

GPE Guideline

Internship

Global Production Engineering
International Master Program
Technische Universität Berlin





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HOW TO WRITE AN INTERNSHIP REPORT

For Master's students, the internship is a valuable and intriguing opportunity to experience a different corporate environment and work environment. It is more important to have the opportunity to engage with different environmental factors and learn how to produce the best results regardless of the features of the environment in which a professional is working than it is to gain work experience.

The company, as well as the various individuals that interact with the student directly, play a crucial role in providing possibilities for the student to get more experiences and learn from them. The workplace is transformed into a venue for information exchange and the development of fresh ideas, which ultimately results in a situation where both the student and the firm profit from the experience.

Penelope Guillermo, Intake 2019

The internship is an integral part of the Global Production Engineering (GPE) program. This work term should provide you with valuable insights into the professional and industry-oriented side of GPE in practice. To fulfill the academic requirements of the internship you are required to submit an internship report following the specifications outlined in this guide.

Success in the workplace demands effective communication skills. Your unique proposal for a new project will die on the drawing board if you cannot convince others of its potential. Most workplace communication is written. To grab attention, it must concisely articulate a clear, interesting message. An involving topic, an organized text, and a readable style increase the likelihood of your work being noticed and taken seriously. Often, written work such as reports, assessments, and memos are the first and only impression upper management receives of you. Your writing becomes your sole representative and reflects the quality, accuracy, and professionalism of your daily work activities.

An Internship Report for the GPE program must include an outline of the business of the company for which you worked, summarize the work you did, and discuss the specific aspects of your work term. The report must demonstrate your ability to communicate what you have done in your internship, it must demonstrate your ability to relate your work to the bigger picture, and it must demonstrate your ability for critical thinking. You have to demonstrate that your internship had a major study-related component, or that you can relate your work term to study-related issues.



1. General information

Generals

The GPE examination office is responsible for Internship affairs of the Global Production Engineering master program

As part of training for the Global Production Engineering master program, students should gain experience in dealing with the challenges of an increasingly internationalized world of work in companies or industry-related research institutions. The internship therefore is to be completed at a location outside the student's home country or cultural background.

By working together with the company employees, students should gain insight into the technical, economic, and especially the social reality of everyday work. The internship is therefore an essential part of the study program.

Training Contents

Students of the Master's program Global Production Engineering have already gained professional experience mainly in their home countries.

According to GPE InternGI §3:

(1) The activities during the internship must essentially correspond with those of an engineer and, in terms of content, should be closely related to the chosen main areas of study.

According to GPE InternGI §1:

(2) The interns shall coordinate the training content with the company on their own responsibility.

Looking for an internship position

According to GPE InternGI §5:

In general, students have to apply for an internship position themselves. Assistance is provided by professors, lecturers, departments, and the GPE representative for internship matters.

A lot of companies and GPE alumni periodically send internship offers to the GPE Administration which will be forwarded to all GPE students. At the end of this guide, you will find a list of companies where GPE students have successfully completed their internships for reference.

- ▶ We would like to encourage you to submit relevant information to us, which we will forward to your fellow students.

Nevertheless, this does not replace your own proactive search for an appropriate internship. Joining the application training during the German classes is highly recommended.

Internship contract, compulsory insurance, compensation

The training relationship is sealed after an "internship contract" (training contract for interns) which must be signed between the company and the intern. The contract must be based on the approved contract form by the competent authorities (mostly Commerce and Industry Chambers). This contract stipulates all rights and obligations of the intern and the training company. Regarding compulsory insurance (health, accident, pension, and unemployment insurance), the statutory provisions apply. It is up to the training company to decide whether compensation is provided and how high this should be.

Interns at the workplace

During the training, and without exception, the trainees are subject to company regulations and do not enjoy any special privileges.

Working during your period of studies in Germany

International students have the right to work 120 days a year, which can either be 120 full-time days or 240 days part-time.

The mandatory internship does not require a work permit and will not be counted as a part of the 120 full/240 part-time working days.

➔ Please observe: Generally, your residence permit for study purposes does not allow freelance work and self-employment.

Duration of internship

The internship usually takes place in the fourth semester or upon completion of the 90 ECTS courses. Doing the internship outside these timeframes is subject to a formal request to the GPE Examination Office and will be assessed on a case-by-case basis.

