



Information Sheet: Initial Internship for Mechanical Engineering and Environmental and Process Engineering Bachelor Programs

General questions
and
application:

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General

University applicants who have not completed professional training in a relevant field have **until the beginning of the semester** to provide proof of practical experience (= initial internship) of a minimum of **six weeks** before being admitted to the degree program. In exceptional circumstances, applicants have until the end of the 3rd semester to provide this proof of practical experience. The initial internship must be completed at a suitable industrial company, handicraft business or at comparable company that is authorized to provide professional training for technical professions.

The initial internship must meet the requirements outlined below.

If proof of the relevant six-week initial internship has not been provided by the end of the 3rd semester or if the internship was insufficient, admission to the degree program becomes ineffective and the student is deregistered from the university.

The initial internship should provide an insight into several of the below-mentioned areas.

The areas include the basics of industrial metalwork skills, manufacturing possibilities for the most important machine tools, joining techniques, heat treatment and surface treatment, shaping and forming processes, measuring and testing, and assembly. For example:

- Working with a vice: filing, hammering, bending, drilling, thread-cutting, measuring, marking
- Working on a tool machine: rotating, planning, drilling, grinding, milling
- Carrying out basic joining tasks: welding, soft and hard soldering
- Work in the field of quality assurance: measuring and testing

In the Environmental and Process Engineering degree program, the initial internship may also involve industry activities, which are carried out at engineering services providers or environmental or process engineering institutes or authorities, in addition to the above-mentioned areas of work. Work in the fields of laboratories, approval, planning, operations, production, assembly and commissioning is also accepted.

A simple confirmation issued by the employer suffices as proof of the six-week initial internship. This confirmation must include the company letterhead, the company stamp, the period in which the internship was carried out (from...to) and a short description of the tasks involved in bullet-point form. You may also use the sample certificate provided.

Form for proof of initial internship

Certificate

We hereby confirm that

Mr/Ms. _____, born on _____

completed an initial internship in our company

in the period from _____ to _____ .

The initial internship meets the requirements of the "initial internship" information sheet issued by Augsburg University of Applied Sciences for the Mechanical Engineering and Environmental and Process Engineering Bachelor Programs.

Place, Date

Company Stamp

Signature