

Regulations for compulsory internships according to § 4 of the study regulations of the Master's programme in Architecture-Typology at the Technical University of Berlin

1) Preliminary remark

According to § 5 (6) of the study and examination regulations, an office internship with a total duration of 16 weeks is part of the Master's programme in Architecture-Typology. The internship aims to give students an insight into the work procedures of those involved in the planning and construction process. It is recommended to complete the internship before starting the Master's programme.

2) Duration and type of internship

Before admission or during your studies a full-time internship with a total duration of 16 weeks in an architecture office must be completed. For the certificate, the internship can be divided into several full-time partial internships with a minimum duration of 4 weeks.

To be recognized:

- the internship in an architecture or planning office or in the planning and/or building law departments of public administrations, in order to gain insight into the development and elaboration of a planning.

3) Exceptions and special regulations

- If a formal training as a draftsman is proven, no office internship according to § 5 of the study and examination regulations is required.

- Internships that have already been completed before and during the Bachelor's programme are recognised. The original certificates must be submitted to the internship officer.

- An internship abroad is generally recognised as equivalent if it complies with the regulations. The students are responsible for the translation of the certificates i.e. internship reports into English, incidentally these regulations apply.

- Students have the possibility to have the internship recognized as 6 LP in optional modules. Further details are regulated in § 5 (6) of the study and examination regulations.

4) Certificates

The certificates of the companies, administrations or projects in which the internship was completed must be submitted in original. The certificates must include the following:

- Surname and first name

- Address
- Birth date of the intern, if applicable
- Period of the internship
- Key point information of the tasks performed.

All certificates must be submitted to the internship officer for examination and confirmation. In case of doubt, the responsible examination board will decide.

5) Responsibility

Students must take the responsibility for finding an internship.

6) Inception of the regulation

These regulations come into effect with the new study and examination regulations for the Master's programme in Architecture-Typology on 12.10.2016.