



h_da

HOCHSCHULE DARMSTADT
UNIVERSITY OF APPLIED SCIENCES

BPP Internship, PO 2019 (Module M03: Internship)

Information Meeting WS 2024

Prof. Dr. S. Bannwarth

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: 4 weeks 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: 4 weeks after last examination of 2nd 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

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
- Newspapers
- Recommendations
- Personal academic supervisor

Contact

- BPP management/coordinator:
Dr. Bannwarth
Building D16, room 3.07
Phone: +49.6151.16-533 60033
Email: stephan.bannwarth@h-da.de

QUESTIONS?