

Guidelines for the Compulsory Internship for the Bachelor's Degree in Industrial Logistics

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).

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.

The 7th semester is intended for practical work. The practice is to be carried out in such a way that collisions with the courses are avoided.

In exceptional cases, guided application-oriented work is to be carried out on the basis of an individual agreement with the Chair of Industrial Logistics as a substitute form in the event that practical training is not possible. The topic of this thesis can be found in the compulsory subjects of the Bachelor's programme. The alternative performance of the practical work in the form of a written paper as well as the choice of the topic are to be approved by the study programme representative for Industrial Logistics (Univ.-Prof. Dr. H. Zsifkovits).

Type of internship

The following types of companies and institutions are particularly suitable for completing the internship:

1. Industrial companies
2. Trading companies
3. Logistics service providers
 - a. Technical logistics (e.g. warehouse planning)
 - b. Transport, transshipment, warehousing service provider
 - c. IT service provider with a focus on the relevant area

The student has to divide his internship as far as possible in such a way that company practice as well as planning and organisational activities are balanced. The activities should have a strong relation to logistics, independent of the chosen company. Not suitable are, for example, secretarial activities, accounting and human resources.

Documents for the crediting of the internship

For the acceptance of the practice, the student must submit a confirmation of the employer, an evaluation of the company supervisor as well as an activity report. These documents shall be submitted collectively on the electronic platform provided for this

purpose. If one of these parts is not submitted to the Chair of Industrial Logistics, the internship will not be accepted.

There is the option of step-by-step crediting. For this purpose, the compulsory internship is divided into 4 parts of 20 working days each, which can be credited individually according to the student's requirements.

If the internship has been completed in several companies and during separate periods, the submission of all three documents must be ensured for each internship. The internship card is issued by the institute after successful completion of the required 80 days. Internships with a period of less than four working weeks (20 working days) cannot be credited.

Confirmation of the employer

The confirmation form serves to confirm the scope and content of the work performed. In the case of part-time work or other irregular working hours, the scope of work must be converted accordingly to FTE full-time basis and the conversion stated in the form (total of all working hours divided by 8).

Under "Studies", the name of the Bachelor's programme including the study plan version (e.g. Industrial Logistics, 2018) for which credit is requested must be given. Students who study after an expiring study plan version indicate the year in which the curriculum to which they are subject was last amended (e.g. Industrial Logistics, 2014).

Under "Practice focus", the focus to which the activity can predominantly be assigned is to be listed. The assignment of the focus must be comprehensible on the basis of the activities described in the company confirmation.

The lowest block in the form must be completed by the study programme officer.

Evaluation by the company supervisor

The student obtains a standardised evaluation from the company supervisor, who evaluates the student's performance using the "Evaluation Internship" form and discusses his evaluation with the student. An English version of the evaluation form is available to students who are doing an internship abroad.

Activity report

For the activity report, a guideline value of one to two A4 pages per working month (20 working days) applies. The activity report contains the following points:

1. General information about the company
2. Description of the fields of activity in which work was done
 - a. Products or services
 - b. Process cycles
3. Description of own activities
 - a. Work performed
 - b. Relevance to the topic of industrial logistics
 - c. Short list of own activities during the internship
 - d. Commentary on work processes

4. Valuation
 - a. of the company from a logistical point of view
 - b. of the relevance of the internship at this company for the studies

The internship report can be submitted either in German or English.

It is the responsibility of the student to ensure that the report does not violate any confidentiality provisions contained in the employment contract for the practice!

Format specifications

The documents described above must be prepared taking into account the following criteria. Furthermore, all required documents must be submitted in PDF format using the electronic platform provided by the Chair of Industrial Logistics.

1. Confirmation of the employer

Filename:

A_Surname_MatriculationNumber_from-until_Company.pdf

Example:

A_Mustermann_1234567_082016-092016_Musterfirma.pdf

2. Evaluation of the company supervisor

The evaluation is submitted using the following file name. A digital copy (scan) of a handwritten evaluation or a digital evaluation carried out using the "Evaluation form for the internship (digital)" available on the industrial logistics homepage is valid. The name of the supervisor must be given.

Filename:

E_Surname_MatriculationNumber_from-until_Company.pdf

Example:

E_Mustermann_1234567_082016-092016_Musterfirma.pdf

3. Activity report

The formal guidelines for scientific work of the chair apply. In order for the report to be accepted in its entirety, it must be in the following form.

Filename:

B_Surname_MatriculationNumber_from-until_Company.pdf

Beispiel:

B_Musterrfrau_1234567_082016-092016_Musterfirma.pdf



Further development of the guideline

The guideline is constantly being further developed, particularly with regard to its applicability to students and internship partners. Each candidate must therefore ensure that he or she obtains the current version of the guideline valid at the beginning of the internship.