

**Revised version of the 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
dated of May 6th 2013**

The Official internship Regulations for the Bachelor's degree courses in Biochemical Engineering and Chemical Engineering dated of December 14th 2007 (AM "Amtliche Mitteilungen" N° 21/2007, p. 58 et seqq.) were revised as follows:

According to § 2 paragraph 4 in connection with § 64 paragraph 1 of the law of institutions of higher education in the federal state of North Rhine–Westphalia [HG – Hochschulgesetz NRW – Higher Education Act] dated of October 31st 2006 (GV. NRW p. 474), last amended by the law dated of December 18th 2012 (GV. NRW p. 672), the Technische Universität Dortmund has issued the following regulations:

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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 internship

- (1) The internship at the Faculty of Biochemical and Chemical Engineering is divided into a basic and a specialized internship. The students shall gain insight into industrial practice, acquire practical and specialized knowledge and improve their social competence.
- (2) The optional basic internship shall permit to get a first insight into industrial work in a chemical production environment. It may include basic craftsmanship training in the field of materials processing or construction.
- (3) The specialized internship shall:
 - offer a first insight into the relevant engineering activities in a company and provide an opportunity to apply the knowledge and competences acquired in the study courses on specific questions,
 - offer insight into questions of project engineering and project management as well as of interdisciplinary and cross-cultural cooperation in a heterogeneous project team of an industrial company,
 - preferably take place in design and development departments, or in production facilities in a chemical / biochemical production environment.

§ 3

Duration and Completion

- (1) The duration of the optional basic internship, which is strongly recommended, should last 8 weeks and should be completed before the beginning of the studies.
- (2) The duration of the specialized internship is 9 weeks. It shall be completed in the period without lectures in the sixth semester.

§ 4

Activities

- (1) The following fields of activities should be considered for the specialized internship:
 - 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.
- (2) The trainee may, in consultation with the company employing him/her, decide which of the activities mentioned above he/she will do.
- (3) For the internship, only chemical and biochemical engineering or process engineering-relevant companies may be chosen. The website of the Faculty of Biochemical and Chemical Engineering shows a mailing list of industrial companies which recently have offered industrial internships.

§ 5

Registration, Completion and Acknowledgement of the interns' activities

- (1) Registrations of specialized internships must be submitted to a university professor or a habilitated member of the Faculty of Biochemical and Chemical Engineering. This supervisor, who can be suggested by the students, will approve the internship.
- (2) If a candidate can't name a supervisor the Chairman of the Examination board will be in charge of finding a supervisor for the candidate.
- (3) After completion of the specialized internship the trainee must submit a company's certificate to the supervisor in which the individual activities and the appropriate duration are noted. The certificate must record absent days, even if none occurred.
- (4) The trainee must also submit an internship report to the supervisor. The report comprises approximately 2 pages and includes, in addition to a short list of the

activities and results during the specialized internship, a description of the applied methods and references to the courses.

- (5) The supervisor shall decide on the basis of the submitted certificates and the report if the practical activities meet the guidelines and can thus be accepted as an internship.
- (6) Only actually accomplished work weeks will be acknowledged. Absences, for example because of holidays or illness during the period of internship, will have to be made up.
- (7) 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).
- (8) In addition to the internship report and the company's certificate the "Survey form concerning industrial internships" must be submitted to the supervisor. The "Survey form concerning industrial internships" can be obtained on the website of the Faculty of Biochemical and Chemical Engineering.
- (9) For the internship 12 credit points will be awarded.

§ 6

Acknowledgement of vocational activities

- (1) A relevant vocational training 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.
- (3) Acknowledgement of vocational activities is assured by the Chairman of the Examination board.

§ 7

Application for an internship

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,
- Website of the Faculty of Biochemical and Chemical Engineering
- Students' council of the Faculty of Biochemical and Chemical Engineering

§ 8

Internship contracts

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

§ 9

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. In any particular case the students 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 they must have retirement coverage as an employee.
- 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.

§ 10

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.

§ 11

Information about industrial internships

If there are any questions, the university lecturers 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.

§ 12

Application area, starting date and publication of the new regulations

- (1) These internship regulations shall be published in 'Amtliche Mitteilungen' of the Technische Universität Dortmund and will go into effect on October 1st 2012.
- (2) The regulations will be applied to all the students 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 provided that the students have not yet completed their specialised internship.

Issued on the basis of the decisions of the Faculty Council of the Faculty of Biochemical and Chemical Engineering dated April 24th 2013 and the Rectorate of the Technische Universität Dortmund from March 20th 2013

Dortmund dated May 6th 2013

The Rector
of the Technische Universität Dortmund

University professor
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