Due to the short nature of the required internship period, vacation or work time missed due to illness or other disability must be made up.

According to GPE InternGI §2:

(2) The mandatory internship duration comprises 9 full-time weeks of employment. This time is proven with a confirmation of the company (certificate), which shows the (unexcused) days of absence, by submission to the university.

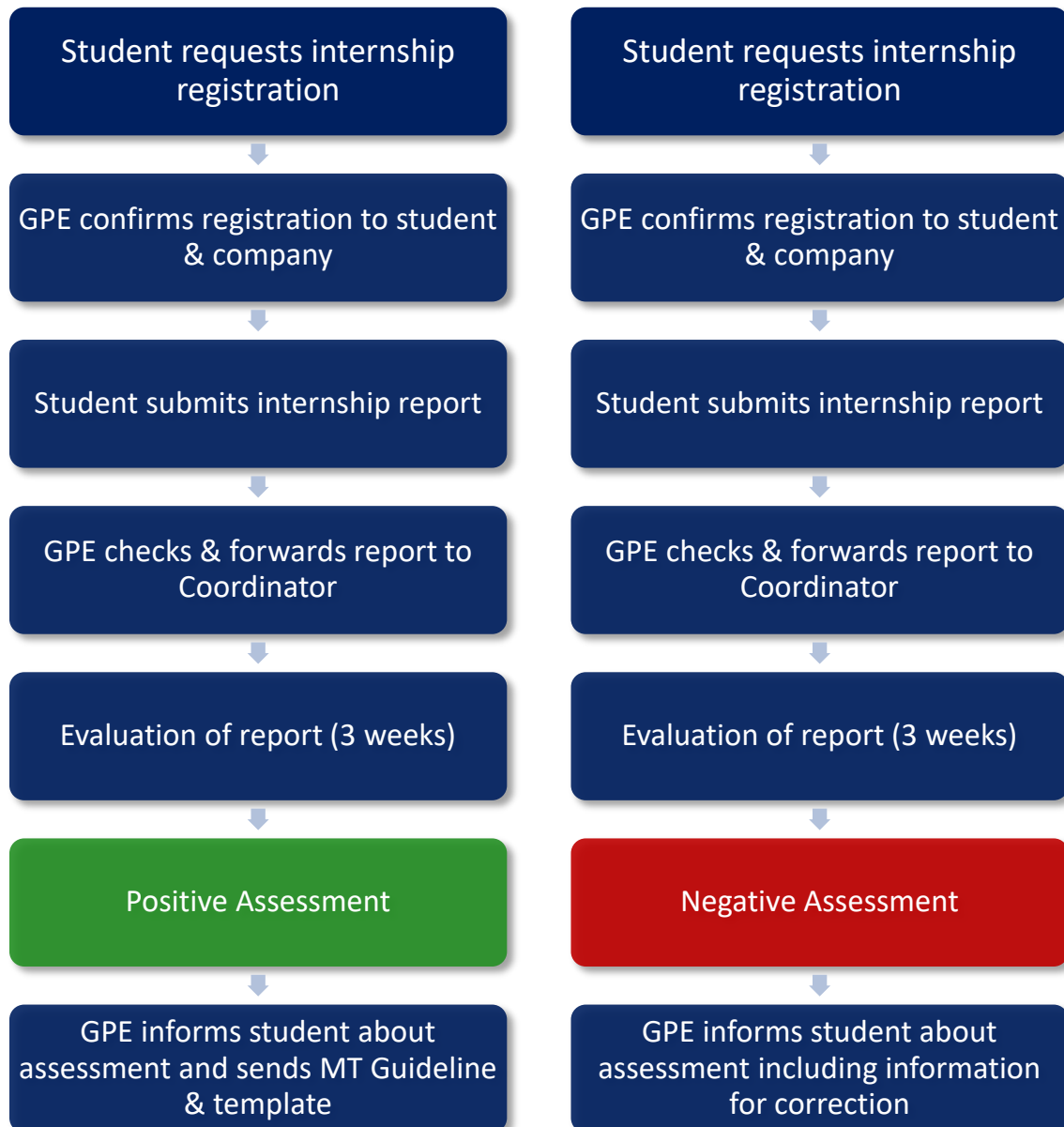
(4) The voluntary extension of the internship, up to a maximum of six months, is recommended

According to GPE InternGI §4:

(2) Student jobs performed full- or part-time during study and fulfilling the requirements of §1, §2(1), §3, and §4(1) in the master's degree program GPE may be credited.

