# Regulations on the Practical Preliminary Training (Pre-Study Internship) for the Bachelor's Programme "Gemstone and Jewellery" in the Department of Design at Trier University of Applied Sciences, dated 26 September 2019

*Official translation for the accreditation documents. The German original published in "publicus" 2019, No. 06, p. 139 et seq. remains legally authoritative.*

On the basis of Section 7 (2) No. 2 and Section 86 (2) No. 3 of the Rhineland-Palatinate Higher Education Act (HochSchG) in the version of 19 November 2010 (GVBl. p. 463), most recently amended by Article 4 of the Act of 18 June 2019 (GVBl. pp. 101, 103), the Department Council of the Department of Design at Trier University of Applied Sciences adopted the following regulations on the practical preliminary training (pre-study internship) for the Bachelor's programme "Gemstone and Jewellery" at Trier University of Applied Sciences on 3 July 2019. These subject-specific examination regulations were approved by the President on 25 September 2019 and are hereby published.

## § 1 Scope

These regulations on the pre-study internship apply to all applicants and enrolled students, provided that the practical preliminary training is not a requirement or component of the school education preparing for the programme of study. They contain the general provisions on the duration, selection and type of practical activity.

## § 2 Purpose of the Pre-Study Internship

The pre-study internship is intended to impart basic knowledge and skills. In particular, it should enable interns to:

- become familiar with the methods of the field,
- gain insight into the conditions and processes of the professional field,
- get to know essential workflows, techniques, procedures and materials,
- experience the world of work first-hand,
- recognise social and professional challenges,
- develop understanding and problem awareness for the practice-oriented training based on academic foundations.

## § 3 Duration of the Pre-Study Internship

(1) In accordance with Section 5 of the subject-specific examination regulations for the examination in the Bachelor's programme Gemstone and Jewellery, applicants must provide evidence of a relevant pre-study internship lasting 12 months. As a rule, 10 months of this must be demonstrated at the start of the programme; the remainder must be demonstrated within the first three semesters of study.

(2) Recognition of the pre-study internship is granted in accordance with § 8.

## § 4 Content of the Pre-Study Internship

(1) The major part of the pre-study internship should be completed in workshops of the gemstone and jewellery trade or in corresponding school-based training programmes. The fields of work during the internship in the gemstone and jewellery sector should correspond to the following framework curriculum:

- Becoming familiar with the planning, production process, design, manufacturing methods, representation techniques, presentation options and the trade of products from the gemstone and jewellery sector.
- Producing simple designs for one-off pieces and series production.
- Realising these designs.

(2) In justified exceptional cases, other practical activities may be recognised as relevant by the aptitude examination board.

## § 5 Training Establishments

(1) The choice of training establishment is left to the interns. They are themselves responsible for ensuring that their training complies with these regulations.

(2) The practical activity must take place in companies that fulfil the prerequisites for providing training and are recognised by the Chamber of Crafts or the Chamber of Industry and Commerce, or in school-based institutions whose training programmes are suitable as internships, as well as in the ateliers, studios and workshops of graduates of the gemstone and jewellery sector.

(3) Internship periods in school-based institutions are, as a matter of principle, only recognised as pre-study internship before the start of the programme and up to a maximum duration of eight weeks.

(4) In justified exceptional cases, the aptitude examination board may permit exceptions to paragraph 2.

## § 6 Legal Relationships during the Pre-Study Internship

(1) The internship relationship becomes legally binding through the internship contract to be concluded between the company and the interns, or, in the case of a school, through the formal registration with the school and the school's confirmation of admission. The contract or the school regulations contain all rights and obligations of the interns and of the training establishment. In addition, the contract or the school's timetable determines the type and duration of the training. Interns are subject to the company regulations or school regulations of the respective training establishment.

(2) Interns should ensure that they enjoy adequate insurance cover during the internship period. Statutory accident insurance exists by law for interns at a public school, but not liability insurance. In particular, Trier University of Applied Sciences is not liable for damage caused by interns during their activity in the company or at the school.

(3) Given the short duration of the required pre-study internship, holiday leave during the pre-study internship — or, in the case of school-based training, the school holidays — is not counted as internship time. Working time missed due to illness for more than two days must be made up. In the case of longer absences, interns should ask the training establishment for an extension of the training/internship in order to be able to complete the started training section to the required extent.

## § 7 Reporting, Certification

(1) The intern prepares a summarising short report on each internship, describing the tasks agreed during that period and the experience gained. The training establishment must confirm the accuracy of the report.

(2) The short report should comprise approximately two pages per completed week and consist of two parts. In Part 1, the training establishments and the work carried out there by the interns should be indicated in keywords for each day. Part 2 should present sketches and the associated technical details.

(3) The short reports must be submitted to the training establishment — in the case of school-based training, to the school — for countersignature.

(4) The training company issues the interns with a certificate of the internship completed there, which should contain at least the following information:

- beginning and end of the pre-study internship,

The certificate should also make clear that the training establishment meets the requirements of § 5.

## § 8 Recognition of the Pre-Study Internship

(1) Recognition of the pre-study internship is granted by the aptitude examination board. For recognition, the timely submission of the properly kept short report countersigned by the training establishment in accordance with § 7 (2) and of the certificate in accordance with § 7 (4) is required.

(2) Recognition of internship periods by other universities of applied sciences or universities within the scope of the Basic Law is accepted, provided the internship meets the requirements of these internship regulations.

(3) Evidence not drawn up in German (§ 7 (2) and (4)) can only be recognised if it has been translated by court-sworn or appointed interpreters and submitted in the original. Copies must be officially certified.

(4) Applicants with a university of applied sciences entrance qualification who possess practical preliminary training that does not correspond to the chosen field of study shall, like applicants with a general higher education entrance qualification, additionally provide evidence of relevant practical preliminary training. The aptitude examination board decides to what extent internship periods or vocational training can be counted as relevant towards the required duration of the pre-study internship.

(5) Recognition of the pre-study internship is a prerequisite for admission to the examinations of the 4th semester of study.

## § 9 Entry into Force, Transitional Provisions

(1) These regulations enter into force on the day after their publication in the official publication organ of Trier University of Applied Sciences, "publicus".

(2) These regulations apply accordingly to students who commenced their studies before the entry into force. For internship periods completed or commenced before the entry into force of these regulations, the previous practice applies.

Trier, 26 September 2019

The Dean of the Department of Design at Trier University of Applied Sciences