



Guidelines of Industrial Internship

for

Students in

Engineering Study Courses

of the

**Faculty of Engineering, Computer Science and
Psychology, Field of Engineering**

University Ulm

**If any discrepancy between the English and German version of this document
occurs the German version shall prevail.**

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Contents

1. Introduction	3
2. Duration and schedule	3
3. Kind of practical activity	4
4. Companies for Industrial Internship	4
5. Industrial Internship abroad	5
6. Authorization procedure	5
7. Procedure, presentations and report	5
8. Certification of the internship	6
9. Approval	6
10. Summary of proceedings	6
11. Contact	7
12. Appendix	



1. Introduction

The Industrial Internship aims for acquiring subject-related knowledge and experience from professional practice. In addition to technical experience, this practical work provides an insight into the business of a typical workday. Thus it prepares students for career entry.

Within the scope of engineering studies, the practical activity should be used to

- experience typical engineering tasks in research and development, quality control, and technical distribution.
- gain insight into modern techniques and facilities for development and fabrication of electric, electronic, mechatronic and mechanical devices as well as software and hardware components and systems.
- become acquainted with typical operating procedures and organization in industry, as well as the social structure in companies.

The Industrial Internship is assisted administratively by the Faculty's Office for Internships (*Praktikantenamt*). Technical and administrative assistance during the internship is provided by a supervisor from the industrial establishment, and by a professor from the faculty of Engineering and Computer Science. Both persons must be specified in advance and agree on the supervision.

2. Duration and schedule

According to the curriculum, the *Fachspezifische Prüfungsordnung* (subject-specific examination regulations) and the *Hochschulrahmengesetz* (framework law for universities and colleges), the Industrial Internship can be accomplished within the program of bachelor and master studies as a not graded module with a duration of 9 weeks (45 working days).

The 45 working days of the internship can be fulfilled in one continuous period, or **in** several periods, both full time (35 hours per week) or part-time. For the approval of the internship, a contractual confirmation of a coverage of 45 working days is mandatory, in addition to a working plan.



3. Kind of practical activity

Activities during internship (9 weeks / 45 working days)

The Industrial Internship involves engineering-related activities from the fields of electrical engineering, information technology and computer science.

These are in particular:

1. Computation, construction, fabrication and assembly of particular devices, components, modules, instruments and machines.
2. Planning, assembly and initiation of complete facilities, as well as operation and maintenance, dismantling and recycling.
3. Labs for research and development: experiments and testing, simulation; operation of large-capacity computers; technical distribution; programming of machines, etc.

Administrative duties, programming courses, and editing of handbooks are not approved.

The supervising professor decides on the basis of the working plan whether the planned activity is regarded as being adequate for the Industrial Internship.

4. Companies for Industrial Internship

Industrial companies being eligible for practical education of university students are those which provide insight into modern production techniques, economical principles of operation as well as social implications of contemporary working conditions. The company can also be located abroad. In order to fulfill the purpose of the Industrial Internship, the chosen company must not be too small. Practical activities conducted at one's own company, or a company belonging to close relatives, are not approved.

The Office for Internships (*Praktikantenamt*) does not act as an agent to find positions for internships. Students are supposed to apply directly to appropriate establishments, or to alternatively employ an agency (in particular for an internship abroad).



5. Industrial Internship abroad

Internships abroad are only approved if complying with these guidelines and instructions in a corresponding manner. Oral presentations and reports must be kept in German or English according to the guidelines. Certificates and reference letters by the company can be issued in the language of the country. If this is neither German nor English, a certified translation must be provided.

6. Authorization procedure

Application for authorization of the internship must occur before taking up the internship. The application for authorization must include following documents:

1. Completed and signed application form (see appendix; name of the company, planned internship subject, time schedule, name of supervisor from the company)
2. Internship contract
3. Working plan

Authorization of the internship is confirmed by signature from the Office for Internships (*Praktikantenamt*).

7. Procedure, presentation and report

According to the module description final approval of the internship requires a final presentation of maximum ten minutes duration within the industrial seminars. These seminars take place regularly in the summer semester. All students who are planning an internship or are already doing one are advised to make a note of the seminar dates in advance in order to avoid delays.

