



Guidelines for industrial internship in the Chemical Engineering M. Sc. Programme

Stand: 12. Februar 2018

1 Introduction

The Industrial Internship (IP) is used to gain knowledge and experience from professional practice in specific fields. In addition to professional experience, the practical experience provides an insight into everyday work life and prepares students for their career start. Within the framework of the course of study, the practical work will be used in particular to

- get to know engineering tasks in research and development as well as production, quality assurance and technical sales,
- gain insight into modern processes and facilities for production and development in the chemical industry,
- to get to know business processes and organisations in the industry and the social structure of companies.

The administrative support for the industrial internship is provided by the registrar's office and the examination board (or programme coordinator). Technical support is provided by a person in charge of the industrial company to be nominated in advance on the one hand and a university lecturer from the Faculty of Natural Sciences (preferably in the field of chemical engineering) to be nominated in advance on the other.

2 Duration and division

In the currently valid, subject-specific study and examination regulations for the Master's degree in chemical engineering of the Faculty of Natural Sciences at the University of Ulm, the scope of the industrial internship is stated with 5 credit points. This corresponds to 4 weeks full-time (approx. 40 hours per week). The internship may also be completed on a part-time basis.

3 Type of practical activity

IP covers chemical engineering related activities in the chemical industry or closely related industries. Desirable fields of activity are

- chemical production, environmental protection
- control laboratory, measurement and control technology
- plant planning, construction
- apparatus production, repair
- quality assurance

Administrative activities and the preparation of manuals cannot be accepted. The supervising university teacher decides on the creditability of the planned activity based on the work plan submitted in advance.



4 Companies for practical work

The practical training of university interns is mainly offered to industrial companies - also abroad - who offer an insight into modern production processes, economic working methods and the social effects of today's employment relationships. The programme coordinator does not arrange internships. The interns apply directly to a suitable company and agree on a work plan in accordance with these internship guidelines.

Practical activities abroad are recognised if they comply with these guidelines and regulations. The report is either in German or English according to the guidelines. The certificate may be written in the language of the country concerned; however, if this is not one of the above-mentioned, a certified translation must be submitted.

The industrial internship cannot be completed at research institutes such as Helmholtz, Fraunhofer Institutes or the ZSW.

5 Approval procedure

The programme coordinator approves the internship after submission of a work plan for 4 weeks. The supervising university teacher approves the working plan. An application for approval of the internship must be submitted prior to commencement of the internship. The application for authorisation must contain the following documents:

- completed and signed application form according to the appendix (name of the industrial company, subject, time period, name of the supervisor in the industrial company, name of the supervising university teacher, work plan)
- work schedule
- internship contract

6 Internship certificate

In addition to the short report, an original of the company's internship certificate must be submitted in order to acknowledge the practical work performed. The company confirms the completion of the internship on a form. This certificate shall include:

- personal details (name, first name, birthday and place of birth)
- company, department and location
- activities and their duration
- information about missing and vacation days

7 Confirmation by the university teacher

To confirm the internship, the university teacher must be presented in electronic form:

- the internship report
- the internship certificate
- the prefilled confirmation form
- the application form

The summary report should contain a maximum of 15 pages and be submitted in electronic form (PDF). The report shall describe the reference to the course of study. The theoretical background to



the activities, a description of the activities carried out and a critical discussion of the results should be presented. The summary may reflect the practical experience gained in relation to your studies. A description of the company shall be kept to a minimum. Activities classified as "confidential" by the companies are generally not recognised

8 Recognition

In order to recognise the internship, the student must present the original form with the internship permit, the confirmation of the supervising university teacher of completed internship and the practical training certificate. The recognised internship is not graded and will be awarded 5 credit points