2. Administrative Procedures

Process overview





Registration

According to GPE InternGI §6:

The mandatory internship must be registered with the GPE Admin office no later than two weeks after the start of employment.

Registration procedure starts by sending an email to the GPE-Admin-Team email address including the following information:

Company:

- Name, address
- Name of your company advisor, Department
- Phone number, Email

Start/end:

- From date/until date
 - Full-time or part-time
 - The part-time internship is subject to approval by the GPE examination board
 - An appeal has to be submitted to the GPE Team before the start of the internship
- ➔ Please observe the time limits - only internships registered on time will be recognized as mandatory internships.

Confirmation of Registration

Upon registration, the GPE Student Office will issue an official confirmation of registration which is sent by email to the student and the company.

3. Recognition

Certificate from the company (or reference letter)

Please inform the person in charge at the company on time that you need to present an internship certificate, also known as “einfaches Arbeitszeugnis”.

It should contain the following information:

- Full Name of the student
- Date of birth
- Matricule number
- Name of the company and department
- Date and duration of the internship
- Full-time or part-time
- Working fields in the internship
- Indication of the number of attendance or absence days
- Signature of the supervisor or his/her representative

The certificate can be in German or English. GPE coordination recommends obtaining two certificates in English as it may help you in future applications to international companies.



Submission of Internship Report

The Internship report is to be submitted by the student within 4 weeks upon the end of the internship in digital form (PDF) by email addressed to the GPE Student Office. One of the original company certificates (reference letter) must be sent by post to the GPE Office (see address above)

Non-Disclosure Agreement

As the focus of the internship report is your activities within your internship period and not on concrete results or even sensitive information, a non-disclosure agreement is not necessary. Please understand that internship reports with confidential clauses will not be accepted.

4. Composition of the Internship Report

Table of content

The following guidelines about the layout of the internship report are meant to be an aid for GPE students. They address common and recurring questions concerning formal aspects. The different guidelines are suggestions, not instructions. Variations are possible after the consultation with the supervising assistant.

The structure should follow the below-mentioned scheme:

- Introduction
- Executive Summary
- The Company: History, Present, products
- Weekly reports about your activities (per week ½ of a page – excluding pictures) Summaries about projects in general
- Final Comments
- Company certificate -Assessment sheet from your Supervisor
- Attachments

Layout

While designing the outer appearance of a report one should consider several factors:

- Comb binding or stapled (top left corner) in a 2-hole-report-file-folder
- White paper, DIN A4, one-sided print
- Use text processing tools; do not handwrite your report. Use a high-quality printer, e.g. laser printer or a good inkjet printer.
 - Apply center justification
 - **Font:** Times New Roman 12 point or Arial 11 point
 - **Line pitch:** 1.5 spacing
 - **Margins:** top/bottom: 25mm, left 35 mm, right 25 mm
 - Even the design of the intervals in the text, particularly with bullet points
- The first level of classification sections 1, 2, 3, etc. must begin on a new page
- Headings must be formatted uniformly and have to stand out from the surrounding text
- Paragraphs in the text must followed by a blank line for emphasis



Design Sample – Cover Sheet

Company Logo

Global Production Engineering
International Master Program
Technische Universität Berlin



INTERNSHIP REPORT

Name
Matr. Nr.

Company Name

Start of Internship: MM/DD/YYYY

End of Internship: MM/DD/YYYY

Evaluation Criteria

Structure and buildup:

Logical sequence (coversheet, introduction, description, conclusions, etc.) chronological description of events, and overall structure of the report.

Style and form:

Appraisal of the narrative description of the report. Is the report able to effectively communicate the challenges faced including corresponding technical details?

Illustration:

Are all copyrighted images sourced? Are the depicted illustrations relevant to the narrative description of the activities, or are those just there as “filling material”?

Consistency:

Are the activities reported consistent throughout the entire report?

Relevance:

Are the activities reported relevant to the field of study? Are the activities reported relevant for the obtainment of a master's degree?

