

**Regulation for practical work experience  
Valid for the Bachelor's and Master's degree program e-mobility ACES at  
Friedrich-Alexander-University Erlangen-Nuremberg**

**(Internship regulation)**

Version:

New version from 20th December 2023

**Friedrich-Alexander-University Erlangen-Nuremberg (FAU)**

**Internship Office ACES**

- Office:** Immerwahrstraße 2a, 1.OG  
91058 Erlangen  
Tel.: 09131 / 85 - 2 87 69
- Postal address:** University Erlangen-Nürnberg  
Department Maschinenbau  
Geschäftsstelle / Praktikumsamt  
Immerwahrstrasse 2a  
91058 Erlangen
- Contact person:** **Alexander Nasarow, M.Sc.,  
Deputy Dr. Heidi Zinser**
- Contact:** <https://aces.studium.fau.de>  
[pa@mb.uni-erlangen.de](mailto:pa@mb.uni-erlangen.de)

## **Contents**

1. Purpose of the internship (industrial internship)
2. Duration and timing
  - 2.1 Bachelor's degree program
  - 2.2 Master's degree program
  - 2.3 General regulations
3. Training guidelines
4. Internship places
5. Recognition of an internship
  - 5.1 Internship certificate
  - 5.2 Overview of activities (Weekly overview)
  - 5.3 Presentation
  - 5.4 Crediting of other advance work
6. Final provisions

## 1 Purpose of the practical activity (industrial internship)

The internship is intended to provide insights into the organization and social structure of an industrial company and to introduce the professional work of engineers.

## 2 Duration and timing

### 2.1 Bachelor's degree program

- In order to pass the Bachelor's degree program, a proof of an internship of at least 12 weeks must be provided.

### 2.2 Master's degree program

- In order to pass the Master's degree program, a proof of an internship of at least 8 weeks must be provided according to the rules of engineering-related internship.

### 2.3 General regulations

- The usual weekly working hours of the respective company apply for full-time employment.
- Part-time employment is permitted. Crediting is done on a pro rata basis.
- For employment of at least 17.5 hours per week, 5 days of absence are possible for the entire duration of the internship. Absences in excess of this must be made up. Public holidays ("Feiertage") do not count as days of absence.
- In the case of employment of less than 17.5 hours per week, days of absence cannot be considered.

## 3 Training guidelines

**Basic internship:** Integration of students into working environments with a predominantly executive character, e.g. assembly, commissioning, maintenance, repair, testing and quality control, plant operation.

**Engineering-related internship:** Integration of students into working environments of engineers or correspondingly qualified persons with a predominantly developing, planning or directing activity character, e.g. research, development, design, calculation, testing, project planning, production planning, production control, operations management, engineering services.

During the Bachelor's degree program, internships should be carried out primarily in the field of basic internship. Engineering-related activities are possible.

In the Master's degree program, engineering-related internships must be chosen. Exceptions are arranged individually in consultation with the Internship Office ACES.

#### **4 Internship places and training companies**

The choice of suitable internships lies in the responsibility of the students. The companies must be recognized as training companies by the Chamber of Industry and Commerce. Similar regulations apply to companies abroad.

Training in higher education institutions, in your own or family-run company cannot be recognized.

The Internship Office ACES does not act as an intermediary, but can provide a list of suitable companies for many locations in the area of the University of Erlangen-Nuremberg.

Students are recommended to sign a contract with the company.

#### **5 Recognition of an internship**

The internship is recognized by the ACES Internship Office.

The following documents must be submitted online for proof of a section of the practical activity to the Internship Office:

- internship certificate in accordance with section 5.1
- activity overview (weekly overview) in accordance with section 5.2
- a presentation in accordance with section 5.3

Samples can be found on the study program homepage.

Before beginning an internship abroad or if there is any doubt regarding recognition, it is recommended that you consult the Internship Office.

After completing an internship section, the evidence should be submitted to the Internship Office for recognition as soon as possible so that any incorrect evidence can be corrected without too much effort.

### 5.1 *Internship certificate*

The internship company issues a certificate for the work completed. A sample can be found on the homepage. In particular, the certificate must contain the company letterhead, the full address of the company and details of the days of absence (even if no days of absence are recorded).

If the certificate or the activity overview (weekly overview) is not written in German or English, the Internship Office may request a certified translation.

### 5.2 *Activity overview (weekly overview)*

In addition, activity records must be given (see homepage for sample). These are filled out in bullet points. The total number of hours must be stated for each day and each week.

The activity overviews (weekly overviews) must be confirmed by the company with a signature and company stamp.

### 5.3 *Presentation*

Students are required to give a presentation on the individual internship sections as part of the advanced seminar "Internship Seminar".

For this purpose, a presentation in MS PowerPoint format with a minimum of 10 and a maximum of 15 slides must be prepared, which describes selected topics of the internship or special details (work process, methods, etc.) and should contain sketches. The slide template on the homepage must be used. Students will be informed about the procedure for the presentation and the permitted aids when the presentation date is announced.

The presentations must be approved by the company (also with regard to confidentiality). A sample for approval can be found on the homepage.

### 5.4 *Recognition of other advance work*

- Activities that have been recognized by other universities in Germany or abroad as an internship in the same or a related degree program can be recognized.
- An activity as a working student can be recognized as an internship if the activity and the evidence correspond to the present guidelines. The hours worked are converted to full-time internship weeks.
- Periods of service in the German Armed Forces or in a voluntary service can be recognized in the Bachelor's degree program if they comply with these guidelines. For recognition, a detailed certificate of the type and duration of the activities carried out must be submitted to the Internship Office.

- Completed training at a technical secondary school or at a technical high school can be recognized as a 6-week internship in the Bachelor's degree program, provided that the practical training was in subject-related areas.
- Practical semesters as part of a relevant degree of study at a university of applied sciences can be recognized as practical work.
- Relevant practical professional activities that meet the requirements of these internship regulations will be recognized for the internship. Vocational training/apprenticeship is recognized to the extent that it corresponds to the internship regulations.

## **6 Final provisions**

This internship regulation comes valid on January 1, 2024 and applies to all students who are enrolled in the ACES bachelor's or master's degree program at that time or who start studying thereafter.