

# INTERNSHIP GUIDELIES FOR THE ELECTRICAL ENGINEERING AND INFORMATION TECHNOLOGY MASTER'S STUDY PROGRAM

(START OF STUDY PROGRAM SUMMER SEMESTER SS 2015;  
STUDY AND EXAMINATION REGULATIONS SPO-MA 2015-016)

## **Duration of practical work**

The 2015 Study and Examination Regulations for the Electrical Engineering and Information Technology Master's Study Program of Karlsruhe Institute of Technology (KIT) demand proof of an at least thirteen-weeks period of practical work. The maximum accountable internship duration is 26 weeks.

As an advanced internship, such professional practical training is prerequisite for successful studies in preparation for the students' professional careers and is hence an essential part of the study program.

## **Purpose and type of practical work during advanced internship**

Advanced internships intend to introduce students to their specific work as engineers by letting them participate in particular technical tasks. The students are to gain specific knowledge from practice and collect impressions about their future professional environment and their positions and responsibilities within the respective companies. Within the scope of what is possible, the advanced internship, moreover, intends to give an insight into company organization and management.

With a view to the chosen or intended study model, it is recommended to select a module from the three groups below:

1. a) Calculation, simulation, and design
- b) Manufacture and assembly (planning, preparation, control, calculation) of individual electrical-engineering parts, components, assembly groups, devices, equipment,

and machines.

2.
  - a) Planning
  - b) Assembly and commissioning
  - c) Operation and maintenance (field services) of electrotechnical plants (power plants, switch gear and control gear, networks, drives, communications engineering and data processing equipment, high-frequency systems, process measuring and control systems, process technology systems, etc.)
  
3.
  - a) R&D laboratories
  - b) Trial fields and test bays
  - c) Data processing centers and software engineering

Working time lost due to vacation, illness or other reasons of absence must be made up for. If in doubt about the approval of the respective work by the Interns' Office, information must be obtained from the latter in due time prior to the start of the intended job.

### **Internship companies**

It is up to the interns themselves to find a suitable company. The job centers and employment offices as well as the chambers of commerce and industry can give advice in the case of difficulties. The Interns' Office of the Department of Electrical Engineering and Information Technology at Karlsruhe Institute of Technology does **not** offer any intern jobs. There are no specifically approved companies for the training of interns i.e., any company that trains interns in accordance with the above principles is recognized. It is not necessary to register at the Interns' Office before the internship commences.

### **Reporting on practical work**

The internship reports must be submitted as A4 stapled versions containing:

A summary of the respective training course stating the company, area of manufacture, shop or department, and duration of training in the different shops or departments with day of admission and day of leave. **One detailed report per week or project** must be provided. These reports must not be less than one A4 page per week and should be prepared in the format of a scientific paper.

It must be evident from the reports, e.g. through work sequences stated and/or notes on experiences gained, that the author himself has carried out the work described. Long texts may often be avoided through free-hand drawings, shop drawings, circuit diagrams, etc. The internship reports must be reviewed by the supervisor in the respective company and be **confirmed by the company's stamp and signature**. Training periods **that are not proved** by reports by no means can be credited.

## **Approval of practical work**

For approval of the practical work, original certificates must be submitted to the Interns' Office along with the internship report.

The Interns' Office certifies the approval.

The Interns' Office of the department decides whether in accordance with §14a of the Master's Study and Examination Regulations periods of practical work not rendered within the Bachelor's program can be credited.

If the internship was carried out while the student was matriculated at a university (**certificate of matriculation required**), ECTS points can be credited.

If the internship qualifies as an academic credential for the bachelor's program that provides the basis of the master's program, it can be credited with the ECTS points provided that it was approved both by the Intern's Office and the Master's Examination Board. If the internship was carried out while the student was not matriculated, the internship can be credited with the ECTS points provided that the skills and knowledge gained outside of the university system do not exceed 50 percent of the academic credentials, §18 section 5. Course achievement which are earned beyond of the university have to be counted in the first term §18 section 2.

All documents proving the circumstances must be produced (e.g. certificate of matriculation, and examination regulations of the previous university). Moreover, the report prepared must comply with the guidelines and be signed by the internship company.

## **Practical work abroad**

Practical work abroad shall be recognized if complying with the relevant guidelines and regulations. The internship reports must be prepared in the German or English language in accordance with the above guidelines. Exceptions are allowed only after consultation with the Interns' Office.

The certificate can be written in the language of the respective country. A certified translation must be added if this language differs from the above languages.

## **Internship certificate**

In addition to the internship reports, an internship certificate must be presented for approval of the practical work. **Whereas wording may be arbitrary, the content of the certificate should comply with the specimen form annexed.**

### **Please note:**

- Internships can be subdivided into at most three parts. The time spent in one company must not be less than one week.
- One week equates to an average working time of at least 35 hours per week. Flexible working time and part-time work are allowed. Only complete weeks are accepted.
- Three days absent at the most are allowed during the internship. Official holidays are not considered as days absent. Any other events, e.g. illness or vacation, are considered as days absent. Absences of more than three days must be made up for or else will be subtracted.
- Please be aware that a certificate or equivalent proof must be produced for approval of all practical work.
- Any certificate or equivalent proof must contain the name, date of birth, and working period as well as the number of days absent or a "no absences" note.
- Internships cannot be approved without the submission of a report or a report portfolio stating the work carried out.
- The type and scope of the reports must comply with the guidelines. Insufficient reports or very poor reports may be rejected.
- The internship is eventually approved by issuing a certificate as soon as the minimum number of weeks (13 weeks) has been reached. The students themselves are responsible for reaching altogether 13 weeks and should keep track of their internships to avoid problems due to an insufficient number of weeks performed.

## **Approved companies**

*Industrial enterprises/companies:* There are no specifically approved companies for the training of interns i.e., any company that trains interns in accordance with the above principles is recognized.

## **Jobs and activities not approved**

*Internships in own companies or companies owned by parents/relatives*

*Office work* such as typing scripts, writing manuals, translating texts, etc.

*Supervision of practical experiments and laboratory tests*

*Tutoring* during tutorials/programming courses

*University courses*, be they mandatory or voluntary

*Programming courses*

*Software work that is not related to electrical engineering or information technology*

*Mere software installations*

*Voluntary jobs, e.g. caretaker work, administrator jobs, etc.*

Please do not hesitate to contact the Interns' Office (Praktikantenamt) for further information.

## **Praktikantenamt der Fakultät für Elektrotechnik und Informationstechnik**

Intern's Office of the Department of Electrical Engineering and Information Technology

Elektrotechnisches Institut

Institute of Electrical Engineering

Gebäude 11.10, Zimmer 204 im DG

Building no. 11.10, Room no. 204, Top Floor

Phone: +49 (0)721 608 41843

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<http://www.etit.kit.edu/226.php>

[praktikantenamt@etit.kit.edu](mailto:praktikantenamt@etit.kit.edu)

Person in charge: M.Sc. Firat Yüce, M.Sc. Eduard Specht

**Office hours:** Thursday and Friday 8:15 – 9:30 am

There is no need to make an appointment.

**Telephone call time:** Thursday 13:00-14:00 pm, Friday 10:00 – 11:00 am

Current information can be found at <http://www.eti.kit.edu/2432.php>. In **very urgent** cases, you might set a date outside the office hours.

# INTERNSHIP CERTIFICATE

The internship of Mr./Ms. ....  
born ..... in .....  
was performed from ..... to .....  
  
with .... days absent, .... of them being leave days and .... of them being absences for other reasons.

The internship reports were made available and were returned.

.....  
Place    Date

Company's Stamp / Signature