

## **Practical Semester (General Regulations)**

- (1) A practical semester shall comprise practical activities from the student's line of profession as well as accompanying academic courses at the university held as block courses. The duration of the practical semester is specified in the Special Part of these regulations, however with a minimum duration of 20 weeks for students of the German study course (at least 95 attendance days) and of 26 weeks for students of the English study course (at least 120 attendance days). During their practical semester, students will usually be supervised by a professor for a time period of 4 hours. For all study programs, the practical semester may not be served prior to the 5<sup>th</sup> semester with the exception of the Social Work and the Pedagogics of Nursing programs, where the practical semester can already be completed in the 4<sup>th</sup> semester subject to written approval by the head of study program.
- (2) The University will cooperate with the companies and institutions offering the placement in all issues concerning the work-related practical education of the student. During the practical semester, accompanying courses will be provided according to the Special Part hereof.
- (3) During the practical semester, students must draw up written reports on their training. These reports must be confirmed by the training institution or company. At the end of the practical semester, the training institution will issue a proof of activity stating the type and the content of the activity, beginning and end dates of the training period as well as times of absence. On the basis of the training report and the proof of activity, it will be determined if the students have successfully completed the practical semester. Should the practical semester not be recognized as successfully completed, it can be repeated once with the Examination Committee being responsible for the decision.
- (4) It is the student's responsibility to obtain a placement. The student must propose the training institution or company and obtain the internship supervisor's approval; in case of doubt, the final decision lies with the Examination Committee.
- (5) The University will establish Interns Offices for the various study programs. These Interns Offices will be responsible for the organisational aspects of the practical semester, the coordination of the training contents and for maintaining the relationship with the training institutions and companies.
- (6) The student will conclude a training agreement with the company or institution offering the placement according to the specimen defined by the Interns Office. A copy of the training agreement must be submitted to the Interns Office prior to the commencement of the practical semester.
- (7) The training institution or company commits to grant the student a leave of absence of up to ten work days to prepare and review lectures. The student will not be entitled to any vacation.
- (8) Subject to prior approval by the Examination Committee, the student is allowed to change the training institution or company during the practical semester provided that such change would be beneficial to the pursuit of the studies or necessary in well-founded exceptional circumstances.

## **Special Regulations for Electrical Engineering and Information Technology**

The fifth semester is a practical semester. Students may only commence their practical semester if, by the end of their fourth semester, they have earned a total of 60 ECTS credit points from examinations provided in the first two semesters.

In their practical semester, students are meant to take an engineering approach working jointly on an engineering task in the fields of Automation Engineering and Communication Technology, thereby becoming acquainted with the technical requirements, industrial working methods and the operational environment connected with planning, developing and using electronic networks and systems.

### **Possible fields of work:**

- Planning and realisation of electronic and IT systems
- Planning, design and development of electronic circuits
- Tests of networks and systems
- Software development
- Use of computers for the design of circuits and systems (CAD)
- Computer simulation
- Planning, design and development of electric drives
- Technical Sales and After Sales

### **Total duration:**

20 weeks for students of the German study course (at least 95 attendance days)

26 weeks for students of the English study course (at least 120 attendance days)

The practical semester's duration is longer for students of the English study course, because they need not to complete a pre-internship of 8 weeks unlike students of the German study course.