



Training programme for internship during the ASTP Master's degree course

The training programme contains regulations and requirements and provides advice for the internship of the Master's degree course "Automotive Service Technology and Processes".

Objectives and tasks

According to Sec 3 of the Examination Regulations students undergo an internship in the third semester whilst preparing their master's thesis.

The purpose of the internship is for the students to learn how to apply the knowledge which they acquired during their theoretical studies into practice in a manner pursuant to the objectives of the course. The students are expected to work independently and use their initiative, commensurate with the independent preparation of the master's thesis.

The assignment should be practicable with respect to content and time constraints, it should correspond with the level of professional training the student has achieved up to that point in time, and it should be oriented towards the training objective of the internship.

During the internship the university will provide a supervisor for the student, viz. an authorized faculty examiner, with whom the students have to agree on the contents of their internship. The supervisor who advises the student with respect to her/his internship will also supervise the student's master's thesis.

Regulations

In principle, each student may choose where to do her/his internship. As a rule, the student must obtain his/her academic supervisor's consent before starting the internship. The supervisor will assess the company/organisation hosting the internship with respect to the following parameters:

- Company/organisation (business sector)
- Department (field of activities and tasks)
- Internship tutor of the internship host (academic training)

Besides fulfilling the contractual obligations, the company hosting the intern is expected to ensure - inter alia - that

- the student has a suitable workplace at her/his disposal,
- the contents of the work undertaken will be in line with the envisaged objective of the professional training phase,
- a qualified employee is at the student's disposal in order to advise on the work required to fulfil the internship in line with the envisaged objective.

The duration of the internship will be at least 18 weeks with working hours comparable to a regular full-time employee.

If the internship takes place during the winter semester, it should be completed within a continuous period starting 1st August at one company or organisation only. The student may also start the internship directly after the last exam in the 2nd semester, but in this case it will generally be necessary to interrupt the internship for compulsory courses and other university obligations in September.

The master thesis is to be prepared during the internship period.

Organisational procedure (see figure 1)

The student finds a supervisor (a professor or lecturer) at Ostfalia.

The student and the company/organisation hosting the internship conclude an agreement to cover the duration of the internship.

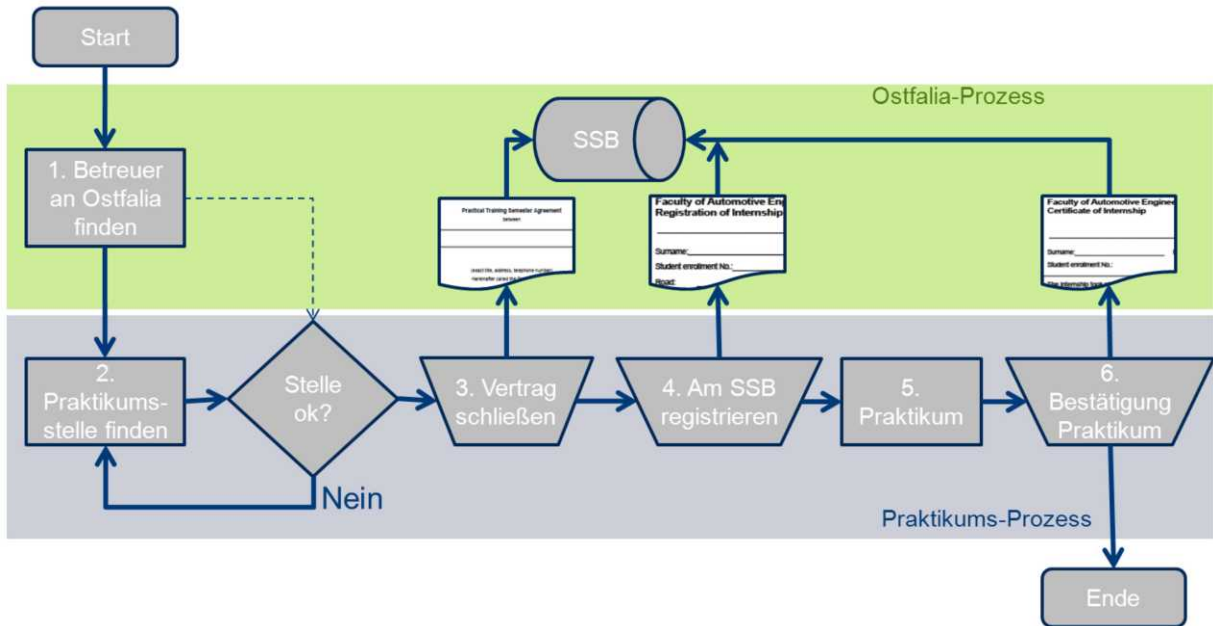
Before commencing the internship, the student registers her/his internship with the university Student Services Office (German SSB) using the pertinent form (Registration of Internship) and submits the respective internship agreement.

