



**6.25.01E General Placement Guidelines of Clausthal University of
Technology
of June 13, 2017**
as amended for the first time on June 23, 2020

*This English translation is for information purposes only.
The original German text is the legally binding version.*

The Faculty of Natural and Materials Science and the Faculty of Mathematics/Computer Science and Mechanical Engineering adopted the following revised General Placement Guidelines on April 25, 2017, as did the Faculty of Energy and Economic Sciences on June 13, 2017. They were last amended by the Faculty Board decision of July 23, 2020 (Mitt.TUC 2020, p. 41).

**Section 1
General provisions**

- (1) The General Placement Guidelines of Clausthal University of Technology shall contain the common rules applicable in respect of the recognition of industrial placements in bachelor's and master's degree programs at Clausthal University of Technology.
- (2) Supplementary rules shall be set out in program-specific Placement Provisions/Implementing Provisions.

**Section 2
Purpose of the placement**

- (1) In terms of purpose, the placement is an industrial placement.
- (2) It is intended to complement university study by enabling students to deepen their learning as it relates to practice and already, to some extent, to apply it.
- (3) The placement is supposed both to impart knowledge of the technologies particular to the field and introduce students to the problems of business organization.
- (4) Within the framework of the placement, only selective familiarization with the most important areas of a profession is possible or useful.

- (5) The essential objectives of the placement can be summarized as follows:
- (a) It is intended as a chance for students to gain fundamental insights and skills in relation to the technicalities and/or management of a particular business and familiarize themselves with the assignments and workflows that are standard in different areas.
 - (b) Over the course of the placement, students are meant to gain an impression of a potential future place of work. This can create a basis for their decisions about the areas in which they intend to work in future. Finally, the contact and familiarity established between students and businesses in the context of the placement has the potential to generate early ties relating to future employment.
- (6) Another essential aspect of the placement lies in comprehending the sociological side of a business's operations. The intention is for students to understand the business in which they are working as a social structure and learn about the relationship between management and staff in particular.

Section 3

Duration and subject-related structure of the placement

For the placement to be recognized, the student's activities during it must meet certain criteria. These are specified in program-specific Placement Provisions as supplementary rules to the General Placement Guidelines.

Section 4

Conduct of the placement

- (1) If a pre-study internship is required prior to enrollment, evidence of the completed internship should be submitted to the Industrial Placements Office for recognition. To obviate undue hardship, however, it is possible, upon application, to defer the pre-study internship. In these cases, the pre-study internship is to be completed within the first two semesters of the degree program. No credit points are awarded for the pre-study internship.
- (2) If an industrial placement is prescribed by the relevant Implementing Provisions, credit points are awarded for its completion, and it is meant to take place during a semester break.
- (3) To register for the bachelor's or master's thesis, a student must provide evidence for the whole placement.
- (4) The prescribed number of weeks specified for the placement should be understood as a minimum. It is recommended that students undertake additional work experience in suitable businesses at their own initiative.
- (5) It is possible to divide the placement among various businesses. However, each period at one business should comprise at least two consecutive weeks.

- (6) The placement can, in whole or in part, be undertaken abroad.
- (7) No exemption from the prescribed work experience is possible.

Section 5 Placement abroad

- (1) Undertaking work experience abroad is recommended, but the placement must correspond to the subject-related terms of the relevant program-specific Placement Provisions and to the stipulations of the General Placement Guidelines.
- (2) For a placement abroad, the report can be written in English or, in liaison with the Industrial Placements Office, in another language. If the certificate is not in German, English, or another language agreed with the Industrial Placements Office, it must be accompanied by a certified translation.
- (3) The International Office section of the International Center Clausthal, among other channels, puts students in touch with potential placements. It also provides advice about funding options (e.g. within the IAESTE program). Advice about funding for placements abroad under the Erasmus+ program is provided by the TU Clausthal Industrial Placements Office.

