

Remarks on the Compulsory Internship for the Bachelor's Degree in Industrial Energy Technology

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.

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 Industrielle Energietechnik, 2018)
- 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: 3 pages per chargeable internship unit):

1. General information about the company

- a. branch
- b. size
- c. economic and power engineering environment

2. Describe the activities which have been carried out at the department?

- a. production
- b. services

3. Which activities have been carried out at the company?

- a. What was your job/function?
- b. power engineering relevance
- c. working process (technical problems, working atmosphere,...)

4. Evaluation

- a. evaluation of the company from a power engineering view
- b. What experiences and competencies have been gained from the activity?
- c. 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!