

## Internship Information

### What is an internship?

The internship is designed to provide 3<sup>rd</sup> semester Master's students with work experience in a professional environment and should last at least 7 weeks (250 working hours). During this time students may work on one or more projects involving tasks which reflect those of a qualified engineer.

### Who arranges internships and how are they approved?

The students themselves are responsible for selecting and applying for an internship.

Once a suitable internship has been found, students upload an internal application to the student administration system at <https://projekte-fahrzeugtechnik.fh-joaanneum.at> (including company details/internship task/short description of the internship placement) which is then approved by the Head of Institute. Following approval, students are assigned a university supervisor who coordinates with the company supervisor for the duration of the internship.

### How are the contents/results of the internship communicated?

Students are expected to deliver short monthly reports as well as a final written report to the university comprising the following:

- General information concerning the company and the position held during the internship
- Description of the tasks carried out
- Results of the internship/project
- Concluding comments on experience and recommendations

### Can internship reports be subject to a confidentiality agreement?

Confidentiality agreements are not necessary in the case of internship reports as they are never published. These reports are only accessible to the university supervisors, who themselves are bound to a confidentiality agreement stipulated in their contracts.

### What other steps are required to successfully complete the internship?

The company supervisor is kindly asked to complete an electronic feedback sheet and return it to the Institute of Automotive Engineering. Students are required to give a presentation about their internship and the results of their work. This presentation is open to the public.

To be completed by the company supervisor and returned to the secretaries' office.

I hereby confirm that I have read and understood the information above.

Student: .....

Company: ..... Department: .....

Company address: .....

Company supervisor: .....

Start and end of internship:.....

Date, Supervisor's signature, Stamp of the company: .....