



# **Guidelines of Industrial Internship**

for

**Students in**

**Engineering Study Courses**

of the

**Faculty of Engineering, Computer Science and  
Psychology, Field of Engineering**

**University Ulm**

**If any discrepancy between the English and German version of this document  
occurs the German version shall prevail.**

**Stand: 11/11/25**

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## **1. Introduction**

The Industrial Internship aims for acquiring subject-related knowledge and experience from professional practice. In addition to technical experience, this practical work provides an insight into the business of a typical workday. Thus it prepares students for career entry.

Within the scope of engineering studies, the practical activity should be used to

- experience typical engineering tasks in research and development, quality control, and technical distribution.
- gain insight into modern techniques and facilities for development and fabrication of electric, electronic, mechatronic and mechanical devices as well as software and hardware components and systems.
- become acquainted with typical operating procedures and organization in industry, as well as the social structure in companies.

The Industrial Internship is assisted administratively by the Faculty's Office for Internships (*Praktikantenamt*). Technical support during the internship is provided by a supervisor from the industrial establishment.

## **2. Duration and schedule**

According to the curriculum, the *Fachspezifische Prüfungsordnung* (subject-specific examination regulations) and the *Hochschulrahmengesetz* (framework law for universities and colleges), the Industrial Internship can be accomplished within the program of bachelor and master studies as a not graded module with a duration of 9 weeks (45 working days).

The 45 working days of the internship can be fulfilled in one continuous period, or in several periods, both full time (40 hours per week) or part-time. For the approval of the internship, a contractual confirmation of a coverage of 45 working days is mandatory, in addition to a working plan.

## **3. Kind of practical activity**

### **Activities during internship (9 weeks / 45 working days)**

The Industrial Internship involves engineering-related activities from the fields of electrical engineering, information technology and computer science.

These are in particular:

1. Computation, construction, fabrication and assembly of particular devices, components, modules, instruments and machines.
2. Planning, assembly and initiation of complete facilities, as well as operation and maintenance, dismantling and recycling.



3. Labs for research and development: experiments and testing, simulation; operation of large-capacity computers; technical distribution; programming of machines, etc.

Administrative duties, programming courses, and editing of handbooks are not approved.

#### **4. Companies for Industrial Internship**

Industrial companies being eligible for practical education of university students are those which provide insight into modern production techniques, economical principles of operation as well as social implications of contemporary working conditions. The company can also be located abroad. In order to fulfill the purpose of the Industrial Internship, the chosen company must not be too small. Practical activities conducted at one's own company, or a company belonging to close relatives, are not approved.

The Office for Internships (*Praktikantenamt*) does not act as an agent to find positions for internships. Students are supposed to apply directly to appropriate establishments, or to alternatively employ an agency (in particular for an internship abroad).

#### **5. Industrial Internship abroad**

Internships abroad are only approved if complying with these guidelines and instructions in a corresponding manner. Oral presentations and reports must be kept in German or English according to the guidelines. Certificates and reference letters by the company can be issued in the language of the country. If this is neither German nor English, a certified translation must be provided.

#### **6. Authorization procedure**

Application for authorization of the internship must occur before taking up the internship. The application for authorization must include following documents:

1. Completed and signed application form (see appendix; name of the company, planned internship subject, time schedule, name of supervisor from the company)
2. Internship contract
3. Working plan

Authorization of the internship is confirmed by signature from the Office for Internships (*Praktikantenamt*).

#### **7. Report**

At the end of the internship, a short report of a maximum of 10 pages in paper form or digitally must be handed in to the Internship Office.



As a matter of principle, activities which have been classified by the company as being „confidential“ are not approved.

## **8. Certification of the internship**

In addition to the short report, a reference letter issued by the company must be submitted.

This reference letter must include:

- Personal data (last name, first name, date and place of birth)
- Company, department, location
- Kind and duration of activity
- Information about personal days and leave days (vacation)
- Grading by supervisor from the establishment

## **9. Approval**

For recognition of the internship, the following must be submitted to the Internship Office or have already been submitted:

- Declaration for authorization of internship
- Working plan
- Confirmation of completion of the internship or job reference submitted by the firm
- Short report

The Office for Internships examines whether the internship is in compliance with the guidelines and confirms the successful completion of the internship by signature after the student has fulfilled all requirements as described under point 7.

The certificate of the approved internship is not graded, and certifies an amount of 9 credit points.

## **10. Summary of proceedings**

- Students willing to make an Industrial Internship look for positions independently – see 4. and 5.
- Application for authorization of the internship must occur before taking up the internship - see 6.
- Authorization of the internship is confirmed by the Office for Internships on the application form.
- The industrial company confirms the successful completion of the authorized Industrial Internship by a reference letter.
- Students fulfil the requirements given under “7. Report”
- The completed form is submitted to the Office for Internships, along with the reference letter. A confirmation of the successful completion of the Industrial Internship is given by signature and the students’ office is informed.



## **11. Contact**

Ulm University  
Faculty of Engineering, Computer Science and Psychology  
Office for Internship  
Albert-Einstein-Allee 41  
D-89069 Ulm

Homepage: <http://www.uni-ulm.de/in/fakultaet/studium/et-ist/industriepraktikum.html>

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**Application for authorization of Industrial Internship  
for engineering study courses (at least 45 days of internship)**

First name and last name of the student: \_\_\_\_\_

Student ID: \_\_\_\_\_ Bachelor (  ) Study course: \_\_\_\_\_  
Master (  )

Subject of internship: \_\_\_\_\_

Schedule (at least 45 working days): 1. period from \_\_\_\_\_ till \_\_\_\_\_  
(entsprechend dem Praktikumsvertrag) (if applicable) 2. period from \_\_\_\_\_ till \_\_\_\_\_

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

Title and name of supervisor in company: \_\_\_\_\_

By signing below, the supervisor agrees with the attached working plan.

Signature of supervisor: \_\_\_\_\_

***Contract of internship and working plan are attached to this application.***

Signature of applying student: \_\_\_\_\_

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**To be completed by the Office of Internships:**

The present application with the attached contract and working plan is

(  ) authorized

(  ) not authorized. Reason: \_\_\_\_\_

\_\_\_\_\_  
Date, signature -Director of the Office for Internships-

\_\_\_\_\_  
stamp



**Confirmation of successful completed Industrial Internship  
for engineering study courses (at least 45 days of internship)**

First name and last name of the student: \_\_\_\_\_

Student ID : \_\_\_\_\_ Bachelor (  ) Study course: \_\_\_\_\_  
Master (  )

Subject of internship: \_\_\_\_\_

**Following documents are enclosed to this confirmation or already submitted to the Internship Office with application:**

- **submission of a completed and signed copy of this form**
- **working plan**
- **confirmation of the company**
- **short report**

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*To be completed by the Office for Internships:*

**Faculty for Engineering and Computer Science, Field of Engineering, Office for Internships**

Mr/Mrs: \_\_\_\_\_

Student ID: \_\_\_\_\_ Study course: \_\_\_\_\_

completed 9 weeks (45 working days) of a

**voluntary Industrial Internship**

as a not graded optional module according to the guidelines of Industrial Internships for students in engineering study courses. The successfully completed Industrial Internship accounts for a granting of 9 credit points.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Stamp/ signature