



Information on the Pre-Internship

Dear students,

before and during your studies in our degree programmes, you will be required to complete company internships in order to become familiar with basic craft skills and other practical engineering activities. You should complete parts of your internship before you start your studies, but **at least**:

Study Programme (Academic start)	Pre-Internship	Engineering Internship
Mechanical Engineering (summer/winter)	8 weeks Before academic studies begin	10 weeks During academic studies
Industrial and Mechanical Engineering (winter)	8 weeks Before academic studies begin	10 weeks During academic studies
Biochemical, Chemical and Pharmaceutical Engineering (winter)	8 weeks Before academic studies begin	10 weeks During academic studies
Sustainable Engineering of Products and Processes (winter)	8 weeks Before academic studies begin	10 weeks During academic studies

Information on reporting and submitting the necessary documents can be found in the information sheet "**Sample weekly overview and documents to be submitted**" or in the internship guidelines on www.tu-braunschweig.de/en/fmb/students/internship

The documents for the pre-internship must be uploaded in digital form as PDF files in **TUconnect Portal** under **Praktikum Online** no later than one month after the start of studies on **2nd May** (summer semester) or **1st November** (winter semester).

If you do not have the opportunity to complete a pre-internship, you can apply for a deferment of the internship and make up for it by the end of the fourth semester. All necessary documents must be submitted with this deferral. The application for deferment (see "Deferral Request") must also be submitted to us by **2nd May** or **1st November**.

We're looking forward to welcoming you soon.

Your *SERVIC*team of the Faculty of Mechanical Engineering

Technische Universität
Braunschweig
Fakultät für Maschinenbau

SERVICteam

Schleinitzstraße 20
38106 Braunschweig
Deutschland

Tel. +49 (0) 531 391-4040

Fax +49 (0) 531 391-4044

service-fmb@tu-braunschweig.de

<https://www.tu-braunschweig.de/en/fmb>

Tips on the Pre-Internship – www.tu-braunschweig.de/en/fmb/students/internship

Do I have to have completed the internship by the time of application?

No, by the time of application the internship certificate does not have to be available yet. There is still enough time to complete the internship before the start of studies in April or October.

Which activities do I have to perform?

In the pre-Internship, various manufacturing processes are to be performed. You should learn these basic metalworking skills such as drilling, turning, filing, milling, welding,...etc. under the guidance of a trainer in at least **four** of the eight weeks. In the remaining weeks, you can carry out further practical activities (see "**Graphic overview**" under Forms and Downloads).

Which companies are suitable?

Criteria:

- Industrial company or company with its own production in the metal industry.
- Company with training authorization for professions in the metal industry.
- **NOT** a service provider, such as a car repair shop.

Do I need an internship contract?

Yes, you should definitely sign an internship contract so that you are covered and all agreements are in writing.

How am I insured during the internship?

In the case of internships during studies, there is usually no direct influence of the university on the way the internships are carried out or on the course of the internships. During the internship, the students are integrated into the company's operations and are insured against accidents as employees in accordance with Section 2, Paragraph 1, No. 1 of SGB VII. It is irrelevant whether the internship is mandatory in the study or examination regulations or whether it is undertaken voluntarily. The employer's liability insurance association or accident insurance fund of which the internship company is a member is responsible. The companies bear the costs of the insurance cover with their contributions to the accident insurance. You should contact the internship company about this **before** the start of the internship.

What certificates do I need from the company for recognition?

- Internship certificate issued on company paper.
- Declaration of reading and contact details of the supervisor - (see "ReadingDeclaration")

Do I have to write a report?

Yes, daily activities should be noted in key words in the weekly overview (see "**WeeklyOverview**").

How do I submit the pre-Internship documents?

All documents have to be uploaded in **TUconnect Portal** under **Praktikum Online** by **November 1st** or **May 2nd**. The internships have to be registered in Praktikum Online in advance. You need access authorization (y-number), which you get at the beginning of academic studies.

When will I receive news about the recognition of my internship?

Please be patient! The receipt of approx. 500 internship reports by 2nd May or 1st November requires a processing time of up to 3 months. We ask for your understanding!

Can all or part of my training or specialized practical instruction be recognized as an internship?

Yes, please submit your original documents to the Internship Office for review or recognition.

Can I split the pre-Internship?

Yes, it is possible to do two 4-week internships in one or two companies.

I have only completed part of the internship - now what?

Submit the documentation of the completed internship as described above and have the missing weeks of the internship deferred (see “**Request for (partial) Deferral**”).

I have not completed an internship - now what?

Submit the request for deferral with the corresponding evidence to us by **2nd May** or **1st November** (see "**Request for (partial) Deferral**"). The internship must in **TUconnect Portal** under **Praktikum Online** then be made up by the end of the 4th semester. Registration before the start of the internship under **Praktikum Online** is then required!

Can I also do the internship abroad or can I, as a foreign student, also do my internship in my home country?

Yes, here´s what to consider:

According to the decision of the Examination board of the Faculty of Mechanical Engineering, internships abroad are only to be recognized if handed in with an internship certificate and an attestation from the corresponding embassy. This attestation must actionable certify that:

- **the company listed in the internship certificate actually exists and**
- **that the internship certificate is an authentic original document.**

Exceptional to this regulation are companies with headquarters located in Germany. Only if assured that through the german headquarter it is possible to get in contact with the student's supervisor in the subsidiary company abroad.

The internship certificate and the report can be written in english, if assured that the student supervisor speaks english. Other languages require certified translations of the internship certificates and reports.