

BPP Internship

(Module M03: Industrial Project)

Information Meeting

SS 2019

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Regulations

- Industrial placement semester is part of IMSEIT study program (normally in 3rd semester)
 - described in M03 module description
- Regulations
 - described in "**Praktikumsordnung**" (PO)
= Appendix 4 of BBPO IMSEIT
- Regulations between student and company
 - fixed in "Ausbildungsvertrag" (contract)
 - sample contract is appended to the BBPO (appendix to Appendix 4)

Objectives (§2)

- Create a link between the (theoretical) studies and the industrial work
- Orientation in the profession strived for
- Get to know technical and organisational contexts
- Involvement in the process of work
- Practical training in the engineering trade in one or several projects

Duration of practical work (§3)

- Practical training part lasts
 - **minimum 19 weeks**
 - **maximum up to 6 months**

Admission and timing (§4)

- Admission requirements
 - German language knowledge (certified via test):
A2 level, minimum A1 level
 - Credit points:
 - Minimum 30 credit points reached
 - Recommendation: 45 credit points passed
- Timing
 - practical work phase generally takes place in the third semester of the Master's course
 - earliest begin: after last examination of previous semester

Organisation (§5)

- Coordinator/supervisor: Dr. Krauß
 - organization of information meeting
 - gives advice to students for questions related to internship
 - can support in finding a suitable internship place and a personal academic supervisor
- Personal academic supervisor
 - individual to each student
 - contact person from university
 - may support in finding internship places
 - supervises work
 - after completion:
 - acknowledges report
 - checks certificate of company

Contract (§6)

- Before starting the student makes an individual contract with the company (sample contract appended to BBPO).

Contract contents (§6)

- Duties of company:
 - provide tasks and work according to §7
 - assign a qualified supervisor to the student
 - enable student to take part in important examinations
 - after completion: confirm work with a certificate specifying:
 - subjects of work
 - success of work
 - duration, periods of absence

Contract contents (§6)

- Duties of student:
 - take advantage of the training opportunities
 - perform the delegated work carefully
 - follow rules and regulations of company (regulations of work, prevention of accidents, professional discretion, give immediate notice of absence)
 - deliver written report within specified time (schedule and subjects of work, size about 30...40 pages)
 - ⇒ see guideline document on EIT web pages

Practical activities (§7)

- Practical training work can be done in one of the following areas:
 - Research and development work
 - Project planning and design
 - Manufacturing, preparation of work
 - Assembly and production
 - Test bed, quality control
 - Operational organisation
 - Documentation

Status of student (§9)

- Student stays immatriculated at Hochschule Darmstadt (h-da)
- Keeps rights and duties of ordinary student

Acknowledgement of BPP (§10)

- Required (within specified time)
 - copy of contract (before start)
 - certificate of company
 - own written report, acknowledged by personal supervisor

Acknowledgement of industrial work (§11)

- In exceptional cases acknowledgement possible for
 - experience in industrial engineering work
 - equivalent industrial placement of former studies

Liability (§12)

- Students are insured against accidents during the practical work phase in Germany (SGB VII)
- At request of the training provider, students must conclude an indemnity insurance policy
 - adapted to the duration and content of the training contract
 - present evidence of this to the training provider at start
- If students perform the practical semester abroad, they are responsible for arranging adequate insurance to cover health, accidents and general indemnity.
- Students are not obliged to pay contributions towards unemployment, health, nursing or pension insurance

General overview

- Earliest start: after last examination of 2nd semester
- Latest start: begin November
- Duration: minimum 19 weeks, up to max. 6 months
- Credits for module M03:
 - German class: 5CP (in semester 1 and 2)
 - Practical training part: 25 CP

Process for execution (I)

1. Preparation steps for internship:

- i. Attend preliminary seminar (information meeting)
- ii. Find industrial company
- iii. Find academic supervisor
- iv. Fulfil requirements for admission

2. Application for admission via BPP form sheet:

- i. Fill section with personal data
- ii. Fill section with company data and duration of internship and sign
- iii. Get confirmation that prerequisites are fulfilled from
 - MSE examination office (Mrs. Grimm)
 - Academic supervisor

iv. When all prerequisites are confirmed

- form sheet must be submitted to MSE examination office**
- internship can be executed**

Process for execution (II)

3. Execute BPP internship in the company
4. For acknowledgement of the internship:
 - i. Deliver internship report to academic supervisor (see guideline for internship report), **at the latest 2 weeks after the work has ended**
 - ii. Deliver company certificate to academic supervisor
5. Academic supervisor will acknowledge successful execution of BPP internship

How to find training places?

- General remark:
 - Place has to be found by student
 - University can only give support
- Boards (at university)
- H-DA job portal
- Internet (job portals, company web sites,)
- Newspapers
- Recommendations
- Personal academic supervisor

Contact

- Coordinator

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QUESTIONS?