

Rules for the acceptance, supervision and approval of internships / industrial placements

This document sets out the rules of the Faculty of Computer Science and Mathematics for crediting internships (also known as industrial placements) as a compulsory elective module in one of the degree programmes offered by the faculty.

These rules only pertain to internships completed outside of the university context, i.e. at private-sector enterprises, non-university public-sector organisations or non-profit organisations.

To be eligible for crediting, internships must be closely related to the future occupational area and job description of graduates from the relevant degree programme. This means that they must constitute or be part of a formal project and at least 50% of the work done must be related to the contents of the degree programme. Please note that internships completed in the past (without academic supervision) or jobs referred to as “*Werkstudierendentätigkeit*” or “*Werkstudententätigkeit*”, also sometimes referred to as “working student” or “student trainee” jobs (or similar) in English, cannot be credited.

Before you begin your internship, you must discuss it with a university lecturer involved in your degree programme to ascertain the suitability of the internship and establish how it will be supervised.

You will have to submit a document, signed by the company or organisation where you will be completing your internship, which must include the following:

- Name and address of the company or other organisation
- Internship duration
- Confirmation of supervision from the company, with details of the on-site supervisor, including his or her e-mail address and telephone number
- Description of internship including:
 - its scope, with details on the work steps (milestones) to be achieved
 - exact timetable for implementation
 - definition of the overall goals (what should be accomplished by end?)
 - the on-site supervisor’s signature

The university lecturer will then examine the documents and decide whether the internship is suitable. He or she can require that alterations be made. Upon verifying suitability, the lecturer will issue a written confirmation of supervision.

While you are completing your internship, you will have to submit regular interim reports.

At the end of your internship:

- You will submit all documents required in the module description, in particular the [Acceptance for Credit Form](#), to the university lecturer when you have completed your internship. The on-site supervisor must sign off on your internship report.
- Once all documents are complete and if they are of the required quality, an exam interview will be arranged.
 - After a successful exam interview (duration approx. 20 minutes), a copy of the Acceptance for Credit Form will be sent to the Dean of Studies and the module supervisor together with the internship report, the internship certificate issued by the company (or other organisation) and the exam interview record.
 - All original documents will be sent to the Examinations Office.