

Organisational guidelines for acceptance, supervision and approval of internships

You must follow these guidelines if you wish to complete an internship at a business enterprise or external public-sector administrative body which you would then like to have credited as a compulsory elective module for a degree programme of the Faculty of Computer Science and Mathematics. To be eligible, these internships must be within a professional field closely related to the study programme and require a skill-set that closely matches the skills profiles of graduates in computer science or mathematics.

Please note that the internship **must be project-based** and that a minimum of 50% of your duties **must be directly relevant to your degree subject**; general student employment (called 'Werkstudententätigkeit') or past completed internships without scholarly supervision **cannot be credited** towards your degree.

Before the beginning of the internship, a professor involved in the study programme has to determine the (potential) adequacy of the internship and agree to assume supervision responsibilities.

Therefore, the student has to provide documents signed by representatives of the company or organisation, which must include the following:

- company/organisation name and address
- starting date and end date of the internship
- confirmation of supervision by the company and the name and contact details of the local supervisor (including e-mail address and telephone number)
- description of the internship, including:
 - description of duties, i.e. a **detailed**, step-by-step description of your work and envisaged outcomes ('milestones')
 - detailed timetable for the project
 - specifications of the objectives (i.e. 'what should be achieved?')
 - this must be signed by the company/local supervisor

The professor checks the documents and decides if the internship is potentially adequate and may require that modifications be made to the internship description. If he/she determines the adequacy of the internship, he/she will send a letter confirming supervision.

During the internship, the student is obligated to submit regular progress reports.

After the internship:

- The student provides all the documents which are stated in the module description, especially the [recognition form](#), to the professor after the end of the internship. In particular, the final internship report must be signed by the company/local supervisor.
- A date for a final oral examination will be set if all required documents are complete.
 - After the oral examination (which will last approx. 20 minutes) a copy of the form, the final internship report, a qualifying certificate about the internship issued by the company, and the minutes (i.e. written record) of the oral examination will be sent to the Dean of Studies and to the module convenor.
 - All original documents should be submitted to the Examinations Office ('Prüfungssekretariat').