

Bachelor's degree program in Computational Science and Engineering (CSE) – Guidelines for the internship –

1. General

- The internship can be completed at any private or public institution in Germany or abroad that is suitable for giving students an insight into practical professional activities in their chosen field of study.
- It is recommended that the three-month internship be completed after the examination period of the fifth semester. An extended internship of at least six months should be completed consecutively in the sixth semester.
- The internship is a mandatory part of the degree program and must be completed.
- The examination board shall decide on all matters relating to the internship. The examination board may delegate tasks to an "internship office" (Praktikantenbüro).
- The duration of the mandatory internship is **three months** (see also: **8. Extension of the internship**).
- The internship provider may grant vacation time in accordance with legal requirements. This amounts to at least 2 working days per month, but the number may vary in individual cases.
- The examination board/internship office will decide on the recognition of absences.

2. Study and re-registration during the internship

The intern must be enrolled at the university during the internship.

Please note the **re-registration deadlines**.

3. Training Objective

The internship involves independent project work in the field of science or engineering, taking into account the operational conditions of the company.

4. Training Content

Processing and solving specific tasks

- in development and internal research;
- in technical calculations;
- in simulations in the fields of physical, biological, or chemical processes;
- in the optimization of components and processes.

5. Before the internship

5.1 Internship: Application for the internship

- **Students are responsible** for finding a suitable training company!
- Students are free to choose the institution for their internship, either in Germany or abroad.
- The institution must provide training in accordance with the CSE-guidelines. The guidelines are available online on the websites of the University of Ulm and University of Applied Sciences Ulm under the CSE degree program.
- Upon request, the academic advisors will assist students in finding a suitable company.

Tips:

- Apply in good time. For an internship abroad, six to nine months before the start date is appropriate. Otherwise, three to five months before the start of the internship is sufficient.
- Show initiative!
- If possible, choose an institution that you are not already familiar with through vocational training or holiday work.

5.2 Practical placement: Supervision

- The institution appoints a supervisor for the intern, who must have completed a relevant degree program.
- Together with their supervisor, students write a short project or job description (max. one A4 page).

5.3 University supervisor and registering for the internship

- Students select a lecturer from the CSE program who is authorized to conduct examinations as their university supervisor.
- The examination board/internship office may appoint a supervisor..
- Students must register for the internship with the examination board/internship office using the corresponding registration form (available online on the websites of University of Ulm and University of Applied Sciences Ulm under the CSE degree program), which must be completed in full.
- To register, the registration form signed by the university supervisor and the project or job description must be submitted to the examination board/internship office in good time. It is advisable to submit the job description to the Examination Board for approval no later than four weeks before the start of the work placement. The fully completed 'Work Placement Registration' form must be submitted and approved **at least** two weeks before the start of the work placement.
- The examination board/internship office reviews the documents. The internship position may be rejected.

6. During the internship

Contact between university supervisor and intern

- The intern shall provide their company contact details (email, telephone number) to the university supervisor by email **before or immediately after the start of the internship at the latest.**
- Throughout the entire internship, the intern maintains regular contact with the university supervisor (e.g., via status emails) at least every four weeks.
- The intern arranges a visit with their university supervisor within the first four weeks of the internship.

The university supervisor usually visits the internship location. The visit must be organized by the student. If the effort involved in the visit seems disproportionate, the student is obliged to ensure a more intensive alternative exchange.

7. After the internship

Recognition of the internship by the examination board

- The following documents/requirements are necessary for recognition of the internship:
 - A **technical-scientific report** signed by the company supervisor (see below for form and scope).
 - An **internship certificate** issued by the institution, specifying the intern's field of activity as well as days of attendance and absence.
- The intern submits their report to the university supervisor no later than six months after the end of the internship, in electronic form as agreed.
- The university supervisor reviews the report (structure, "common thread," list of sources, images, etc.). If the report is not satisfactory, the intern must make improvements! The university supervisor informs the examination board/internship office of the approval.
- The intern must submit the internship certificate to the examination board/internship office no later than six months after the end of the internship.
- The intern registers for the internship exam on the exam portal.

The technical-scientific report

Contents

The report should describe the activities carried out during the internship. The total length should be at least 2000 words and should not exceed 15 pages.

The report should describe the task set, its processing and solution in a clear and well-structured form. The report should be structured according to task, problem definition, implementation and results.

Form

The report should be professionally designed, clearly structured, and well organized, as is customary in trade journals, publications, or conference proceedings. This includes, for example, meaningful images with captions, numbering, and source references. The report must be signed by the company supervisor and stamped with a company or department stamp.

Binding

The report must be submitted in a folder with ring binding or simple adhesive binding; binders are not permitted.

Tip:

You can spark the reader's interest with suggestions such as schematic diagrams, exploded views, diagrams, drawings, decision tables, calculation methods, explanations, etc. Please do not add complete sets of drawings.

Please note: Observe the company's confidentiality clauses! Restrictive clauses are not permitted in the internship report!

A cover letter to companies regarding the internship with an explanation of restrictive clauses is available on the websites of the University of Ulm and University of Applied Sciences Ulm under the CSE degree program.

The university supervisor then informs the examination board/internship office whether all of the above conditions have been met. The examination board/internship office then arranges for the internship to be entered into the grading system.

8. Extension of the internship

You are studying according to FSPO CSE 2019:

- The internship can be extended by **three months** or **six months** (7-semester variant). The extension can be requested from the examination board/internship office before or during the current internship.
- For a successfully completed additional internship, 15 ECTS (**three months**) or 30 ECTS (**six months**) are awarded, which are included in the certificate as an additional module.
- The above-mentioned documents/achievements are required for recognition.
- The examination board decides on recognition.
- The length of the technical-scientific report should be at least 4,000 words and no more than 25 pages for a 3-month extension, and at least 6,000 words and no more than 40 pages for a 6-month extension.

The internship provider may grant additional vacation days within the framework of statutory provisions if the internship is extended.

You are studying according to FSPO CSE 2025:

- The internship can be chosen with a duration of **three months** (15 ECTS), **six months** (30 ECTS), or **nine months** (45 ECTS). The duration of the internship is indicated by the student to the examination board and registered in the examination portal.
- The above-mentioned documents/achievements are required for recognition.
- The examination board decides on recognition.
- The technical-scientific report should be at least 2,000 words and no more than 15 pages long for a 3-month internship, at least 4,000 words and no more than 25 pages long for a 6-month internship, and at least 6,000 words and no more than 40 pages long for a 9-month internship.

The internship provider may grant additional vacation days within the framework of the statutory provisions for internships lasting 6 or 9 months.