Individual contribution:

Is the report written by the M.Sc. candidate or is it just a compilation of information obtained from third sources? The reported activities should describe your daily work and provide real contribution evidence towards the achievement of the original internship targets.

Source referencing:

In case third sources must be used (for the history/background of the company for instance), these must be referenced according to the rules mentioned in chapter “Citation” of the “GPE Guideline Master Thesis”.

Grammar and wording:

Writing quality and overall understandability of the report are examined as well.

All evaluation criteria are required to be graded 4 or better for the report to be considered accepted. In case a single one of them scores 5, the report will be returned to you to be corrected and resubmitted.

The report can also be rejected in case the minimum amount of written pages has not been achieved (see also section “Composition”)



5. Evaluation process

After being delivered, your internship report will be evaluated by your scientific coordinator. This evaluation will consist mostly of the compliance review of the formal criteria included in this guideline. The evaluation will additionally certify the upholding of applicable scientific writing standards when necessary. The evaluation comprises a qualitative appraisal and quantitative grade which will have no effect on your career transcript but will determine if the report can be accepted by the examination board.

The process of evaluation takes approximately two weeks. Upon positive evaluation – the report will be accepted and 12 credits will be added to your transcript. Please note that the internship is not graded.

Because of the shortness of the required training time, absence due to illness, vacation, or holidays will generally not be recognized during the internship.

The following form has been designed for the evaluation:



Internship Report Evaluation

For: «Vorname» «Name», **Mat-No.** «Matrikelnr»
Field of Study: Select Major **Intake:** «Intake»
Evaluator: Select Evaluator
Date of hand in: September 28, 2023

| Grade: | 1 | 2 | 3 | 4 | 5 |
|-------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Structure and build up | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Style and form | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Illustration | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Consistency | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Relevance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Individual contribution | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Source Referencing | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Grammar and wording | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| Conforming (KO criteria) : | Yes | No | Comments |
|----------------------------------|--------------------------|--------------------------|----------|
| Quantity | <input type="checkbox"/> | <input type="checkbox"/> | |
| All evaluation criteria approved | <input type="checkbox"/> | <input type="checkbox"/> | |

Formal review (Exam Office): _____ **Comments**

Reference letter Please choose _____
 Submission period Please choose _____

Hand in: First time Reviewed **Result:** Accepted Rejected

Remarks:

September 28, 2023 / Signature of Evaluator

6. Questions and Answers

Q: What to know about the process of finding an internship?

A: The process of finding an internship is a duty of the student. The main idea is to prepare you for the process of finding a job after graduation in GPE. The GPE program will support the process of finding an internship by publishing internship offers or useful links on the GPE online system.

Q: Where can I do an internship?

A: The internship can be done in a small or medium-sized or international enterprise a research institute of a university or other organizations like Fraunhofer Society. The internship should be done in a site different from the home culture of the student. This is related to the fact, that a GPE student should show his/her ability to meet challenges in an international environment.

Q: Can I do my internship part-time?

A: In general, the internship has to be done in one block. To have a part-time job recognized as an internship, an appeal should be submitted to the examination board before the internship starts. Exceptions have to be discussed with the coordinator.

Q: Where can I find addresses of companies offering internships?

A: There are many ways to find an internship. GPE coordination tries to help the students by forwarding internship offers by serial e-mail. You should look for internship offers in job portals like Glassdoor, LinkedIn, or Stepstone and use company contact fairs as well.

Q: What working fields should be covered in the internship?

A: The working fields in the internship should cover at least one of the modules you have chosen in GPE. For that reason, it is possible to do internships in the fields of production, engineering, or management.

Q: Which duration of the internship is required

A: The guidelines of GPE require an internship of at least nine weeks but not longer than 12 months. The 9 weeks stipulated by the examination regulations of the Global Production Engineering Program shall be considered as a minimum. It is recommended to voluntarily perform other practical activities in relevant companies (as a working student or holiday intern), possibly even an internship abroad.

Q: Do I need a work permit to do an internship in Germany?

A: No. During the mandatory 9 weeks of internship, you do not require a work permit. Should your internship period be longer than 9 weeks, please inform yourself about your / your company's obligations.

Q: May I do an internship outside Germany?

A: Yes. However, all visa procedures must be carried out by you.

Q: May I do an internship outside Germany?

