Directives for the Practice Semester in the Master's Degree Programme Computational Methods in Engineering

§ 1 Objectives

The objective of the Practice Semester is to establish a close connection between study and occupational practice. In this way, students should learn to apply and deepen their previously acquired theoretical knowledge in engineering tasks on complex problems in practice. The students should be provided with the opportunity to become acquainted with the economic, technical and social requirements, as well as their interaction within a project-related environment.

As well as in-depth use of specialist know-how in concrete examples, the Practice Semester serves in particular for training in the following key qualifications:

- Written/Verbal technical expression capability
- Target-oriented work in organisational structures (time management, adaptability, flexibility)
- Self-sufficiency and co-responsibility
- Teamwork capability within the framework of social interaction (e.g. intercultural competencies, critical capability, conflict management, reliability, self-assertion)
- Reflection and assessment of the knowledge acquired.

§ 2 Basic determinations

(1) The Practice Semester is an elective component part of the master's study. It is generally completed in the 3rd semester of the master's study.

(2) The Practice Semester includes a time period of at least 20 weeks (without vacation and missed time).

(3) The Practice Semester consists of the practical project, a practical training report and a colloquium or presentation.

(4) In the Practice Semester, a project should be worked through, which is presented in the final practical training report.

§ 3 Registration

(1) There are no admission criteria for the Practice Semester, but we recommend to complete the compulsory modules in advance.

(2) Supervision on the part of the university is carried out by an examiner of the degree programme, who can accompany the topic in a professional manner.

(3) Registration for the Practice Semester takes place with a form. The form can be downloaded from the corresponding program page and regulates the following:

- Processing period,
- Subject and specialist field,
- Confirmation of the acceptance by the Practice Semester facility
- Support provider in Practice Semester facility and the
- examiner.

§ 4 Implementation

(1) The Practice Semester can be completed in accordance with the aims and basic principles of §1 in facilities suitable for that. Preferred in this case are large-scale industrial operations and suppliers, large-scale investigation facilities and on-campus research institutes outside of Leibniz University, Hannover. The university welcomes the implementation of the Practice Semester abroad.

(2) The students should basically apply for a Practice Semester place in good time and autonomously. They are provided with support by the Institute in this case.

(3) The individual support is provided by the examiner §3.2, who accompanies the Practice Semester and remains in regular contact with the students, as well as possibly the support provider locally.

(4) Following individual discussion, the students send a project outline sketch to the examiner two to four weeks after project beginning. The project outline sketch should include a brief representation of the specialist objectives of the practical project and their time-related application (time schedule). With the Practice Semester, the students create a project report about their activity. The report includes the detailed representation of the task definition, the solution paths worked through and the results. In addition, the objectives integrated beforehand, based on the project plan, should be checked and reflected on. Content and scope are to be coordinated with the support provider locally and the examiner. The release for publication of the contents must be implemented by the facility of the Practice Semester appointee. The examiner reports to the student apprentice office the proper presentation and implementation of the Practice Semester report.

(5) On completion of the Practice Semester, the presentation of important results is implemented, within the framework of a programme-internal colloquium.

§ 5 Passing

(1) The decision on passing the Practice Semester is made by the examiner.

(2) For the Practice Semester, no mark is assigned.

(3) For the independent appraisal of the performances of the students, the support provider locally and the examiner fill out an evaluation sheet, in accordance with Enclosure 1. Evaluated are the method of working and the progress during the Practice Semester, as well as the quality of the project report. In addition, the evaluation sheet serves for the verification of the proper fulfilment (including vacation and missing times) of the Practice Semester.

(4) Prerequisites for passing the Practice Semester are:

- The verification of the admission, pursuant to §3.2

as well as a positive evaluation of the examiner for

- the project report,
- the evaluation sheet and
- the programme-internal presentation of the results.

(5) The passed Practice Semester is recorded in the master's certificate. The Practice Semester can be taken up in the diploma supplement on request.

Evaluation sheet for the Practice Semester in the Master's Degree Programme of Computational Methods in Engineering

Enclosure 1

Name: _____	Student registration number: _____
Subject, processing period: _____ _____	
Facility, support provider: _____	
Programme support provider: _____	

Performance assessment	Support provider				Programme support provider			
Motivation	1	2	3	4	1	2	3	4
Awareness of obligation, work morale	☐	☐	☐	☐		-		
Commitment	☐	☐	☐	☐		-		
Targeted consistency	☐	☐	☐	☐		-		
Interest	☐	☐	☐	☐		-		
Ability to perform work	1	2	3	4	1	2	3	4
Performance under stress	☐	☐	☐	☐		-		
Intellectual grasp	☐	☐	☐	☐		-		
Flexibility	☐	☐	☐	☐		-		
Problem-solving capability	☐	☐	☐	☐		-		
Creativity	☐	☐	☐	☐		-		
Specialist knowledge, advanced training	1	2	3	4	1	2	3	4
Comprehensive basic knowledge	☐	☐	☐	☐		-		
Depth of knowledge, specialisation	☐	☐	☐	☐		-		
Training success	☐	☐	☐	☐		-		
Own initiative in case of advanced training	☐	☐	☐	☐		-		

Method of working	1	2	3	4	1	2	3	4
Independence	☐	☐	☐	☐	☐	☐	☐	☐
Care	☐	☐	☐	☐	☐	☐	☐	☐
Efficiency, systematic approach, methodology	☐	☐	☐	☐	☐	☐	☐	☐
Reliability, awareness of responsibility	☐	☐	☐	☐	☐	☐	☐	☐
Social conduct	1	2	3	4	1	2	3	4
Personal projection	☐	☐	☐	☐	-			
Trustworthiness	☐	☐	☐	☐	-			
Teamwork capability	☐	☐	☐	☐	-			
Conduct with respect to supervisors	☐	☐	☐	☐	-			
Work success, results	1	2	3	4	1	2	3	4
Quality	☐	☐	☐	☐	☐	☐	☐	☐
Presentation of the results	☐	☐	☐	☐	☐	☐	☐	☐
Actual exceptional performances/successes								
Support provider:								
Programme support provider:								
Project report, presentation	1	2	3	4	1	2	3	4
Content	☐	☐	☐	☐	☐	☐	☐	☐
External form	☐	☐	☐	☐	☐	☐	☐	☐
Quality of the results	☐	☐	☐	☐	☐	☐	☐	☐
Lecture	☐	☐	☐	☐	☐	☐	☐	☐
	1	2	3	4	1	2	3	4
General impression	☐	☐	☐	☐	☐	☐	☐	☐

_____ (Date, signature support provider)

_____ (Date, signature programme support provider)

Evaluation sheet for the Practice Semester in the Master's Degree Programme of Computational Methods in Engineering, Enclosure Master's Certificate

Leibniz Universität Hannover

Enclosure 2

Name: _____	Student registration number: _____
Subject, processing period: _____ _____	
Facility, support provider: _____	
Programme support provider: _____	

Performance assessment	Support provider	Programme support provider
Motivation		-
Ability to perform work		-
Specialist knowledge, advanced training		-
Method of working		
Social conduct		-
Work success, results		
Actual exceptional performances/successes		
Support provider:		
Programme support provider:		
Project report, presentation		
General impression		