

Internship Regulations for M.Sc. Architecture and B.Sc. Architecture 2013

Annex IV: Internship Regulations, Status of 14.11.13

(1) General Requirements

The architecture programme requires an internship for each degree programme (B.Sc. and M.Sc.). It should possibly be completed before the start of each degree programme. The certificate must be received at latest by the time of registration for the thesis examination of either degree programmes. During the B.Sc. studies, a (at least) six-week building-internship has to be done. During the M.Sc. studies, a (at least) twelve-week office-internship has to be done.

(2) The goal of the Internship

In preparation for their professional practice, the students have to attend an internship. It is intended to provide an insight into the architectural professional practice, as well as the organizational and the human and social problems of the working process; and to give basic knowledge about the processes of construction and the practical construction projects. The internships are intended to give the first insight into skill requirements, job content, job opportunities and working conditions of eligible professional fields and provide students with a solid foundation for their further study and career planning, as well as any desired specialization. The internship stands in this respect as an indispensable complement to the studies related to scientific and creative skills.

(3) Duration of the Internship

The minimum duration of practical activities for the B.Sc. course is 30 working days and for the M.Sc. course is 60 working days. The internship is mandatory. Days of sickness leave shall not be counted for the internship period.

(4) Time of the Internship

The internship should be carried out before the study, or in exceptional cases during the semester breaks, if possible without interruption or at maximum in two divided periods.

(5) Activities in Internship

For the B.Sc. study level, working in a construction or construction-related company on a construction site or in a workshop is accepted as a practical training (internship). A planning, monitoring, or management job is not accepted.

For the M.Sc. study level, working in an architecture, engineering, or planning office or in a specialized authority is required. Internships can be completed in any organization which the purpose of the present internship regulations allows. Students have to find a suitable internship position on their own.

Vocational training of professional relevance with civil engineering and architecture also address the internship regulations. Prior employment or proven activities before or during the study, on request,

may be accepted by the Office for Study Affairs and Examinations (Studienbüro), as long as the activities comply with the internship regulations and an activity report is submitted.

(6) Reporting on the Internship

The exercised internship activities are approved with a certificate issued by the supervising authority. The certificate must contain at least the following information:

- Name and location of the company, the architecture or planning office, the authority agency,
- Name of the trainee,
- Time and duration of the internship,
- The type and content (respective duration / task shares) of activities in the internship.

If the internship has been completed abroad, the Office for Study Affairs demands a certified translation of the certificate.

(7) Recognition of the Internship

The internship certificate must be submitted no later than when enrolling for the thesis. In case of doubt the board of examiners of each programme will decide on the recognition of your internship. For this purpose, if necessary, the student will be asked about the content of the internship by a member of the board of examiners. The decision of the examiner is decisive and must be justified in writing in case of rejection.

(8) Bachelor+ course

Students of the Bachelor+ programme, who have completed the international module IIb, can get approved particular activities of the application as pre-internship for the M.Sc. course.

(9) Proof of the Internship

The proof by which the Office of Study Affairs recognizes the internship activities must be submitted when enrolling for bachelor or master's thesis. This is among other things a prerequisite for admission to this examination.

(10) Concluding Remarks

This internship regulations document defines only the minimum requirements. It is recommended to students to do additional specialist internships; to do an internship abroad is highly welcomed.
