

Remarks on the Compulsory Internship for the Bachelor's Degree in Industrial Environmental Protection and Process Technology

The relevant provisions for Compulsory Internships are provided 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).

Goals of the Compulsory Internships are on the one hand to gain insights into the real-world work-life and on the other hand to experience practical skilled occupation activities.

The Compulsory Internships should be performed at a minimum of two different companies/organizations. Internships at the Montanuniversität or other universities and research facilities are only accepted in particular exceptions and only if an internship has already been conducted in the industry. In this case, the approval/permission has to be granted by the Program Director beforehand.

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 Industrial Environmental Protection and Process Technology, 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., Industrial Environmental Protection and Process Technology, 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. General information about the company
 - Branch
 - Size
 - Economic and ecological setting of the company

2. Description of the areas of activity in the department where work has been done
 - Fabrication of products
 - Performing services

3. Description of own activities
 - Performed work
 - Environmental relevance, respectively relevance to the contents of your study
 - Comment on the work processes (technical problems, working atmosphere, etc.)

4. Rating
 - Of the company in ecological terms
 - Of the relevance of the internship at the company for the study

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!