



- For submission to the company -

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INFORMATION ON THE COMPULSORY INTERNSHIP

This is to certify that the 20-week industrial internship in the Bachelor's degree programs Mechanical Engineering, Logistics and Industrial Engineering at the Department of Mechanical Engineering at TU Dortmund University is a compulsory internship. The entire industrial internship, consisting of 8 weeks basic and 12 weeks specialized internship, is part of the respective Bachelor's examination regulations.

One internship week corresponds to 5 working days with a weekly working time of at least 35 hours. All absences, e.g. due to vacation, exams, illness, company vacations, bridge days, strikes or lockouts, must be made up so that the 20 weeks correspond to exactly 100 working days of the intern. The only exception is public holidays at the location of the internship company; these do not have to be made up. In the event of absences, the trainee should ask the company providing the training to extend the contract in order to be able to complete the started traineeship period in full. It is possible to compensate for absences by working overtime or on Saturdays, but this must be explicitly confirmed in the internship certificate.

The internship guidelines can be viewed on the homepage of the Internship Office:

www.mb.tu-dortmund.de/en/study/internship/

NOTE: The Internship Office does not issue personalized certificates for mandatory internships! The company's own pre-formulated forms will also not be signed! The students themselves must inform the company or social insurance institution whether their internship is a compulsory or voluntary internship.

Yours sincerely

The Internship Office of the Department of Mechanical Engineering