



Supplement IV of the Implemetary Regulations
Master's Programme Information and Communication Engineering

I n t e r n s h i p R e g u l a t i o n s

for the master's programme Information and Communication Engineering

Contents

1. Goals of Internship
2. Type of Work in Internship
3. Companies for Internship
4. Report
5. Certificate of Practical Work Experience
6. Internships Abroad
7. Regulations for Exceptions
8. Responsibilities of Students and of the Service Centre
9. Recognition – Service Centre
10. Coming into Effect, Transition Regulations

1. Goals of Internship

Before beginning the master's programme “Information and Communication Engineering”, students are intended to gain a first look into the work of an engineer. The experiences and knowledge gained through this **technical internship** serve to extend and aid the understanding of the technical training at the university. Furthermore, the internship promotes the students' ability to apply their technical knowledge to concrete tasks and makes the transition into work as an engineer easier.

The practical experience helps in this way not only in the acquisition of technical abilities, but also in getting to know social and professional structures.

The technical internship in the industry should encompass at least 12 weeks. Normally, it should take place before the beginning of the master's studies and the certification should be handed in at the Service Centre of the “Fachbereich 18” (Department 18). Exceptions must be applied for in writing.



Specifically, the work experience provides:

- Production and manufacture in electrical engineering and information technology,
- a look into the work of an engineer in the areas research, development, manufacture and business,
- the acquisition of basic knowledge of project management regarding aspects like teamwork, deadlines, economics, quality and the environmentally sound design of industrial processes,
- a look into the social structures of a company and its safety regulations.

2. Type of Work in Internship

The practice experience helps students get to know the tasks of an engineer in the area of Information and Communication Technology regarding:

- a. Research, development, calculation, projection and construction
- b. Manufacture, assembly, testing, implementing, operation and maintenance, as well as disassembly and recovery

Ideally, the internship should provide experience in **both** of these points.

The practical experience may also contain a large business portion.

Programming courses, administrative work as well as purely warehouse work are not included in the jobs of an engineer and are, therefore, not recognised as internship experience.

3. Companies for Internship

The practical work can be completed in any kind of company that provides training in the areas listed above.

Generally, these abilities are best trained in middle to large companies with large electrical engineering and information technology divisions.

Practical experience in one's own company or in those of close family members are not recognised.

4. Report

Interns document their own work in written reports of one to two pages per week that they write themselves. Small sketches or circuit diagrams as well as design drawings should supplement the text in a meaningful way. The text should be fully formulated, although descriptions of work processes and process operations may be best described in lists.

Interns must submit one structured technical report for each work segment (e.g. per task, implementation and result) in the appropriate length. Confidentiality must be preserved; drawings, circuit diagrams etc. may only be used in the report with the permission of the company. Normally, the intern and the supervisor sign the report book at the end of the internship.



5. Certificate of Practical Work Experience

In order to have the practical work experience of the internship recognized, the original copy of a certificate or equivalent document from the company must be handed in alongside the internship reports. The attached example can be used as a guideline. It should be enlarged to size DIN A4. The certificate must contain the following information:

- Personal data
- Company where the internship took place, division and location
- Intern's duties and length thereof
- Information on days absent (holidays, sick days etc.)
- A short evaluation of the intern's work

6. Internships Abroad

Practical internships abroad that fulfil these requirements will be recognized. The report book and certificate must be submitted in German or English, or in a certified translation.

7. Regulations for Exceptions

- *Working student*: Duties as a working student will be recognized, as long as the report book and certificate – signed by supervisor in the company – are submitted in the form detailed above.
- *Professional work following a bachelor's degree*: Professional experience in the area of Information and communication technology following a bachelor's degree will be recognized. In such cases, a summary of duties must be submitted along with the certificate.

8. Responsibilities of Students and of the Service Centre

Students are responsible for

- applying in sufficient time at the companies
- making sure the content of the internship aligns with these regulations, and
- submitting reports properly and providing proof of internship according to the regulations.

The Service Centre of the department Elektrotechnik und Informationstechnik

- provides information and pertinent directions upon request
- confirms the recognition of proof of internship that have been submitted complete and on time. When recognition cannot be given or can only be partially given, the Service Centre informs the student about the reasons and advises them on the necessary corrective measures.

The Service Centre of the department Elektrotechnik und Informationstechnik does not provide students with internship spots. It advises students on the suitability of internships and provides them with relevant directions. Applicants may contact the responsible office of the local employment agency or the Chamber of Industry and Commerce. These are normally able to provide information on appropriate internship opportunities in the region.



TECHNISCHE
UNIVERSITÄT
DARMSTADT

9. Recognition – Service Centre

The **Service Centre** of the department Elektrotechnik und Informationstechnik can be reached at:

Technische Universität Darmstadt
Servicezentrum des Fachbereichs 18
Elektrotechnik und Informationstechnik
Fraunhoferstr. 4, 64283 Darmstadt

Telefon: 06151/16-20212
Telefax: 06151/16-20219
servicezentrum@etit.tu-darmstadt.de
www.etit.tu-darmstadt.de/

Office hours and time periods when applications for recognition can be submitted and are returned are posted at the Service Centre and announced during the orientation event at study begin.

In order to have internships recognized, the following documentation must be submitted:

- Certificate or equivalent document
- Report book

10. Coming into Effect, Transition Regulations

The Internship Regulations come into effect on October 1st, 2014.

Internships that have been completed according to the old Internship Regulations will be recognized without exception up to and including the winter semester of 2015/16.



TECHNISCHE
UNIVERSITÄT
DARMSTADT

I n t e r n s h i p C e r t i f i c a t e

Mr. / Ms.

Born on in

completed an internship in this company according to the guidelines of the Internship Regulations of the TU Darmstadt, department Elektrotechnik und Informationstechnik from until

He/She learned and carried out the following duties:

(D u t i e s L e n g t h o f t i m e)

.
.
.
.
.

E v a l u a t i o n :

.
.
.

A b s e n t d a y s because of

Holiday: Sickness: Other:

N o t e s :

.
.
.

(Date, signature and stamp, name and place of business)



P r a k t i k a n t e n z e u g n i s

Herr / Frau

geboren am in

hat vom bis zum

in unserem Unternehmen ein Fachpraktikum nach den Richtlinien der Praktikantenordnung
der TU Darmstadt, Fachbereich Elektrotechnik und Informationstechnik, durchgeführt.

Folgende Tätigkeiten wurden erlernt und ausgeführt:

(T ä t i g k e i t D a u e r)

.
.
.
.
.

B e u r t e i l u n g :

.
.
.

F e h l t a g e durch

Urlaub: Krankheit: Sonstige:

B e m e r k u n g e n :

.
.
.

(Datum, Unterschrift und Stempel, Name und Sitz des Unternehmens)