Section 6 Reporting

- (1) Reports should be produced pertaining to the entire duration of a pre-study internship or industrial placement. To apply for recognition, the reports should be sent to the Industrial Placements Office online (as PDF attachments sent by email to praktikantenamt@tu-clausthal.de).
- (2) As they are intended to serve as practice in the presentation of technical and discipline-specific content, the reports must be written by the student him or herself. They can describe workflows, facilities, tools, etc. and contain notes on the student's experiences carrying out his or her tasks, unless such information would be subject to the confidentiality regulations of the business in question.
- (3) The reports must describe the student's own activities, observations, and findings. General descriptions not directly related to the student's own activities (e.g. text copied from textbooks or other placement reports) will not be recognized. As in a technical report, the aim should be concise and incisive description, and students should make use of the possibilities of visual depiction in the form of their own sketches, shop drawings, diagrams, etc. External material, brochures, and the like should not be used. Images and text from other sources must be marked as such in every instance (naming of sources).
- (4) A placement report is supposed to take one of the following forms:

a brief description of the business or the part of the business in which the student was occupied,

a weekly report (on selected tasks within one part of the placement),

or

a project report (a comprehensive report on whole elements of the placement).

If the business allows, reports already written for the business in the context of the placement can be used for this.

(5) **The overall report should have a minimum length of one A4 page per week.**

(6) It is recommended to apply the following criteria:

- a maximum font size of 12,
- line spacing of 1.5, and
- a justified text format.

(7) Notwithstanding the special provisions specified in section 10 below, all reports must be signed off by the person within the business who is charged with supervising the placement, giving his or her name and the date and using the company stamp. **The declaration/confirmation of placement report as read (model provided in Annex 4) can be used for this.**

Section 7 Confidentiality regulations

(1) The Industrial Placements Office has no interest in reusing the processes and findings described in the reports and commits itself to treat the contents of the placement reports submitted as confidential.

(2) If the company hosting the placement requires it, the student will have an obligation to adhere to its confidentiality regulations. To that end, he or she can leave out or change the genuine findings and/or replace the processes with similar examples.

(3) The task assigned to the student must nonetheless be clearly recognizable and understandable despite adherence to the confidentiality regulations (in terms of the starting point, process, objectives, etc.), and the report must also be no less extensive as a result of that adherence.

Section 8 Placement certificate

(1) **Alongside the reports, an application for recognition of a placement requires a certificate or other written attestation from the company about the student's activities during the placement. The Industrial Placements Office receives the certificate or attestation online (as a PDF attachment sent by email to praktikantenamt@tu-clausthal.de).**

- (2) The certificate or attestation (model provided in Annex 4) must contain the following information:
- name of the business hosting the placement; as appropriate, department, location, sector,
 - student's family name, given name, date and place of birth,
 - start and end date of the placement,
 - itemized list of the activities, divided by area of operations or type of activity, and their duration,
 - explicit statement of the number of days missed, even if no days were missed.
- (3) The wording of the certificate must make it unequivocally clear that it refers to a placement, e.g. by means of a heading like "Placement Certificate" ("*Praktikantenzeugnis*") and/or a statement that the student was a "placement student" or "intern" ("*Praktikant*" / "*Praktikantin*").

Section 9 Recognition of the placement

- (1) Once the pre-study internship is finished and all the necessary evidence has been submitted (see sections 6 and 8 above), the internship is recognized by the Industrial Placement Office.
- (2) The reports on the activities undertaken during the pre-study internship and the associated certificate should be sent to the Industrial Placements Office online (as PDF attachments sent by email to praktikantenamt@tu-clausthal.de).
- (3) Before the start of the industrial placement prescribed in the Implementing Provisions for the relevant degree program, the nature and objectives of the activities to be undertaken as part of the placement need to be discussed and agreed with the placements coordinator of the relevant faculty. The placements coordinator also assumes the role of university liaison for students during their placements. Once the industrial placement is finished and all the necessary evidence has been submitted (see section 6 and 8 above), the internship is recognized by the Industrial Placement Office in cooperation with the relevant placements coordinator.
- (4) After the end of the placement, the Industrial Placements Office receives the placement reports and the associated certificate within six months. These documents are sent to the Industrial Placements Office online (as PDF attachments sent by email to praktikantenamt@tu-clausthal.de).
- (5) Students transferring from other universities receive full credit for placements that have already been recognized by industrial placements offices at German universities as part of closely related bachelor's or master's degree programs. They will need the certificate of recognition issued by their former university.
- (6) Credit is given for recognized placements from other technical degree programs at German universities and from technical degree programs at universities of applied sciences or foreign universities if they adequately correspond to the stipulations of the Placement

Provisions for the relevant bachelor's or master's degree programs. They will need the corresponding certificates of recognition as well as, if relevant, certificates from the businesses, information about the underlying placement regulations, and reports.

