

**Official internship regulations**  
**for the Bachelor's degree courses**  
**in Biochemical Engineering and Chemical Engineering**  
**at the Faculty of Biochemical and Chemical Engineering**  
**of the Technische Universität Dortmund**

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## § 1

### Validity of the Regulations

The internship regulations shall apply to the Bachelor's studies in chemical or biochemical engineering at the Faculty of Biochemical and Chemical Engineering of the Technische Universität Dortmund.

## § 2

### The Purpose of the Industrial Internship

Through trainee activities, students shall gain insight into industrial practice, acquire practical and specialized knowledge and improve their social competence.

The industrial internship shall:

- teach simple industrial arts, point out the principles of some basic instruments and procedures, and give the students a feeling for different materials and their processing,
- offer insight into the technical, economic and organisational structures of an industrial company and
- enable students to cooperate with the employees of an industrial company and allow them to experience a company's internal work flow.

## § 3

### Duration and Completion

- (1) The industrial internship shall last a total of 14 weeks. It shall be divided into an 8 week-basic internship and a 6- week specialized internship.
- (2) The entire basic internship should be completed before the beginning of the studies. The 6- week specialized internship is recommended for the period without lectures in the sixth semester.

## § 4

### Activities

The following fields of activities should be considered for the industrial internship:

#### (1) Basic internship (8 weeks)

- Manual and mechanical processing of metallic and non-metallic materials such as cutting formation (e.g. filing, sawing, drilling, turning, planing, milling etc.), non-cutting formation (e.g. founding, pressing, rolling, forging etc.) and connection techniques (e.g. welding, soldering, riveting etc.),
- Technical drawing,
- Work scheduling.

**(2) Specialized internship (6 weeks)**

- Planning, building and operation of semi technical or large technical test facilities or production lines,
- Activities in chemical or biochemical laboratories,
- Co-operation in laboratories
- Construction, mounting, repair and control of single-instruments and plants.

The trainee may, in consultation with the company employing him/her, decide which of the activities mentioned above he/she will do. He/ she shouldn't pursue one activity more than one to two weeks during the basic internship and not more than three weeks during the specialized internship.

For the basic internship every company which allows the execution of the above mentioned activities shall be acceptable; but for the specialized internship, only chemical and biochemical engineering or process engineering-relevant companies may be chosen. Below is an internet address showing a mailing list of industrial companies which have recently offered industrial internships:

<http://www.bci.uni-dortmund.de/chem-tech/de/content/student/industriepraktika/Industriepraktika.html>

## **§ 5**

### **Acknowledgement of the Interns' Activities**

- (1) To receive credit for his/her activity as an intern the trainee must submit a certificate to the Internship office of the Faculty of Biochemical and Chemical Engineering in which the individual activities and the appropriate duration are noted. Absent days must be recorded, even if none occurred.
- (2) Only actually accomplished work days will be acknowledged. In the event of absences, for example because of holidays or illness of three or more days at least one week of the internship period will not be acknowledged.
- (3) For the special internship, an internship report must be submitted.
- (4) In addition to the original company's certificate the following documents must be submitted to the Internship office:
  - the red or yellow certificate card,
  - the survey form concerning industrial internships

The necessary forms can be obtained in the Internship office.

- (5) The Internship office shall decide to what extent the practical activities meet the guidelines and can thus be accepted as an internship.

If the industrial internship has already been completely or partly acknowledged during studies at another university, fulfilling their regulations, the acknowledgement shall be accepted by the Faculty of Biochemical and Chemical Engineering, provided these are pertinent studies according to the Admission Regulations. In other cases the documents must be submitted for re-acknowledgement according to paragraphs (1) to (5).

- (6) For the specialized internship of 6 weeks, 8 credits will be awarded. For the basic internship, no credits will be granted, because the internship is a prerequisite for admission.
- (7) The entire industrial internship must be acknowledged before the student can begin the Bachelor's thesis.

## **§ 6**

### **Acknowledgement of Military Service in the Bundeswehr (the German Federal Armed Forces)**

Partial or complete acknowledgement of the basic internship shall only be possible when comparable activities, for example in a maintenance battalion, have been accomplished.

## **§ 7**

### **Acknowledgement of Vocational Activities**

- (1) A relevant apprenticeship or an adequate vocational experience may be acknowledged as an internship in whole or in part.
- (2) A working student activity in the work areas mentioned in § 4 may be acknowledged in whole or in part.

## **§ 8**

### **Application for an Internship**

The Internship office of the Faculty for Biochemical and Chemical Engineering does not place students in trainee posts. Students must contact the relevant companies themselves according to the internship regulations.

The following places provide information about companies taking on trainees:

- Career guidance offices at the job centres
- Chambers of industry and commerce,
- The Internship office of the Faculty of Biochemical and Chemical Engineering
- The students' council of the Faculty of Biochemical and Chemical Engineering

## **§ 9**

### **Internship Contracts**

For the time of the internship the student and the company usually sign an educational or work contract indicating the student's and the company's rights and responsibilities as well as the content of the training programme.

## **§ 10**

### **Compulsory Health, Long-Term Care, Retirement and Unemployment Insurance**

The following regulations describe the current situation at the time of the adoption of these internship regulations to show the points to be considered. In any particular case the student must abide by the current regulations. Enrolled students are already insured so that no additional health, long-term care or unemployment insurance is required. But as an employee an intern must have retirement coverage.

For students who are not yet enrolled at a university and complete an internship prior to the beginning of their studies, retirement coverage and unemployment insurance are compulsory. In this case it must be decided whether the student shall make contributions for the unemployment insurance during the time of the internship. If the student does not receive any remuneration, the employer must make these contributions him/herself. Otherwise the employer and the employee shall each pay half of these contributions. If an additional health and long-term care insurance is necessary the student must make a request to the health insurance where he/she is already insured.

## **§ 11**

### **Internships Abroad**

In principle students can perform their internships in whole or in part at an appropriate company abroad. The company's certificate attesting to the internship must be submitted in German or English. Certificates in other languages must be presented in the form of a legally attested German translation.

The German Academic Exchange Service (DAAD) [Deutscher Akademischer Austauschdienst] in cooperation with the International Office of the Technische Universität Dortmund and the Faculty of Biochemical and Chemical Engineering can provide trainee posts abroad.

## **§ 12**

### **Information about Industrial Internships Praktikantenamt und Studienberatung**

If there are any questions, the Internship Office and the Student Advisory Centre of the Faculty of Biochemical and Chemical Engineering can provide information concerning appropriate internship posts and issues involved in practical training, especially if there are any ambiguities concerning the acknowledgement of the planned training.

## **§ 13**

### **Starting Date and Publication of the New Regulations**

These internship regulations shall be published in 'Amtliche Mitteilungen' of the Technische Universität Dortmund and will go into effect on October 1st 2007.

Issued on the basis of the decisions of the Faculty Council of the Faculty of Biochemical and Chemical Engineering from ... and the Rectorate of the Technische Universität Dortmund from ...

Dortmund dated ...

Technische Universität Dortmund

The Rector

University professor

Dr. Eberhard Becker