

Guidelines for the internship for students of the degree programme Clean Energy Processes at the Friedrich-Alexander-University Erlangen-Nürnberg (FAU) (Internship guidelines)

General regulation

An internship, a working-study job (Werksstudententätigkeit), an occupation in a laboratory or research facility in a university (including the FAU) or other research institutes (also abroad) can be carried out as an internship in the sense of the module M15, provided that it is an engineering-related activity in accordance with the internship guidelines set out in this document.

Purpose of the internship

Through the internship module M15 in the Master's programme Clean Energy Processes (CEP), students are given the opportunity to deepen the knowledge they have acquired so far in the degree programme in an applied context and to practise its implementation.

- Students complete an internship in industry, research institutions, a university at home or abroad or in administration or other organisations of any kind provided that it is an engineering-related activity.
- By completing an internship, students should become familiar with the tasks or activities in chemical engineering, process engineering, electrical engineering, plant engineering and related industries, engineering administration, companies doing research, research institutes or other institutions and acquire and deepen special skills of engineers, based on the knowledge already achieved in their studies.

Duration and time of the internship

- At least 12 weeks
- Internships completed before the start of studies in the CEP programme can be recognised in consultation with the Internship Office of the department CBI (see point "Recognition of previous internships").

General regulation:

- The internship shall comprise **at least 12 weeks with at least 420 hours**.

- Part-time employment with at least 50% of full-time employment is permissible. The crediting of the working hours is done proportionately. I.e. if a student works 50% of the usual weekly working hours, the duration of the internship increases from 12 to 24 weeks.
- For working-study jobs (*Werkstudententätigkeit*) the following regulation applies:
 - Part-time employment of at least 8 hours per week is permissible for the internship. The crediting of the working hours is done proportionately.
- Absences exceeding five working days must be made up by working the missing days after the projected end of the internship.
- Public holidays in the respective country of the internship do not count as days absent.

Internship guidelines

- The internship is intended to provide general insights into the later professional life of an engineer and to enable students to integrate into the working environment of engineers or appropriately qualified persons.
- **The internship therefore must consist of an engineering-related activity.**
- The activities should predominantly be of a researching, developing, planning or directing nature, such as tasks in:

Research and development, design, calculation and testing, conducting experiments, project planning, production planning, production control, logistics, operations management, engineering services, maintenance, cost accounting, market analysis, policy advice and auditing.
- Possible fields of activity of companies or institutions include:

Chemical and bio-industry, environmental protection, energy production and logistics, automotive and electrical industry, process engineering, control laboratory, measurement and control technology, plant planning and construction among others.

Requirements the internship activity needs to meet

The internship office of the department CBI can check the relevance of the internship activity. The requirements are fulfilled if the activity complies with the internship guidelines set out in this document.

Internship certificate (Praktikumszeugnis)

- A written confirmation from the employer must be submitted about the completed internship and a questionnaire with self-reflection questions (*Selbstreflexionsbogen*) must be submitted. The written confirmation must state that the activity was carried out during the confirmed period of time with an indication of the weekly hours or the indication "full-time".
- The written confirmation can be provided by the internship certificate if the wording of the certificate clearly indicates that it refers to an internship, e.g. by the heading "Internship certificate" and/or the statement that the student worked as an "intern". Furthermore, the duration and area of the internship, a summary of the activities carried out and the number of days absent must be noted.

- Certified translations may be required for internship certificates that are not written in German or English.
- The certificate and the questionnaire (*Selbstreflexionsbogen*, template see website) must be submitted through the online portal of the Internship Office of the Department CBI.
- The documents must be handed in at the latest until:
 - August 31st for recognition in the summer term
 - February 28th for recognition in the winter term

Additional information

- Please contact the Student Record's Office if you have any questions regarding a leave of absence (*Urlaubssemester*).
- Students are responsible for finding a suitable internship placement and getting an acceptance for an internship from an employer. The internship office of the department CBI does not have or allocate places. As part of its advisory and information activities, the internship office of the department CBI can only inform students where other students have completed internships and support their search (e.g. by referring them to the Career Service's job exchange "Stellenwerk").
- **If required, the Internship office of the department CBI will issue a certificate for submission to employers confirming that the internship is completed as a part of their studies, i.e. a module with ECTS acquisition.**

Recognition of previous internships

- Students can apply to the Internship Office of the department CBI for recognition of internships or professional activities already completed according to the above criteria.
- Internships or professional activities with a duration of three weeks or shorter cannot be recognised as partial internships.
- Internships or professional activities that have already been recognised in a previous degree programme cannot be recognised.
- When recognising internships carried out abroad, the number of days absent is not obligatory if the information is not customary in the country where the internship was carried out.
- Certified translations may be requested for internship certificates that are not written in German or English.

Questions shall be addressed to: **cbi-praktikumsamt@fau.de**