

## 8. Practical Training Module

- The purpose of the practical training module is to enable students to gather experience with engineering activities in the vocational field of agriculture and to apply the theoretical knowledge they obtained during studies in practice. Doing so, they will achieve a better understanding of technical and organisational contexts in agricultural practice and improve their analysis of these. They will subsequently be able to execute or manage extensive works under the operational, organisational, machinery- and personnel-related conditions on site independently or contribute towards accomplishment of the task within a team. Not mandatory but definitely desirable is, to use the practical training module for preparing an experimental thesis; i.e. a suitable topic can already be developed and/or prepared in the practical training operation.
- The practical training module consists of a full-time in-service training phase of not less than 15 weeks and accompanying seminars. During the in-service training phase, students will work as trainees in farming operations or operational areas up- or downstream of farming. For this purpose, students shall conclude a cooperation agreement, which has to be signed prior to commencement of practical training by a professor of FH Bingen [*University of Applied Sciences*] (supervisor of the practical training phase), the student, and a representative of the operation providing training.
- The student is responsible for finding a suitable operation providing training in the practical training phase on his or her own. The University of Applied Sciences will support them e.g. by forwarding lists with addresses of suitable operations.
- The supervisor for the practical training phase may refuse to sign, when the operation proposed for in-service training or the conditions of practical training do not allow sufficient training conforming to the requirements for practical training.
- The supervisor has the task to support the trainee in achieving the goals of practical training which are mentioned in the description of the practical training module during his or her practical training phase.
- A report of 10 pages maximum (practical training report) has to be written about the practical training phase. This report will be considered part of examinations for the practical training module and will be evaluated by the supervisor of the practical training phase, who shall be a member of the university. The report has to be submitted not later than 4 weeks after completion of the practical training module and will, as a rule, be evaluated within 2 weeks.

- Trainees shall furthermore present essential results of their in-service training in oral or written form (e.g. short presentation, hand-out or poster) within the framework of the accompanying seminar. This presentation will be part of the examinations and will be evaluated by the professor in charge of the seminar.

## **9. Requirements for the Practical Training Phase**

- Prior to commencement of the practical training phase, the manner in which the subject shall be processed is to be discussed with the supervising university teacher and laid down in the legally binding trainee contract “Vereinbarung zur Durchführung der Praxisphase” [*Agreement on the performance of the practical training phase*] (form available in the download area) to be concluded between the University of Applied Sciences of Bingen and the practical training site. The cooperating operation too, has to appoint a person to supervise the students. This person should, as a rule, dispose of an authorisation to provide professional training or a graduation from university. Acknowledgement of the practical training site by the University is performed through the supervising university teacher countersigning the cooperation agreement. The students have to ensure that the contract, which was signed by all parties concerned, is available in the office of Faculty 1 at the start of the practical training phase. If not, acknowledgement of the practical training phase will be denied.
- At the end of the practical training phase, a written confirmation of the period served issued by the practical training site and a practical training report have to be submitted to the supervising university teacher. The practical training report is to describe the activities performed and a scope of subjects specific for the operation concerned, within a framework of up to ten pages. Based on these documents, the supervisor shall decide on the acknowledgement.
- Students in the practical training phase may, upon application, request release from the examinations offered during this period of time. This means on the other hand, that those not requesting release are under the obligation to participate (for example in case of repeat examinations).

## **10. Thesis**

- The thesis may be composed in parallel or subsequent to the practical training module. Composing the thesis simultaneously with participation in the practical training module offers the possibility of linking the contents of practical training projects and thesis. This is to be expressly promoted by this ruling.
- The period allowed for processing the theses is 14 weeks. This period may, upon well-reasoned request, be extended by up to 12 weeks under Section 12(3) of

the examination rules. One reason, which may for example be given for such an extension is, that the thesis is performed simultaneously with participation in the practical training module. In this case, simultaneous participation in the practical training module is to be proven to the examination board when registering for the thesis or at least 12 weeks thereafter. Otherwise, a processing period of 14 weeks maximum, calculated from the time of registering the thesis, shall apply for the thesis.

- The thesis has to be submitted in three bound copies and one electronic data medium (CD-ROM) to the office of Faculty 1 to be forwarded to the examination board. A written record of the date of submission shall be prepared. The supervisor of the thesis will receive one copy for revision and evaluation. He or she will then forward this copy to the second reviewer, who will finally return the evaluated thesis to the examination board. Once evaluation of the thesis has been concluded, this revision copy will remain with the supervisor. The degree programme will receive the second copy of the thesis and the version on the electronic data medium as voucher copy. A third copy will be archived in the library.