

## Remarks on the Compulsory Internship for the Bachelor's Degree in Metallurgy

The relevant provisions for Compulsory Internship can be found in the corresponding curricula. These are published in the Montanuniversität newsletter and can be accessed at <https://www.unileoben.ac.at/de/3021>. In addition, the study plans are also listed in MUonline ([https://online.unileoben.ac.at/mu\\_online/studienplaene.semplan\\_studien?corg=1](https://online.unileoben.ac.at/mu_online/studienplaene.semplan_studien?corg=1)).

Internship units can only be credited in integer multiples of 20 working days (full-time basis), with 20 working days corresponding to one of the four necessary Internship blocks (Part 1 – 4) of 7.5 ECTS each. Working days, which are in excess of 20 days but do not reach at least one further unit of 20 days, can be accounted for after completion of the next unit. For a unit of 40 working days, it is possible to specify a second internship focus.

For each completed internship unit **a)** the form "**Confirmation of Compulsory Internship**" as well as **b)** a detailed **activity report** must be submitted to the Program Director.

The purpose of the confirmation form is to confirm by the company the scope and content of work. In the case of part-time work or other or irregular working hours, the amount of work must be converted to full-time equivalents and the conversion must be stated in the form (sum of all working hours divided by 8).

- For the "Study program", the name of the Bachelor's program including curriculum version for which the application is requested should be stated (for example Metallurgy, 2018). Students studying for a preceding curriculum version indicate the year, in which the curriculum they are subordinate to, has been last amended (e.g., Metallurgy, 2014).
- For the "Internship Focus", please specify which focus area the activities performed can be predominantly assigned to. The assignment of the focus must be verifiable based on the activities described in the company's confirmation.
- The bottom block in the form is to be completed by the Program Director.

The activity report of the student should contain the following information (scope: 300 - 800 words per internship unit):

1. Which activities have been carried out at the company?
2. Which methods / procedures were used?
3. What experiences and competencies have been gained from the activity?
4. What is the complementary relation of the activity with regard to the study program?

**It must be ensured by the student that the report does not violate any confidentiality provisions that may be contained in the employment contract (or other contracts) for the internship!**