

**Basic Internship Regulations for the following Bachelor's degree programmes
Electrical Engineering, Electrical Engineering – extra occupationally, Energy Engineering,
Mechanical Engineering, Mechanical Engineering – extra occupationally, Mechatronics,
Mechatronics – extra occupationally, Industrial Engineering, Industrial Engineering – extra
occupationally at University of Applied Sciences Kaiserslautern dated 19 June 2024**

To specify the details regarding the content, implementation and documentation of a basic internship for the Bachelor's degree programmes in Electrical Engineering, Electrical Engineering – extra occupationally, Energy Engineering, Mechanical Engineering, Mechanical Engineering – extra occupationally, Mechatronics, Mechatronics – extra occupationally, Industrial Engineering and Industrial Engineering – extra occupationally at the University of Applied Sciences Kaiserslautern, the Faculty Council of the Faculty of Applied Engineering Sciences adopted the following Basic Internship Regulations on 19 June 2024.

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§ 1 Scope

(1) These General Practical Training Regulations supplement Section 4 of the following subject-specific examination regulations and govern the required relevant practical training:

1. Specialist Examination Regulations for the Bachelor's degree programmes in Electrical Engineering, Energy Engineering, Mechanical Engineering, Mechatronics and Industrial Engineering at the University of Applied Sciences Kaiserslautern dated 14 June 2024
2. Subject Examination Regulations for the Bachelor's degree programmes in Electrical Engineering – extra occupationally, Mechanical Engineering – extra occupationally, Mechatronics – extra occupationally and Industrial Engineering – extra occupationally at the University of Applied Sciences Kaiserslautern dated 14 June 2024

(2) These regulations apply to all students on the Bachelor's degree programmes in Electrical Engineering, Electrical Engineering – part-time, Energy Engineering, Mechanical Engineering, Mechanical Engineering – extra occupationally, Mechatronics, Mechatronics – extra occupationally, Industrial Engineering and Industrial Engineering – extra occupationally in the Faculty of Applied Engineering Sciences at the University of Applied Sciences Kaiserslautern who are studying in accordance with the subject examination regulations referred to in (1).

§ 2 Purpose of the basic internship

(1) The basic internship (practical training) is intended to enable the i n t e r n to

1. gain an insight into fundamental practical activities,

2. experience the world of work first-hand,
3. to recognise social and professional issues, and thus to gain an understanding of and awareness of the problems associated with practice-oriented training based on scientific principles.

(2) The aim of involving the intern in professional practice for the duration of the placement is to enable them to learn about working methods and procedures through first-hand experience.

§ 3 General provisions regarding the basic internship

(1) Prior to commencing the degree programme, evidence of relevant practical training (basic internship) must be provided.

(2) In exceptional cases, the basic internship may be completed at a later date. Admission to examinations for compulsory modules in the 3rd to 7th or 8th semester of the study programme is only possible upon proof of completion of the basic internship.

(3) The basic internship has an extent of 30 days of attendance for all degree programmes. When completing the basic internship, a standard working week of at least 35 hours is assumed. Due to the short duration of the training period, days taken as holiday or days of absence cannot be counted towards the internship and must therefore be made up. Should an absence due to illness result in fewer than 21 days of attendance being completed, the days missed must be made up.

§ 4 Training Plans

In the following, the practical activities and content of the basic internship are assigned to the training fields of Electrical Engineering (ET), Mechanical Engineering (MB) and Business Administration (W) for the individual degree programmes under (1) to (5) (see § 5). This assignment is intended as a recommendation, so that the content of the basic internship prepares students as effectively as possible for the content of their degree programme. In special cases, deviations from these guidelines are possible. Students must justify these within the scope of the recognition procedure. The head of the internship office responsible decides on the approval of these deviations.

1) Training plan for the Bachelor's degree programme in Electrical Engineering, Electrical Engineering – extra occupationally

Evidence must be provided of at least six weeks of practical work in the field of training (ET).

Practical work in the ET1 field can be credited towards the pre-placement internship up to a maximum extent of one week (5 days of attendance).

2) Training plan for the Bachelor's degree programme in Energy Engineering

Proof of at least six weeks of practical work must be provided.

These may be carried out entirely in either the training fields (MB) or (ET). Any combination of the fields is possible. Although a combination of the fields (MB) and (ET) is preferred, it is not mandatory.

3) Training plan for the Bachelor's degree programme in Mechanical Engineering, Mechanical Engineering – extra occupationally

Proof of at least six weeks of practical work in the training field (MB) must be provided.

4) Training plan for the Bachelor's degree programme in Mechatronics, Mechatronics – extra occupationally

Proof of at least six weeks of practical work must be provided.

This can be carried out entirely in either the training fields (MB) or (ET). Any combination of these fields is permitted. A combination of the fields (MB) and (ET) is preferred but not mandatory.

5) Training plan for the Bachelor's degree programme in Industrial Engineering, Industrial Engineering – extra occupationally

5.1) Industrial Engineering, specialising in Electrical Engineering:

Proof of at least six weeks of practical work must be provided.

This can be completed entirely within either the training fields (ET) or (W). Any combination of these fields is permitted. Whilst a combination of the (ET) and (W) fields is encouraged, it is not mandatory.

Training content from the ET1 field can be credited towards the pre-placement internship up to a maximum extent of one week (5 days of attendance).

5.2) Industrial Engineering – extra occupationally, Industrial Engineering with specialisations in Mechanical Engineering, Production Engineering, Engineering and Process Engineering:

Proof of at least six weeks of practical work must be provided.

This can be carried out entirely in either the training fields (MB) or (W). Any combination of the fields is possible. A combination of the fields (MB) and (W) is desirable but not mandatory.

