

**Internship guidelines for the international continuing education Master's program in Space Engineering at the Faculty V – Mechanical Engineering and Transport Systems – of Technische Universität Berlin
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The Faculty Council of the Faculty of Mechanical Engineering and Transport Systems has issued the following internship guidelines:

§ 1 - Purpose of the internship

- (1) Students of the international continuing education Master's program in Space Engineering may provide proof of a professional practical training (internship) according to the study and examination regulations.
- (2) The internship shall help in deciding the focus of studies and provide students with an insight into their future work as engineers. Students should learn about more complex processes and procedures of future engineering activities during the internship. Therefore, it is recommended to work on a project holistically or to participate in a project.
- (3) During the internship, students also have the opportunity to learn about thinking and behavior patterns as well as structures in an industrial company.

§ 2 - Duration and division of the internship

- (1) The internship must have a minimum duration of 180 hours. The internship may last longer than 180 hours, but recognition of more than 6 credit points is not possible.
- (2) The internship can only be carried out during the course of study.
- (3) At the latest, when registering for the last module examination, the confirmation of the person responsible for internship matters regarding the recognition of the internship must be submitted to the responsible office of the Central University Administration.

§ 3 - Content of the internship

- (1) The activities during the internship must essentially correspond to those of an engineer and should be closely related to the chosen study focuses.
- (2) Interns coordinate the training content with the company on their own responsibility. In case of doubt, the person responsible for internship matters should be consulted before the internship begins.

§ 4 - Training companies

- (1) The internship must be completed in an industrial company in the space sector, an engineering office, or a research institution.
- (2) Employment as a student assistant at the university can be recognized as an internship, provided there is a relevant research connection without teaching duties.
- (3) Voluntary work in student initiatives, which are essentially self-organized, cannot be recognized as an internship.

§ 5 - Application

Students generally apply for an internship position themselves. The person responsible for internship matters provides assistance.

§ 6 - Recognition of the internship

- (1) The person responsible for the recognition of the internship in terms of content and duration is the internship coordinator, who is in charge of the 'Internship' module.
- (2) Students register for the module 'Internship' and submit an internship report as the examination requirement. The report should generally not exceed 5 pages and should describe the content of the internship.
- (3) Students provide proof of their internship through certificates from the employer about the activities performed. This certificate must provide information about the type and duration of employment as well as the activities carried out. It must be presented with a stamp and signature.
- (4) If the minimum duration of the internship according to §2 (1) is undercut, the missing time must be made up.
- (5) If the interns have provided proof of the required scope of their internship and have passed the internship report as the examination requirement, they complete the 'Internship' module with 6 credit points.
- (6) An internship completed as part of another degree program cannot be recognized as an internship.

§ 7 - Internship abroad

- (1) An internship abroad is strongly recommended to students. Recognition is carried out according to § 6.
- (2) For certificates not written in German or English, certified translations may be required.

§ 8 - Compensation for disadvantages

The regulations on compensation for disadvantages from the General Study and Examination Regulations (AllgStuPO) apply without restrictions to the internship guidelines.