

## Guideline for the Practical Training Phase in a Bachelor's Degree Program

### 1. General Information

The regulations governing the practical training phase (such as the main internship) are based on the degree-course examination and study regulations for the corresponding bachelor's program at the Faculty of Electrical Engineering, Media and Information Technology at the University of Applied Sciences Hamburg ( § 2) and the General Examination and Study Regulations for Bachelor's and Master's Programs in Engineering, Natural Sciences, Health Sciences, and Computer Science – APSO-INGI ( § 6).

### 2. Objective of the Practical Phase

During the practical phase, students are to be systematically introduced to study-program-related tasks through hands-on work in the professional field. Students are to learn and participate in how methods and insights are applied in specific practical situations to successfully solve problems.

During the practical phase, students are introduced to application-oriented engineering work at an internship company. Students are expected to learn and participate in how engineers apply methods and insights to successfully solve problems in real-world situations. In doing so, they will have the opportunity to apply the knowledge acquired during their theoretical studies—which is typically taught in separate disciplines—to complex real-world problems.

During the practical phase, students are also expected to become familiar with the various aspects of corporate decision-making processes and gain insights into the technical, organizational, economic, and social contexts of business operations.

Contact with professional practice is intended to provide students with thematic and content-related inspiration for their future studies. This includes, among other things, ideas for actively shaping their subsequent specialized studies, elective courses, and the independent academic work on their bachelor or master thesis.

### 3. Duration of the Practical Phase

The duration of the practical phase depends on the bachelor's program:

- The examination and study regulations for the Media Technology program stipulate that students must complete an internship lasting 15 weeks in total (i.e., including legally mandated vacation days) as part of their studies. This internship is to be integrated into the 7th semester. It is recommended to begin the practical phase after the sixth semester. The start date may be determined by the requirements of the internship company.
- The examination and study regulations for the degree programs Electrical and Information Engineering, Information Engineering, and Renewable Energy Systems and Energy Management stipulate that students must complete a practical phase of 20 straight weeks net (i.e., excluding vacation days and absences). If the internship company includes a vacation entitlement in the contract, the contract duration must be extended accordingly. The practical phase should be integrated into the 5th semester. The start date may be determined by the requirements of the internship company.

#### 4. Preconditions for the Practical Phase

To be eligible for the practical training phase, students must have successfully completed their first year of study (all coursework, PVLs, and exams of the first year must have been successfully completed). If a single requirement from the first year is missing, an exception may be requested from the Head of the Examination Board ([emi-pav@haw-hamburg.de](mailto:emi-pav@haw-hamburg.de)).

#### 5. Internship Agreement

In general, students are free to choose their internship company, and it is their responsibility to seek out a suitable internship position. It is recommended that students apply to several companies at least six months before the start of their internship.

Students should seek out an internship company that aligns with their specific area of study. A prerequisite is that these companies have qualified staff available to guide and supervise the interns.

The Faculty EMI and the Friends Association website assist students in their search for internship positions by listing companies that have previously trained students. The practical phase may be completed at internship companies both in Germany and abroad.

A written internship agreement must be concluded between the internship company and the student. When concluding the agreement, care must be taken to ensure that the contractually agreed duration of the practical phase is at least equal to the duration defined in the examination and study regulations (see Section 3). For students of a dual study program, the agreement with their company is sufficient.

Since the student is nearing completion of the bachelor's degree – and is therefore already practically an engineer – a salary must be paid for the internship.

If the selected company does not pay a salary, the internship company must provide justification for their decision.

#### 6. Before beginning the practical phase

The student must find a supervising lecturer to guide them during the practical phase:

- For the Media Technology program, the supervising lecturer may be a professor or a research assistant.
- For the Electrical and Information Engineering, Information Engineering, and Renewable Energy Systems and Energy Management programs, the examination regulations stipulate that the supervising lecturer must be a professor.

To register for the practical training phase, students must email the following documents to the EMI Academic Office ([emi-studienbuero@haw-hamburg.de](mailto:emi-studienbuero@haw-hamburg.de)):

- The first section of the internship application must be completed digitally.
- The student must send the contract they signed with the internship company to the Academic Office. Alternatively, the student may submit a confirmation from the internship company regarding the signed internship contract. This confirmation must specify the duration of the internship and confirm that the student will be performing engineering-related tasks or work in media technology or the arts. The text template provided in the appendix to this document should be used for the confirmation text.

Exception: students of a dual study program are not required to submit either an internship contract or a confirmation of the internship contract.

Once all requirements have been met, the Academic Office will complete Section 2 of the internship application electronically and email it to the student and the supervising lecturer.

**This must be done before the start of the practical phase.**

## 7. Execution of the practical phase

Students are to tackle either a comprehensive project or individual tasks – either independently or in a group – using an engineering approach, under the professional guidance of a company employee. Prior to this, the internship company must provide an introduction to the task itself, as well as its related areas and contexts from technical, economic, and organizational perspectives. In solving the task, students should be provided with support at least to the same extent as that given to permanent employees. This includes, among other things, participation in meetings and access to company data.