§ 5 Training fields

Training field Electrical Engineering (ET):

Training content should consist of fundamental practical activities in the field of electrical engineering. The following areas of activity are examples of such tasks. The detailed specifications are recommendations that do not need to be covered in full and may be replaced by suitable alternatives in individual cases.

No.	Fields
ET1	Basic mechanical training and joining technology Machining and non-machining processes, e.g. welding, soldering, bonding, annealing, hardening, etc.
ET2	Specialist training in energy and control technology Installation, construction; testing, troubleshooting and maintenance of electrical systems in industry, energy supply, energy distribution or building services engineering; repair of energy-generating and energy-consuming electrical machinery and Devices
ET3	Specialist training in telecommunications and data processing Construction, testing, maintenance and repair of radio, television and communications equipment and systems, measuring and testing equipment or other electronic devices, manufacture and testing of components

Training field: Mechanical Engineering (MB):

The training content should cover fundamental practical activities in the field of mechanical engineering. The following areas of activity are examples of such tasks. The detailed information provided are recommendations which do not need to be covered in full and which may be replaced by appropriate alternatives in individual cases. The content taught should be supplemented by self-study of relevant literature.

No.	Fields
MB1	Basic training Organisational structures, metalwork, introduction to technical drawing, etc.
MB2	Materials and Machining <u>Machining</u> : turning, drilling, milling, grinding, etc. <u>Forming processes</u> : model making, foundry work, etc. <u>Metal forming processes</u> : forging, bending, drawing, punching, etc.
MB3	Materials and joining techniques Welding, brazing, bonding, etc.
MB4	Testing, measurement Material testing, joining testing, measurement and testing methods
MB5	Assembly and final inspection
MB6	Work preparation, production planning and production control

Business Administration (W) training field:

The training content should consist of basic practical activities in the commercial field. The following areas of activity are examples of such tasks. The detailed information provided is intended as recommendations; these do not need to be covered in full and may be replaced by appropriate alternatives in individual cases. The content taught should be supplemented by self-study of relevant literature.

No.	Fields
W1	Accounting Cost accounting, investment planning, operational key figures, financial accounting
W2	Procurement Supplier selection, materials planning, purchasing, goods receipt, stock management
W3	Sales Marketing planning, market research, sales, advertising, customer service

§ 6 Training organisations

(1) The choice of training companies and the timely application for training places are the responsibility of the intern. The intern must ensure that their training complies with the required guidelines. The department will assist, where necessary, in the search for suitable companies.

(2) Companies recognised by the Chamber of Industry and Commerce as training companies are particularly suitable for the placement. School laboratories are not suitable and cannot be recognised.

(3) The fields listed in the training plan may be completed at different companies. The duration of the placement at a company must not be less than 2 weeks, i.e. 10 days of attendance.

§ 7 Reporting, Certification

(1) The intern must produce brief daily reports for each week, containing a tabular list of the day of the week, date and activities. All reports must be confirmed by the training company by stating the supervisor's name, their signature and a company stamp.

(2) The training company shall issue the intern with a certificate confirming the internship completed there. This must specify at least the nature and duration of the activities – in line with the fields specified in the training plan. The duration must be stated in full weeks. Holidays, absences and other days off work must be listed. These days cannot be counted towards the placement but must be made up.

§ 8 Recognition

(1) Proof of and recognition for prior practical training are handled by the representatives of the department responsible for the basic practical placement within the relevant degree programme. To this end, the daily reports and the certificate from the training organisation must be submitted in accordance with Section 7.

(2) Successful completion of an apprenticeship in a profession corresponding to the degree programme and, where applicable, the chosen specialisation, replaces the practical training. All other training and practical activities which cover all or part of the fields specified in the training plan may be credited on a pro rata basis following an exam of the individual case. This also applies to knowledge and skills acquired outside industrial enterprises, provided they correspond to the spirit of the training plan.

(3) In the case of international applicants and students from foreign universities, a schematic comparison is not permitted in the equivalence assessment of practical training; instead, an overall assessment must be carried out. Parts or all of the practical training may be recognised.

(4) For students from foreign universities with which partnership agreements exist, deviations regarding the basic practical placement may be determined by resolution of the Faculty Council.

(5) Internships completed abroad may be recognised provided that equivalence exists in accordance with the educational objective. In the event of a change of degree programme within the AING department, previously recognised internship periods shall be recognised without any further exam. If internship periods of at least six weeks have already been recognised, the internship shall be deemed to have been completed upon a change of degree programme, irrespective of the content covered. If only parts have been completed, the content of the remaining parts to be completed shall be based on the extent of the content covered previously.

training plan (§ 4) of the new degree programme. Any missing content must be made up in accordance with the instructions of the Head of the Internship Office, provided that the internship, including the parts already recognised, does not exceed a total duration of six weeks.

(6) In the event of a transfer from a German university or a change of degree programme from another department within the University of Applied Sciences Kaiserslautern, previously recognised internship periods shall be accepted without further exam, provided that the internship was completed within the scope of an engineering degree programme.

(7) In all cases not explicitly mentioned, the decision on whether to recognise the placement in whole or in part rests with the Head of the Internship Office in accordance with these regulations.

§ 9 Legal relationships

(1) A contract should be concluded between the training organisation and the intern, which covers not only the training but also insurance cover.

(2) For the periods of practical training completed during their studies, students remain enrolled with all the rights and obligations arising therefrom. The university shall not be liable for any damage caused by students during their placement. Supervision of the student is the responsibility of the training organisation. The rights and obligations arise from the contractual relationship between the student and the training organisation.

§ 10 Entry into force

(1) These regulations shall enter into force on the day following the decision of the Faculty Council. They shall be published on the faculty website.

Kaiserslautern, 19 June 2024

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Dean