for credit.

§ 6.6 Technical training and service in the German armed forces

- (1) ¹Periods of training and service in maintenance units which correspond at least to the level of "Material Maintenance Level II" may be credited as substitute periods. ²Up to 50% of the Pre-study Internship may be replaced by this, provided that they cover the areas of activity required here.
- (2) Corresponding "General Activity Reports" ("Allgemeine Tätigkeitsnachweise", also known as "ATN-Bescheinigungen") or alternatively the military unit's own certificates will be required, together with a report written according to these Internship Regulations.
- (3) The issues of corresponding certificates and the preparation of reports shall be in accordance with Decree of the Federal Ministry of Defence (Bundesministerium für Verteidigung).

§ 6.7 Technical training during civilian national service or voluntary year

¹Technical training in the Volunteer Service or in a voluntary year may be credited as substitute periods. ²Up to 50% of the Pre-study Internship may be replaced by these activities, provided they are carried out in accordance with these regulations. ³Required for recognition is a certificate from the provider on the training carried out as well as reports kept in accordance with these regulations, but without the signature of the training institution.

§ 6.8 Specialised technical training courses

- (1) ¹Successful participation in technical education and training courses may be credited as substitute periods. ²Up to 50% of the Pre-study Internship may be substituted by these qualified technical courses, as far as they correspond to the fields of activity required herein.
- (2) ¹The specialised courses serve to acquire initial practical experience in industrial and commercial production. ²Pure office activities are excluded from this. ³If acceptance of such courses is wanted, prior communication with the Internship Office is recommended. ⁴For recognition, a certificate from the institution confirming the successful participation and reports kept in accordance with these regulations without the institution's signature are required.

§ 6.9 Exemptions arrangements

Students with disabilities or severely restricted by illness may make special arrangements with the Internship Office if it is not possible for them to complete the internship as planned.

§ 7 Reporting on internship activities

- (1) Reports shall be kept on the entire duration of the internship activities and submitted to the Internship Office when seeking acceptance for credit.
- (2) ¹The reports shall serve as practice in the presentation of technical facts and must be written independently. ²They may describe work processes, equipment, tools or similar and contain notes on experience gained in the activities carried out. The report should not contain any information that is subject to confidentiality regulations. ³Secrecy declarations or blocking notes shall not be signed. ⁴Students shall adapt the reports to the contents of the enterprise.
- (3) ¹The reports must reflect own activities, observations and findings. ²General representations without direct reference to one's own activities, such as transcripts from technical knowledge books, other Internship Reports, presentations or program source codes, shall not be recognised. ³In the sense of a technical report, a concise and succinct presentation is to be aimed for. Representations in the form of own sketches, workshop drawings or diagrams can be used. The use of external material, brochures or similar should be avoided.

- (4) ¹During the Pre-study Internship, a weekly activity overview divided into days and a work report on activities carried out with a length of one to two DIN A4 pages must be written. ²Preprinted report books for industrial training or similar presentations are suitable for this purpose.
- (5) ¹In the Advanced Internship is no daily report needed, but summary reports on entire internship sections or selected partial tasks with an overall scope corresponding to the number of weeks. ²If the company allows, reports may also be used which have already been prepared for the company within the framework of the internship activity. ³An overall report covering several weeks shall be preceded by an overview of the technical and temporal structure of the internship section and a brief description of the enterprise or the field of activity. ⁴An overall report, including pictures, must have a length of one to two DIN A4 pages per week.
- (6) ¹With the exceptions mentioned in §6, all reports must be signed off with name, date and stamp by the person in charge of supervision in the enterprise ²The reports must be stapled together for submission.

§ 8 Certificates of internship periods

- (1) In addition to the reports, the original certificate from the company on the completion of the internship period must be submitted for inspection in order to apply for the acceptance of internship periods. Also a copy must be handed in.
- (2) The certificate must contain the following information:
 - (a) company, department, place, branch of industry
 - (b) surname, first name, date and place of birth of the student
 - (c) the beginning and end of the internship
 - (d) Breakdown of activities by field or type of activity and duration
 - (e) Explicit statement of the number of days absent, even if none were missed
- (3) The wording of the certificate must clearly indicate that it refers to an internship activity, as by the heading "Internship Certificate" and/or the statement that the student worked as a "trainee".
- (4) The certificate should also provide an assessment of the student's work and written reports.

§ 9 Internship in a foreign country

- (1) ¹The completion of internship activities partly or entirely abroad is permissible and is expressly recommended. ²However, such activities must comply with these regulations in all respects.
- (2) ¹In the case of an internship abroad, the certificate and the report may also be written in English. ²If the certificate is not written in German or English, a certified translation must be provided.

§ 10 Acceptance procedure

- (1) To apply for acceptance, the internship acceptance formular and the certificates listed in §6 must be submitted.
- (2) ¹The Internship Office will verify compliance with the requirements of these regulations. ²After the examination, the Internship Office accepts the internship period for credit or invite consultation in cases of doubt.

§ 11 Transitional regulations

- (1) This amendment to the Internship Regulations of 12.12.2013 shall enter into force after approval by the Presidential Board and after its publication in the announcement gazette of Gottfried Wilhelm Leibniz Universität Hannover on XX.XX.XX.
- (2) Students who have enrolled in the above-mentioned degree programmes at Gottfried Wilhelm Leibniz Universität Hannover shall be subject to the regulations of these Internship Regulations from the time they come into force.
- (3) Internship periods and areas of activity that were recognized before these Internship Regulations came into force will still be accepted.

A1: Experience and areas of activity in the Pre-study Internship	
At least two different areas of choice	
VP 1 Manual activities in industrial metal and plastic processing	<u>Machining processes</u> Examples: Sawing, filling, drilling, threading, turning, planing, milling, grinding <u>Forming manufacturing processes</u> Examples: cold forming, bending, straightening, pressing, rolling, drawing, cutting, punching, riveting, forging <u>Primary forming manufacturing processes</u> Examples: casting, sintering casting, sintering, plastic injection <u>Joining and separating processes</u> Examples: soldering, welding, bonding, flame cutting
VP 2 Manual electrotechnical and electronic activities	Examples: Production of components, assemblies, devices and systems in electrical engineering and electronics; assembly, semiconductor production, maintenance and repair of electrotechnical and electronic apparatus, devices, plants and systems, control cabinet construction and electrical installation.

<p>VP 3 Industrial manufacturing with machines and product equipment</p>	<p>Examples: CNC machines, forming presses, lasers</p>
<p>VP 4 Plant operation</p>	<p>Examples: construction, commissioning, maintenance, servicing and repair of machinery and equipment in industrial or medical environments</p>
<p>VP 5 Participation in operational processes in the production environment</p>	<p>Examples: logistics (incoming and outgoing goods inspection, stock monitoring), assembly, robotics, peripherals (component cleaning/ greasing/ deburring), measurement technology (industrial or medical)</p>