

# **Guidelines for the Professional Internship of Students in the Master's Program of Autonomy Technologies at the Friedrich-Alexander-University Erlangen-Nuremberg**

(Internship Guidelines)

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## **1. Purpose of the practical work experience (industrial internship)**

The professional internship is intended to provide insights into the organization and social structure of an industrial company and to introduce students to the professional activities of engineers.

### **Professional practical activity**

The professional internship must be completed in accordance with the guidelines for practical training in the Master's program Autonomy Technologies and must be recognized by the Internship Office Autonomy Technologies.

(Alternative team project: The qualification goal of the team project is to enable students to learn the practice of scientific work in research. Upon completion of the team project, students are able to independently conduct a literature search and to classify and analyze literature sources. Furthermore, the students are able to independently discuss the task assigned to them from the field of autonomy technologies within a specified period of time with the help of scientific methods and to develop suitable solution approaches and concepts. In addition, they have knowledge of the scientific presentation of the results obtained by means of presentations and research reports).

## **2. Duration and time allocation**

### **2.1 Master's program**

In order to pass the Master's program, a practical, engineering-related activity of at least 10 weeks must be proven.

### **2.2 General regulations**

- The usual weekly working hours for full-time employment apply.
- Part-time employment of at least 8 hours per week is permissible. The crediting takes place on a pro rata basis.
- For employment of at least 17.5 h/week, five days of absence are permitted for the entire duration of the internship. Absences exceeding five working days must be made up. Public holidays do not count as days absent.
- In the case of employment with less than 17.5 h/week, days of absence cannot be taken into account.

### **3. Training guidelines**

Engineering-related internship: Integration of the students into the working environment of engineers or correspondingly qualified persons with predominantly developing, planning or directing activities, e.g. research, development, design, calculation, testing, project planning, production planning, production control, logistics, plant management, engineering services, ...

### **4. Training places**

The choice of suitable training places is left to the students themselves.

Training in higher education institutions, in one's own or one's parents' business, or in the business of one's spouse is not possible.

The Internship Office does not act as an intermediary, but can refer to various links here <https://www.eei.tf.fau.de/studium/praktikumsamt/>.

If difficulties arise, the Chambers of Industry and Commerce can generally provide advice.

Students are recommended to conclude a training contract with the company.

### **5. Recognition of an internship**

Recognition of practical activity is done by the Internship Office.

For the proof of a section of the practical activity, the internship office must be provided with

- reports according to section 5.1
- activity certificates according to section 5.2
- the certificate according to section 5.3

Before starting an internship abroad or if there is any doubt about the recognition, it is recommended to consult the Internship Office.

After the completion of an internship period, the certificates should be submitted to the Internship Office for recognition as soon as possible, so that any incorrect certificates can still be corrected without too much trouble. An application for recognition of the internship must be submitted here <https://www.eei.tf.fau.de/studium/praktikumsamt/>.

#### **5.1 Reports**

Reports must be prepared on the individual internship sections. The reports must be confirmed by the company by signature and company stamp.

A technical report of 1 ½ A4 pages is to be prepared per week, describing the work of one week or special details (work process, methods...) of the services rendered and containing sketches. It is also possible to prepare an internship report of the same length for the entire training period.

## **5.2 Activity certificates**

In addition, activity certificates are kept (template under point 8). These are filled out in bullet point form. The number of total hours must be stated for each day and each week. The activity certificates must be confirmed by the company by signature and company stamp.

## **5.3 Certificate**

The company shall issue the trainee with a report on the work carried out, the contents of which must correspond to the model under point 7. In particular, the certificate must contain the company letterhead, the full address of the company and details of the days of absence (even if no days of absence are to be recorded).

If the certificate or the activity records are not written in German or English, the Internship Office may request a certified translation.

## **5.4 Crediting of other previous achievements**

- Activities that have been recognized by other German academic universities as internships in the same or a related course of study will be credited.
- Work as a student trainee will be recognized as an internship if the activity and the supporting documents comply with these guidelines.
- Periods of service in the German Armed Forces or in alternative service may be recognized in the bachelor's degree program if they comply with these guidelines. For recognition, a detailed certificate of the type and duration of the activities performed must be submitted to the Internship Office.
- A completed training at a technical secondary school or at a technical high school will be credited with 6 weeks as an internship in the bachelor's degree program, provided that the practical training took place in subject-related areas.

## **6. Final provisions**

These policies shall become effective on the date they are announced by posting on the Faculty Council bulletin board.

## 7. Sample: Certificate

(Company letterhead)

Internship certificate

Mr./Mrs. ....

born on in .....

was employed from to .....

employed for practical training as follows:

Type of activity	Weeks
.....	.....
.....	.....
.....	.....
.....	.....
total	.....

Days of absence during the period of employment: .....

The regular weekly working time was hours .....

Special remarks:.....  
.....

(place):....., the .....

(Company stamp)

(signature)

Note: The certificate is issued by the company and must contain the full address of the company.

## 8. Sample: Activity certificate

Activity certificate no.

Name .....

Training department .....

Week from .....to .....

Day	Work performed, instructions, etc.	Working time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Hours per week		

Signature of the trainee .....Date

Signature of supervisor .....

Company stamp