

Hamburg University of Applied Sciences
Faculty of Engineering and Computer Science
Department of Information and Electrical Engineering

Industrial placement guidelines

- (1) By working at a company, students are introduced to engineering activities while still pursuing their studies. They learn about how engineers use methods and knowledge in predetermined, practical situations to successfully solve problems. This experience should provide incentive to take an active role in shaping the advanced courses to follow and to independently take a scientific approach to their Bachelor thesis. During the industrial placement, students should become familiar with the various aspects of the company's decision-making processes and gain insight into the technical, organizational, economic and social attributes of company activities.
- (2) The prerequisite for acceptance into the industrial placement program is the successful completion of the first year, including all credits, examinations and pre-examinations.
- (3) Students are responsible for selecting a company and a suitable placement themselves. We recommend applying to several companies at least six months before the placement is supposed to begin.
- (4) A placement contract needs to be concluded in writing between the company and the student. The contract form recommended by the department is available at the internet or the Faculty Service Bureau (room 288, tel.: (040) 428 758 321). The contract must stipulate that the net duration of the industrial placement is a total of 20 weeks (i.e. without holiday and absences). If the company incorporates holiday leave into the contract, the length of the contract must be extended accordingly.

Following successful application and contract conclusion – before the start of the industrial placement – students must provide the department representative professor for the training period with a copy of the placement contract and the designated form, which details the company and department offering the placement as well as which of the department's professors will be overseeing the industrial placement.

- (5) During the industrial placement, students are still registered at the university, which means they are required to report back to the registrar under the category "primary placement" for the fifth semester. They continue to pay tuition, can be members of student committees and can participate in courses, re-sit exams and elections, as long as these do not interfere with the placement process or goals. This means that participation in laboratory courses and seminars at the university is not allowed.

The "Scientific Methods" (SM) class will be offered at the same time as the industrial placement. The class is organized in such a way that the first part is offered in the fourth semester and the second part starts on 1st of September or later. The end of the work contract needs to be planned accordingly.

Students participating in the industrial placement program are insured against work-related and commuting accidents through the company's trade association.

According to the BAföG law, the maximum duration of financial aid is extended for one semester if an industrial placement is completed.

Completing the industrial placement is part of the degree course and has therefore not been subject to pension contributions since 01/01/1998. Any certificates required by the employer will be provided by the Faculty Service Bureau.

Compulsory health insurance still applies.

- (6) Students in the industrial internship should carry out engineering tasks relevant to their future vocational field either on their own or as part of group and under the supervision of a professional. Students are to be introduced to the job in question, all the associated areas and the larger context, and should take part in meetings which apply to their areas of responsibility.

The scope of tasks should correspond to the student's level of training and the aim of the industrial placement as well as be manageable for the student with regard to the schedule and their area of specialization. To promote in-depth collaboration, students should only be placed in one or maximum two of the following company areas:

Development	Data center	Maintenance
Organization	Construction	Planning
Repair	Quality control	Manufacturing
Laboratory	Safety	Testing
Data processing	Process planning	Assembly

- (7) A successful industrial placement requires close collaboration between the company, student and university. The university provides representatives for dealing with issues regarding the placement. Every student will also be supervised by one of the department's professors during the industrial placement. The supervising professor will provide student supervision at the company itself following registration. If the company is too far away for this to be feasible, the student will need to provide the supervising professor with an interim report after a period of four to eight weeks.
- (8) The company will be asked to provide the student with a certificate confirming the length and activities of the industrial placement in accordance with the placement guidelines and the placement contract. Absences must be made up.

(9) The certificate confirming successful completion of the industrial placement will be issued as long as ...

- The department representative professor for the training period has authorized the student's industrial placement (before the start of the placement) on the corresponding form
- The company's certificate confirming completion of the industrial placement is submitted to the department representative professor for the training period
- The supervising professor has confirmed the successful completion of a written paper and oral presentation on the industrial placement

Contact details of the department representative professor for the training period issues:

Prof. Dr.-Ing. J. Ginzel

Tel. +49 (0)40 42875 8013

Room 383

Jens.ginzel@haw-hamburg.de