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HOCHSCHULE DARMSTADT  
UNIVERSITY OF APPLIED SCIENCES

# **BPP Internship, PO 2019 (Module M03: Internship)**

Information Meeting WS 2023

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# Equivalent Terms

- BPP = Berufspraktische Phase
- BPS = Berufspraktisches Semester
- Internship
- Industrial Placement
- Practical Working Phase
- Practical Module

# Regulations

- Internship is a **mandatory part** of IMSEIT study program
  - normally in 3rd semester
  - described in [M03 module description](#)
- **Internship regulations** (= “Praktikumsordnung”)
  - described in [BBPO - Faculty Examination Rules IMSEIT](#)
    - § 10 Practical module
    - **Annex 4: “Regulations for the practical module (OPM)”**
- Regulations between student and internship provider (company)
  - fixed in “Praktikantenvertrag” (Training agreement for the practical working phase)
  - sample contract is appended to the BBPO (appendix to Annex 4)

# Objectives of the internship

- Create a linkage between the studies and the world of work
- Orientation in the profession strived for
- Get to know technical and organizational contexts
- Involvement in the process of work
- Practical training in the engineering trade in one or several projects

# Practical activities

- 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
  - Test bed, quality control

# Time schedule and duration

- Timing:
  - Practical working phase generally takes place in **third semester** of the 4-semester programme
  - Earliest begin: after last examination of previous semester
- Practical working phase comprises **26 weeks of full-time work**.
  - Full time work: the working hours specified at the company/institution as the standard weekly working hours

# Admission

- Admission requirements:
  1. At least **30 CP reached** from first two semesters of Masters course.  
Recommended: 45 CPs
  2. At least **one German course successfully passed** with completed language level of **at least A1**
  3. **Preparation seminar** (information meeting) has been attended
  4. Consent of the person supervising the practical working phase (= BPP supervisor) has been provided
  5. Consent of the internship provider has been provided (via training contract)

# Organisation (I)

- **BPP management (= BPP coordinator): Dr. Bannwarth**
  - organizes and conducts the preparatory course (= BPP information meeting)
  - gives advice to students for questions related to internship
  - provides support in finding a suitable internship provider and a personal academic supervisor (BPP supervisor)



## Organisation (II)

- **BPP supervisor:** professor as academic supervisor for practical working phase
  - individual to each student
  - may support in finding internship places
  - approves
    - intended practical activities and the internship
    - duration of practical working phase as agreed in contract
  - supports during practical working phase and monitors progress
  - after completion:
    - acknowledges report
    - checks certificate of company
    - performs subsequent acknowledgement of practical working phase

# Contract

- Before starting the student concludes an individual contract with the company (internship provider)
- Sample contract is appended to BBPO

# Contract contents

- **Internship provider (company)** is obliged to
  - employ the student for the duration of the practical working phase
  - provide tasks and work within areas of responsibility stated in the module description M03
  - allow the student to take part in all important examinations
  - appoint a qualified supervisor for the student
  - issue a **certificate** after completion, which comprises
    - amount of time worked
    - absences
    - content of practical activities and their success

# Contract contents

- Student is obliged to
  - make use of the offered training opportunities and perform the assigned tasks carefully
  - comply with the instructions of the internship provider and the supervisor
  - observe the regulations applicable for the internship, in particular
    - working regulations
    - accident prevention regulations
    - confidentiality obligations
  - notify the internship provider immediately about an absence
  - deliver report about the practical work within specified time (written technical documentation including schedule and subjects of work, size about **30...40 pages**)
    - ⇒ see [guideline document](#) on MSE web pages

# Status of student during internship

- Student stays enrolled at Hochschule Darmstadt (h-da)
- Keeps rights and duties of a regular student
- Students are not
  - placement students/trainees in accordance with the Vocational Training Act (*Berufsbildungsgesetz*)
  - subject to the Works Council Constitution Act (*Betriebsverfassungsgesetz*)
  - subject to the Personnel Representation Act (*Personalvertretungsgesetz*)

# Acknowledgement of BPP internship

- Required (within specified time)
  - registration of internship on basis of contract (before start)
  - certificate of company
  - internship report delivered on time (**at latest 2 weeks after the work has ended and prior to start of master thesis**) and acknowledged by BPP supervisor (personal academic supervisor)

# Liability

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

# General overview

- Earliest start: after last examination of 2<sup>nd</sup> semester
  - usual: start by September or October (April for summer semester)
- Target: start latest by begin of November (May for summer semester)
- Duration: 26 weeks
- Credits for module M03:
  - German classes: 5 CP (in semester 1 and 2)
  - Practical working phase (internship): 25 CP



# Process for execution (I)

1. Preparation steps for internship:
  - i. Attend preparation 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 contact sheet (<http://link.h-da.de/qVhN>)
    - 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 latest 2 weeks after the work has ended and prior to start of master thesis !**
  - ii. Deliver company certificate to academic supervisor
5. Academic supervisor will acknowledge successful execution of BPP internship

# How to find internship positions?

- General remark:
  - place has to be found by student
  - university can only give support
- Boards (at university)
- [h-da job portal](#)
- [FB EIT “Stellenangebote”](#)
- Internet (job portals, company web sites, ....)
- [www.die-masterarbeit.de](http://www.die-masterarbeit.de)
- Newspapers
- Recommendations
- Personal academic supervisor

# Contact

- BPP management/coordinator:  
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# QUESTIONS?