During the internship, regular meetings with the university supervisor are also recommended.

At the end of the internship, a short report of a maximum of 15 pages in paper form or digitally must be handed in to the Internship Office together with the corresponding internship certificate.

As a matter of principle, activities which have been classified by the company as being „confidential“ are not approved.

Schedules for the seminars are posted by email and on the sites of the internship office.



8. Certification of the internship

In addition to the presentation and the short report, a reference letter issued by the company must be submitted.

This reference letter must include:

- Personal data (last name, first name, date and place of birth)
- Company, department, location
- Kind and duration of activity
- Information about personal days and leave days (vacation)
- Grading by supervisor from the establishment

9. Approval

For recognition of the internship, the following must be submitted to the Internship Office or have already been submitted:

- Declaration for authorization of internship
- Working plan
- Confirmation of completion of the internship or job reference submitted by the firm
- Short report

The Office for Internships examines whether the internship is in compliance with the guidelines and confirms the successful completion of the internship by signature after the student has fulfilled all requirements as described under point 7.

The certificate of the approved internship is not graded, and certifies an amount of 9 credit points.

10. Summary of proceedings

- Students willing to make an Industrial Internship look for positions independently – see 4. and 5.
- Application for authorization of the internship must occur before taking up the internship - see 6.
- Authorization of the internship is confirmed by the Office for Internships on the application form.
- The industrial company confirms the successful completion of the authorized Industrial Internship by a reference letter.
- Students fulfil the requirements given under “7. Procedure, presentation and report”
- The completed form is submitted to the Office for Internships, along with the reference letter. A confirmation of the successful completion of the Industrial Internship is given by signature and the students’ office is informed.



11. Contact

Ulm University
Faculty of Engineering, Computer Science and Psychology
Office for Internship
Albert-Einstein-Allee 41
D-89069 Ulm

Homepage: <http://www.uni-ulm.de/in/fakultaet/studium/et-ist/industriepraktikum.html>

Ulrike Stier

Room 41.3.105

☎ (0731) 50-26400

E-Mail: ulrike.stier@uni-ulm.de

Director of the Office for Internship: Prof. Dr. Dr.-Ing. Wolfgang Minker



**Application for authorization of Industrial Internship
for engineering study courses (at least 45 days of internship)**

First name and last name of the student: _____

Student ID: _____ Bachelor () Study course: _____
Master ()

Subject of internship: _____

Schedule (at least 45 working days): 1. period from _____ till _____
(entsprechend dem Praktikumsvertrag) (if applicable) 2. period from _____ till _____

Company name: _____

Address: _____

Title and name of supervisor in company: _____

By signing below, the supervisor agrees with the attached working plan.

Signature of supervisor: _____

Contract of internship and working plan are attached to this application.

Signature of applying student: _____

To be completed by the Office of Internships:

The present application with the attached contract and working plan is

() authorized

() not authorized. Reason: _____

Date, signature -Director of the Office for Internships-

stamp



**Confirmation of successful completed Industrial Internship
for engineering study courses (at least 45 days of internship)**

First name and last name of the student: _____

Student ID : _____ Bachelor () Study course: _____
Master ()

Subject of internship: _____

Following documents are attached to this confirmation: Authorization of the Industrial Internship, working plan, testimonial, report

The unrated certificate (9 credit points) is issued by the Office for Internships after

- submission of a completed and signed copy of this form
- submission of the report and testimonial
- presentations in the course „Seminar zur Industriepraxis“

To be completed by the Office for Internships:

Faculty for Engineering and Computer Science, Field of Engineering, Office for Internships

Mr/Mrs: _____

Student ID: _____ Study course: _____

completed 9 weeks (45 working days) of a

voluntary Industrial Internship

as a not graded optional module according to the guidelines of Industrial Internships for students in engineering study courses. The successfully completed Industrial Internship accounts for a granting of 9 credit points.

Date

Stamp/ signature of Director of Office for Internships