Section 10 **Special provisions**

(1) The following rules for various occupations are generally applicable in respect of placement times in the context of bachelor's or master's degree programs.

(a) Vocational training and work experience

Completed courses of vocational training and periods of hands-on work experience can be recognized as alternatives to the industrial placement if the required areas of activity correspond to the stipulations of the industrial placement. This will require the corresponding certificates and, if relevant, the training plan that was followed.

(b) Employment (as a working student)

An occupation primarily intended as gainful employment which the business does not explicitly attest to in its reference as having included a placement or internship (see section 8 above), but which is nonetheless beneficial to the student's vocational development, can be counted if it takes place in an appropriate area of activity and at a suitable business. This will require the corresponding certificates of employment as well as placement reports produced in accordance with the present Placement Guidelines, though the latter do not need to be signed off on behalf of the business.

(c) Technical training and service in the Bundeswehr

Periods of training and service completed in maintenance units providing at least second-echelon maintenance can be counted towards the pre-study internship if they cover the appropriate areas of activity. This will require general performance records (MOSC certification, "*ATN-Bescheinigung*") or free-form certification issued by the unit in question, as well as placement reports produced in accordance with the present Placement Guidelines, though the latter do not need to be signed off on behalf of the business. The issuing of such certification and the production of placement reports has been authorized by a directive from the Federal Ministry of Defence.

(2) Supplementary rules are set out in program-specific Placement Provisions.

Section 11 **Exceptions**

In recognition of the special needs of students with children or care-dependent family members and students with disabilities or chronic illnesses, special arrangements can be agreed in liaison with individual placement students.

Section 12

The placement student at the company

(1) Businesses for the placement

- (a) The knowledge and experience to be imparted during the placement can primarily be gained in medium-sized and large industrial enterprises.
- (b) Relatively large craft enterprises can also be suitable for placements under certain conditions. Engineering companies, service providers, and research institutes not attached to universities are also an option.
- (c) University institutes and similar institutions are not allowed.
- (d) Over and above its suitability in principle, the business hosting placement should also be recognized as a training provider by the Chamber of Industry and Commerce.

(2) Applications for placements

- (a) Before starting their placements, future placement students should look at the Placement Guidelines and the Placement Provisions, or inquire at the TU Clausthal Industrial Placements Office, to familiarize themselves with the rules on the conduct of the placement, placement reports, etc. that are in place.
- (b) The Industrial Placements Office provides advice and information, but it does not put students in touch with potential placements. Placement students apply to suitable companies directly. The relevant employment office, the Chamber of Industry and Commerce, and some professional associations are helpful when it comes to finding addresses. Current vacancy announcements from businesses and a wide range of links to employment websites are also available on the university's careers portal for students and graduates.

(3) Placement contract

The placement becomes a legally binding arrangement as a result of the placement contract concluded between the company and the placement student. The contract establishes the nature and duration of the placement as well as all the placement student's and the company's rights and obligations (model provided in Annex 2).

(4) Health insurance

It is urgently recommended that placement students join a company health insurance fund or other health insurance fund in accordance with section 9 of Book V of the Social Code, or a private health insurance scheme, unless they already have sufficient health insurance cover.

(5) Liability for social security contributions

Students are exempt from liability for unemployment insurance contributions. This is fundamentally not true in respect of pensions insurance. Exceptionally, under section 5(3)

of Book VI of the Social Code, people are not liable for pensions insurance contributions while on placements, if the placements are prescribed by the Implementing Provisions for their degree programs and undertaken while they are enrolled at university.