A: Yes. However, all visa procedures must be carried out by you.



Q: Do I need to pay the semester fees while I am doing my internship?

A: Yes. The payment of your semester fees guarantees the maintenance of your student status. If you are planning to do an internship outside Berlin or Germany, you must pay your semester fees. You can however obtain an exemption from paying the public transportation semester ticket. Please bear in mind that not paying the semester fees leads to exmatriculation and consequent incompleteness of your master's studies.

Q: How many hours is a full-time employment? Do the working hours as per the internship company policy correspond with the GPE study regulations?

A: Yes. 35 – 40 working hours per week is considered full-time employment and corresponds with the GPE study regulations.

Internship guideline for the international postgraduate master program Global Production Engineering,

November 11, 2020.

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- § 2 – Duration and arrangement of the internship
- § 3 – Contents of the Internship
- § 4 – Training companies
- § 5 – Application
- § 6 – Registration
- § 7 – Accreditation
- § 8 – Internship abroad
- § 9 – Guideline
- § 10 – Compensation for disadvantages

The Faculty Council of Faculty V Transportation and Machine Systems has issued the following internship guidelines for the Global Production Engineering (GPE) program:

§ 1 – Internship objectives

- (1) Students of the Master's program GPE have to prove a professional practical training (internship) according to the study and examination regulations of the Faculty V Traffic and Machine Systems.
- (2) The internship shall give students an insight into their future work as an engineer. During the internship students should become familiar with procedures and processes of their future engineering work in an international and intercultural environment. Therefore, it is recommended that students work on a project as whole or collaborate on a project.
- (3) During the internship students also have the opportunity to get to know the mindset and practices as well as structures in an industrial service or research company.

§ 2 – Duration and arrangement of the internship

- (1) The internship has an employment period of nine full-time weeks. This time is proven with a confirmation of the company (certificate), from which the (unexcused) days of absence are shown, by submission to the university.
- (2) The internship can take place after the registration of examinations at the earliest to the extent of 90 credit points. The internship must be completed and accepted no later than the date of application for the master's thesis.
- (3) At least six out of nine full-time weeks must be completed at a company.
- (4) The voluntary extension of the internship, up to a maximum of six months, is recommended.
- (5) The GPE representative for internship matters decides on exceptions regarding the duration and arrangement of the internship.

§ 3 – Contents of the internship

- (1) The activities in the internship must essentially correspond with those of an engineer and, in terms of content, should be closely related to the chosen main areas of study.
- (2) The interns shall coordinate the training content with the company on their own responsibility.

In cases of doubt, the GPE representative for internship matters is to be consulted before the start of the internship.

§ 4 – Training companies

- (1) The internship is to be completed in an industrial company in the relevant sector, an engineering office, a service company or a research institution outside of the Technische Universität Berlin.
- (2) Activities that are performed full-time or part-time during the course of study and fulfill the requirements of §1, §2(1), §3 and §4(1) in the master's program GPE can be credited.
- (3) In the case of part-time activities, the duration of the internship is extended according to the chosen part-time arrangement.

§ 5 – Application

In general, students have to apply for an internship position themselves. Assistance is provided by professors, lecturers, departments and the GPE representative for internship matters.

§ 6 – Registration

The mandatory internship must be registered with the responsible GPE office no later than two weeks after the start of employment.

§ 7 – Accreditation

- (1) The examination board is responsible for crediting the internship according to content and duration.
- (2) Students provide proof of their internship with a certificate from the employer and internship report on the performed activities.
- (3) The certificate from the employer(s) should be submitted to the GPE representative for internship matters no later than four weeks after the end of the internship.
- (4) If interns have provided evidence of the required scope of their internship, they shall be credited with 12 credit points.
- (5) An internship that was completed as part of another study program or before the start of the GPE program cannot be credited.

§ 8 – Internship abroad

- (1) The internship is to be completed in a country that is not the students home country and, if possible, belongs to a different cultural group.
- (2) Certified translations may be required for certificates that are neither in German, nor in English.

§ 9 – Guideline

An internship guideline with practical tips about organizing, applying for, carrying out and recognizing the internship supplements this internship guideline.

§ 10 – Compensation for disadvantages

The regulations on compensation for disadvantages from §40, AllgStuPo are to be applied without restrictions to the internship guideline.