



Internship guidelines

for the Bachelor's degree
programmes in Civil Engineering
and Industrial Engineering/Civil
Engineering



Table of contents

1	General information.....	3
1.1	Duration.....	3
1.2	Internship content.....	3
1.3	Suitable internship companies.....	3
1.4	Research and application.....	3
2	Reporting	4
2.1	General information	4
2.2	Internship certificate/work certificate (proof of activity)	4
3	Recognition of the internship	4
3.1	General information	4
3.2	Recognition of vocational training and other activities	4
3.3	Special regulations for health reasons	5
3.4	Submission of the internship report.....	5
3.5	Deferral of the pre-study internship	5
3.6	Deadlines	5
4	Internship abroad.....	5
5	Internship office.....	6

1 General information

1.1 Duration

The required total duration of the internship is 8 weeks, but at least 290 working hours. The internship can be divided into individual sections of at least 2 weeks each (at least 70 working hours).

1.2 Internship content

The work placement must be completed directly on construction sites or in construction companies. Practical work on the construction site (e.g. bricklaying, shuttering and striking, etc.) is required. Site manager and office activities as well as activities from the areas of responsibility of engineering offices are not recognised. It is recommended to work in different construction areas (building construction, road construction, etc.).

1.3 Suitable internship companies

Construction companies in the construction industry in Germany and abroad that correspond to the classification *F41.2*, *F42*, *F43.1* or *F43.9* according to the 2008 classification of economic activities¹ are suitable for hiring interns. This includes companies that are primarily involved in the construction of building shells in building construction, civil engineering and road construction. The carpentry trade is also included.

Please contact the Internship Office in advance if you are unsure whether a chosen internship company falls into the above-mentioned economic classifications.

1.4 Research and application

The Faculty of Architecture, Civil Engineering and Environmental Sciences does not organise internships. The following services are recommended for research:

- Careerservice of the TU Braunschweig (<https://www.tu-braunschweig.de/career/stellenticket-und-jobicco>)
- Federal Employment Agency Job Exchange (<https://www.arbeitsagentur.de/jobsuche/>)
- Job/internship exchanges (only a short selection)
 - www.meinpraktikum.de
 - <https://www.stepstone.de/de>
 - <https://de.indeed.com/>
 - <https://www.jobvector.de/>
- Companies directly
 - Large construction and engineering companies usually have careers pages
 - Don't be afraid to send an unsolicited application or call a company directly - this is often desirable, especially for mandatory internships
- Other platforms
 - LinkedIn
 - XING
 - University events
 - Career fairs

¹Classification of economic sectors, 2008 edition (WZ 2008), Federal Statistical Office, www.destatis.de

2 Reporting

2.1 General information

Interns record and document their activities in an internship report. This report must contain the following:

- Details of the daily work in keywords in digital form. Use the "Internship portfolio" form for this purpose. The form must be completed digitally in PDF format.
- Form "Reading confirmation/personal declaration" completed and signed/stamped
- Internship or work certificate (proof of activity) issued by the company

2.2 Internship certificate/work certificate (proof of activity)

To have their internship recognised, interns must submit an internship or work certificate (activity report). The following information is mandatory:

- Surname, first name of the intern
- Start and end date of internship
- Breakdown of activities by field of activity or type and duration
- Explicit indication of days absent or the note "no days absent"
- Standard weekly working hours
- Signature of the person responsible in the company (with addition of name and position)

3 Recognition of the internship

3.1 General information

Only the completed internship will be recognised as soon as the complete internship report has been submitted to the Internship Office in digital form. The original internship certificate can be requested at any time. If the certificates or references are not in German or English, certified translations must be submitted.

Please note that the examination of the internship report for recognition purposes takes at least four weeks. Please remember to submit it in good time!

3.2 Recognition of vocational training and other activities The following can be recognised as a complete internship

- Completed training in a building trade, e.g.
 - Bricklayer
 - carpenter
 - Architectural draughtsman/ draughtswoman
 - Carpenter
 - Roofer
- an internship recognised by the internship office of another university

Partial recognition with other training occupations is also possible. In this case, please contact the Internship Office directly.

Periods of military service with pioneer units can only be recognised to a limited extent and for a maximum of 4 weeks (maximum 40 working hours per week).

Participation in courses and training programmes that impart special knowledge for construction work (e.g. on welding and formwork technology) can be partially credited towards the duration of the internship, depending on the objective of the course or training programme. Credit will be granted by the Internship Office on a case-by-case basis.

Internships in university institutes or laboratories, in public sector construction administrations and in companies that do not fall into the above-mentioned economic classifications cannot be recognised.

3.3 Special regulations for health reasons

In this case, please contact the Internship Office directly and submit an informal application for special arrangements. The application must be personally signed and include a medical certificate as an attachment.

3.4 Submission of the internship report

The internship report should only be sent by email and scanned as a PDF document to the following email address: praktikantenamt-bau@tu-braunschweig.de.

The PDF file must be named in the following format:

Matriculation number - surname - internship report - degree programme

If there are any questions or uncertainties, the intern should contact the Internship Office at an early stage.

3.5 Deferral of the pre-study internship

The pre-study internship can be made up at a later date upon application. Proof of this must be provided at the latest when registering for the Bachelor's thesis. It is strongly recommended to complete all or most of the pre-study work placement before starting the degree programme.

3.6 Submission deadlines

If possible, the pre-study internship should be completed before the start of the degree programme. If the pre-study internship is completed during the degree programme, all documents should be submitted within a short time - but no later than 6 months after the end of the internship. In justified exceptional cases, an extension of this deadline can be applied for.

4 Internship abroad

Internships abroad are only recognised if, together with the internship certificate, a certificate from the relevant embassy is submitted in which it is legally certified that

- the company listed in the internship certificate actually exists,
- the internship certificate is an authentic original document.

Companies whose head office is in Germany are exempt from this regulation if it is ensured that contact can be established with the supervisor of the internship in the respective subsidiary based abroad via the company's head office.

The certificate and the report can also be written in English if the supervisor speaks English. Otherwise, certified translations of the internship certificate and reports are required for recognition.

5 Internship Office

Internet: <https://www.tu-braunschweig.de/bau/bachelor/praktikum> E-mail: praktikantenamt-bau@tu-braunschweig.de

Postal address:
Technische Universität
Braunschweig Office of the Faculty 3
Mühlenpfordtstraße 23
38106 Braunschweig

Office hours:
The current office hours can be found on the website.