(6) Accident insurance

Accident insurance cover has to be provided via the employers' liability insurance association or accident insurance fund of the company hosting the placement.

(7) Payroll/income tax

The placement student has an obligation to declare the income he or she gains from the placement contract for tax purposes.

(8) BAföG – financial support for education and training

The placement counts as a period of training in the context of tertiary education and therefore eligible for BAföG funding. Information and advice on this is available from the Clausthal branch of Eastern Lower Saxony Student Services (*Studentenwerk OstNiedersachsen*).

(9) Supervision of placement students

(a) During their placements, students are meant to be supervised by someone who is appropriately qualified and directs their placement activities overall.

(b) Placement students have no obligation to attend vocational schooling. If they voluntarily attend schooling offered within the company, this must not take up a significant proportion of their working time.

(10) Standard working hours

Placement students' standard working hours per week are the same as for the company's ordinary employees.

(11) Vacation, illness, public holidays, days missed for personal reasons

(a) Any working time lost as a result of vacation, illness, public holidays, or other, personal reasons must be made up later. Hours of overtime as logged by the company can serve to offset absences. A student should ask for an extension to his or her contract if this is necessary for a placement element, once started, to be completed in one go.

(12) Leave

(a) If the university schedules dates which are a necessary part of the student's training during his or her placement time, such as examinations, so that the student needs to interrupt his or placement for that time, a maximum of three days' leave can be taken. All additional days off can be made up later, so that the placement can be fully recognized. Hours of overtime as logged by the company

can serve to offset time off. A contract extension can be requested if necessary.

Section 13

Expiry, transitional provisions

(1) Upon entry into force of the present General Placement Guidelines, the General Placement Guidelines of June 17, 2008 shall expire.

(2) If program-specific Placement Provisions refer to a previous version of the General Placement Guidelines, the references shall be understood to refer to those provisions which contain the relevant subject matter rather than those to which they previously referred. This shall also apply if the revised General Placement Guidelines diverge from the previous version.

(3) Any additional hardships arising as a result of the revision can be offset, upon application, by means of case-by-case decisions taken by the Examinations Committee.

Section 14

Entry into force

The revised General Placement Guidelines shall enter into force upon their publication in the official journal of Clausthal University of Technology, the *Amtliches Verkündungsblatt*, and shall apply for all students from the following day.

Annex 1

Address of the Industrial Placements Office:

Technische Universität Clausthal
Dezernat 5
Studienzentrum Praktikantenangelegenheiten
Adolph-Roemer-Straße 2A
38678 Clausthal-Zellerfeld
Germany

Annex 2

Given the variety of motives that can underlie placements, the following contract can only serve as an example and may not meet all the requirements of a particular case. Attention should be paid to the duration, extent, and location of the placement as well as to the age and specific prior knowledge of the placement student on a case-by-case basis.

Placement contract (model)

.....
in

.....
– hereinafter, “the company” –

and Ms./Mr.,

born in on,

resident at

.....
– hereinafter, “the placement student” –

hereby conclude the following contract on the completion of a placement prescribed in the Implementing Provisions for the degree program in

.....
.....

Section 1 Duration of the placement

The placement shall be weeks long.

It shall begin on and end on

Section 2 Area of activity

The placement will be undertaken in the
(organizational unit) at (plant).

The point of contact shall be Ms./Mr., phone number:
.....

Section 3 Responsibilities of the company

The company hereby makes a commitment

1. to impart knowledge and experience of its field to the placement student, as its means allow and in alignment with the Placement Provisions of Clausthal University of Technology,
2. and to ensure that, after the placement has been completed or dissolved, the placement student receives a certificate attesting to its nature and duration as well as to the activities he or she engaged in.

