



Internship guidelines

of the Bachelor programmes
Civil Engineering
and
Industrial Engineering Civil Engineering

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). It is strongly recommended that you complete all or most of the internship before starting your degree programme..

Internship content

The internship 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 that you work in different areas of construction (building construction, road construction, etc.).

Suitable internship companies

Construction companies in the construction industry in Germany and abroad that are classified as F41.2, F42, F43.1 or F43.9 according to the classification of economic sectors are suitable for hiring interns 2008¹. This includes companies that are primarily involved in the construction of building shells in structural and civil engineering as well as 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.

The following can also be recognised as a full internship:

- a journeyman's examination in a building trade
- an internship recognised by the internship office of another university

Periods of military service in engineer units can only be credited 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.

¹ Klassifikation der Wirtschaftszweige, Ausgabe 2008 (WZ 2008), Statistisches Bundesamt, www.destatis.de

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.

The interns apply independently, directly to suitable companies.

Company addresses can be obtained as follows:

- "Gelbe Seiten"
- Careers counselling at the employment agency
- Associations of the construction industry and building trade

Special arrangements for health reasons or similar

If a construction site internship is not possible for documented health reasons, a special arrangement can be agreed with the Internship Office.

Internship folder

Interns record their activities and the experience they have gained in an internship portfolio. This portfolio must contain the following:

- the completed form "Proof of internship"
- a work placement certificate from the respective company confirming the type and duration (weekly working hours and period of employment) of the work carried out
- an internship report in which the following entries must be handwritten:
 - Indication of daily work in keywords (daily reports)
 - Indication of the number of hours worked per day
 - Weekly, detailed report (at least one DIN A4 page of text) of the work carried out on site, observations and experiences, possibly with explanatory sketches (weekly reports)

The daily and weekly reports must be submitted to the site manager of the training company on a weekly basis, stamped and signed by him or her. Otherwise the internship cannot be recognised.

It is recommended that you download the blank pages of the internship report, the internship certificate and the form "Proof of Internship" from the Internship Office website and use them to prepare the internship report.

Recognition of the internship

Only the completed internship will be recognised as soon as the complete internship portfolio has been submitted to the Internship Office. If the certificates are not in German or English, certified translations must be submitted.

Once the internship has been recognised by the Internship Office, the internship certificate is issued for the Examination Office.

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

The internship portfolios should be sent **exclusively** by e-mail and scan to the following e-mail address: praktikantenamt-bau@tu-braunschweig.de. If there are any questions or uncertainties, the intern should contact the Internship Office at an early stage.

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

Consultation hours:

The current consultation hours can be found on the website.