The successful completion of the practical phase should be supported by close cooperation between the internship company, the students, and the university. On the university's part, the practical phase is supported by a supervising lecturer from the Faculty EMI (see Section 6). The supervising lecturer should visit the student at the workplace, preferably after the first half of the internship. If this is not feasible due to geographical distance, the student shall submit an interim report of at least three pages to the supervising lecturer approximately 4 to 8 weeks into the practical phase. Absences must be made up for.

Students remain members of the university during the practical phase and must therefore re-register with the Student Admission and Registration Office. Students continue to pay tuition fees, may serve on student committees, and may also participate in courses, exams, and elections, provided that this does not interfere with the duration or objectives of the practical phase.

Students in the practical phase are insured against workplace and commuting accidents through the company's employer's liability insurance association.

The maximum duration of BAföG funding is extended by one semester upon completion of the practical semester. Therefore, the "Amt für Ausbildungsförderung" (Office for Student Financial Aid) must be notified.

Completing the practical semester is part of the degree program and, for this reason, has not been subject to pension insurance contributions since January 1, 1998. The Academic Office will issue any certificate regarding this matter that may be required by the employer. The obligation to have health insurance remains in effect.

## 8. Completion of the practical phase

To complete the practical phase, the following requirements and documents must be submitted:

- Examination requirements in accordance with the program-specific examination and study regulations:
  - The examination and study regulations for the Media Technology program require a term paper. The term paper must be a detailed and comprehensible final report describing the context, content, and results of the activities. The term paper must comprise at least 15 pages of text (i.e., more than 4,000 words) plus graphics, tables, or images, etc. The term paper must be submitted to the supervising lecturer no later than two weeks after the end of the practical phase. A request for an extension of the submission deadline must be submitted to the supervising lecturer.
  - The examination and study regulations for the degree programs in Electrical and Information Engineering, Information Engineering, and Renewable Energy Systems and Energy Management require a colloquium consisting of an internship report and a presentation.

After the student has completed the examination requirement, the supervising lecturer must digitally fill out Section 3 of the internship application and send it to the Academic Office.

- Students must email a confirmation from the internship company verifying the successful completion of the practical phase to the Academic Office ([emi-studienbuero@haw-hamburg.de](mailto:emi-studienbuero@haw-hamburg.de)). The text template provided in the appendix of this document should be used for the confirmation.

Once all requirements for the successful completion of the practical phase have been met, the Academic Office will send the completed internship application to the Examination Office for entry into myHAW.

## 9. Credit for engineering-related or media-technological/artistic coursework in the Media Technology program

Upon request, practical work following a training program in the media sector or engineering work performed as an employee in the media sector or work in media technology or the arts may be recognized as a practical phase. To qualify, the work must have lasted at least 15 weeks, and proof of the engineering work performed must be provided in the form of a certificate from the company or organization. An internship report in accordance with Section 8 of this guideline must also be submitted.

To have the internship credited, please send an informal request along with supporting documentation, a confirmation of the internship, and a brief professional resume via email to the EMI Academic Office ([emi-studienbuero@haw-hamburg.de](mailto:emi-studienbuero@haw-hamburg.de)). You will receive confirmation of credit, after which you may submit your internship report to your supervising instructor.

**If you have any questions, please feel free to contact the EMI Academic Office or your degree course advisor.**

# Appendix: Suggestions for Text Templates

## Contract conclusion

### Degree programs Eul, REE & IE

We hereby confirm that we have successfully entered into a contract with Ms./Mr. XXX for an industrial internship lasting at least 20 weeks (net, i.e., excluding vacation time), with 5 working days per week on a full-time basis. The internship will take place from XX/XX/XXXX to XX/XX/XXXX.

During this internship, the student is expected to apply the technical and social skills acquired during their studies and, in doing so, become familiar with the requirements placed on an engineer in a company.

### Degree program Media Technology

We hereby confirm that we have successfully entered into a contract with Ms./Mr. XXX for an industrial internship lasting XXX weeks, with 5 working days per week on a full-time basis. The internship will take place from XX/XX/XXXX to XX/XX/XXXX.

During this internship, the student will apply the technical and social skills acquired during their studies and be introduced to practical work in the media industry.

## Completion of the internship

### Degree programs Eul, REE & IE

We hereby confirm that Ms./Mr. XXX has successfully completed a full-time industrial internship with us at our company, lasting at least 20 weeks (net, i.e., excluding vacation time), working 5 days per week. The internship took place from XX/XX/XXXX to XX/XX/XXXX.

During this internship, the student applied the technical and social skills acquired during their studies and gained an understanding of the requirements placed on an engineer in a company.

We hereby certify that the internship has been successfully completed

### Degree program Media Technology

We hereby confirm that Ms./Mr. XXX has successfully completed a full-time industrial internship with us at our company, lasting XXX weeks at 5 working days per week. The internship took place from XX/XX/XXXX to XX/XX/XXXX.

During this internship, the student applied the technical and social skills acquired during their studies and was introduced to practical work in the media industry.

We hereby certify that the internship has been successfully completed.