Upon completion of the internship, the host company/organisation will supply the student with a reference or a qualified certificate of employment. A copy of either the reference or the certificate is to be submitted to the SSB.

The student submits a copy of the reference or a qualified certificate of employment to the Student Services Office, which issues a Certificate of Internship confirming the completion of the student's internship.

Training Programme for the Internship in the Master's Degree Course ASTP of the Faculty of Automotive Engineering

a)



b)

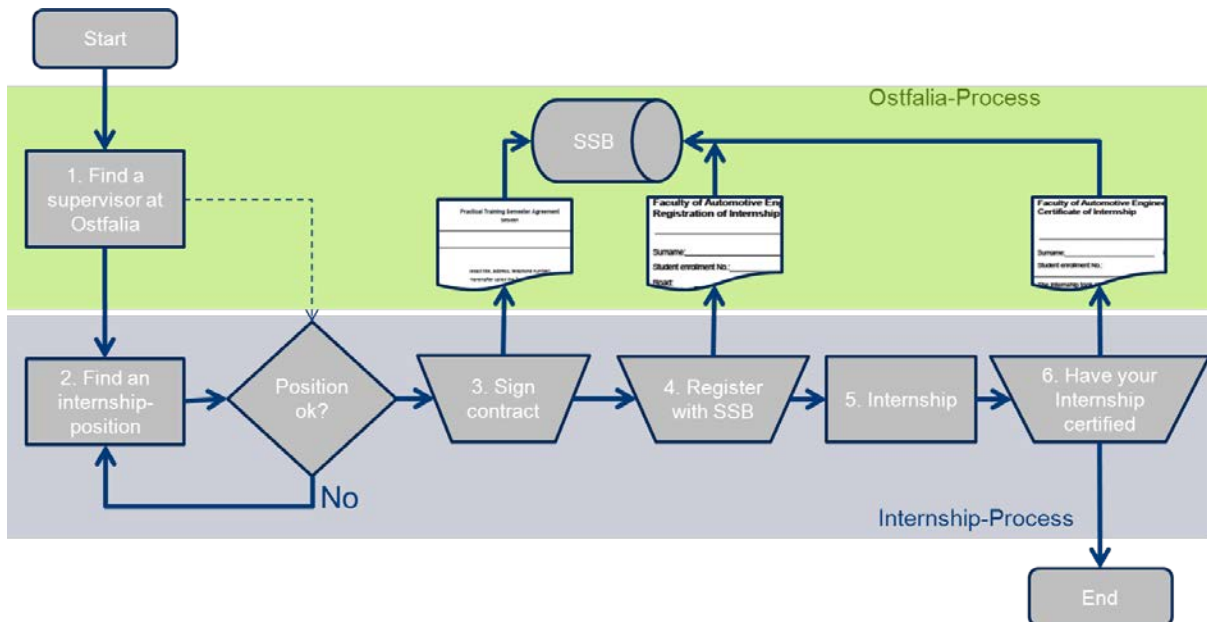


Figure 1: Schematic training programme, a) German and b) English