Section 4 Responsibilities of the placement student

The placement student hereby makes a commitment

1. to take all the opportunities offered to amass experience and knowledge,
2. to complete the tasks assigned to him or her conscientiously,
3. to respect the code of practice, official instructions, and rules of procedure of the company as well as the accident-prevention regulations of the accident-insurance provider and handle tools, machinery, and materials with care,
4. to keep the company's working hours;
5. to submit activity reports to the company for confirmation, if prescribed by the Placement Guidelines,
6. to safeguard the company's interests and maintain the confidentiality of essential company procedures which are not a matters of public knowledge,
7. and, in terms of time, to ensure that the intended objective of his or her work can be achieved despite any leave that he or she may take.

Section 5 Remuneration

The gross monthly remuneration shall be EUR for a training placement of hours per week.

For each calendar month, it shall be paid by cashless transfer on the last working day of that same month.

Section 6 Leave, vacation time

1. If the university schedules dates which are a necessary part of the student's training, the company shall give the placement student leave. The placement student shall apply for leave in good time, providing evidence of its necessity with the application.
2. The company shall grant the placement student vacation time in line with the applicable legislation.

Section 7 Unfitness for work

If unfit for work because of illness or an accident, the placement student shall have an obligation to inform his or her organizational unit without delay. Moreover, a medical certificate valid from the first calendar day of unfitness for work shall be submitted to the relevant organizational unit without delay. In all other respects, the relevant legislation shall apply.

Section 8 Termination of the placement

The first two weeks of the placement shall be considered a probationary period. During the probationary period, the placement contract can be terminated with two weeks' notice by either party without the need to specify a reason.

After the probationary period, the contract can only be terminated

- without notice on substantial grounds
- or, by the placement student, with four weeks' notice if he or she wishes for personal reasons to cease working at the company.

Termination must be done in writing with the grounds for termination specified.

Section 9 Collateral agreements/contract amendments

The placement shall be governed solely by the present contract. No collateral agreements shall be concluded. Any amendments or additions must be made in writing.

Section 10 Laws/operating agreements

In all other respects, the applicable legislation and the operating agreements, official instructions, and rules of procedure of the company shall apply, as most recently amended, unless the special character of the placement gives rise to divergent provisions. Any special arrangements shall be established in writing. The placement student's liability shall be limited to intention and gross negligent conduct.

Irrespective of the legal status of an employee, employers must give the necessary briefing on occupational health and safety in accordance with DGUV Regulation 1: Principles of prevention (*GUV - V A 1: Grundsätze der Prävention*) at the beginning of the placement.

Section 11 Conclusion of the contract

The present contract shall be signed in triplicate: one copy shall go to each of the

contracting parties and one to the university.

The company
Location, date
.....
Signature

The placement student
Location, date

Signature

A placement contract like this can have the section below added if the placement student will be working on a previously specified paper. It is particularly to be recommended if the student will have opportunity within the scope of the placement to develop important improvements.

Additional provisions

During the placement, the placement student shall produce the following technical academic paper:

..... (topic of paper)

For any inventions and technical proposals for improvement made during the placement in the course of placement activities, the Employee Inventions Act (*Arbeitnehmererfindungsgesetz*) shall apply, supplemented by the provisions and regulations of the Act on Copyright and Related Rights (*Urheberrechtsgesetz*), the Patent Act (*Patentgesetz*), and the Utility Models Act (*Gebrauchsmustergesetz*). For work produced during this placement period, the company hosting the placement shall be granted a non-exclusive right of use if it is protected by copyright.

Annex 3

Placement Certificate (model)

Mr./Ms., born on
.....,

resident at (street, town/city)
.....,

was engaged as a university placement student from until
..... as follows:

Nature of occupation	Weeks
Total number of weeks:	

Standard working hours per week:hours

Days absent in total:, of which for vacation, for illness, for other reasons

The student has written a placement report.

Company:

Address:

.....

Place: Date:

(Company stamp and signature)

Annex 4

Declaration/confirmation of placement report as read (model)

Declaration on independent authorship

I hereby confirm that I wrote the present placement report independently. Parts of the text for which other sources were used, whether word-for-word or in essence, have been marked as such. This also applies to images, sketches, etc.

.....
Location, date

.....
Signature

Declaration on scrutiny of the report by the person within the company charged with placement supervision

I hereby confirm that the placement report has been read and checked.

.....
Location, date

.....
Signature