

## MSc REM Fact Sheet, 2019 version

### Internship

**The internship is a mandatory part of the REM program. It shall offer a phase of practical professional training and provide insights into potential future occupational fields and practice.**

#### **How do I register for the internship?**

- You don't register for the internship as you do with the exams for your courses. Instead, you request approval of your internship with the internship request form sent via email in .pdf format to the REM internship supervisor (Stefan Adler).
- The internship request form briefly describes your planned activities at the host institution, as well as details on the time period (start date, end date).
- Approval of the internship plan must happen before the start of the internship.

#### **How long does the internship need to be?**

- The internship must be at least 275 hours of working time. It can be longer in terms of working time, but a maximum of 10 ECTS credits will be awarded.
- Completed continuously with full time hours, it must be at least seven weeks. However, exceptions are possible. If split into two blocks, each block must be at least three weeks.
- Part-time work can also qualify as an internship but must still include at least 275 working hours.

#### **Where can I do my internship?**

- The internship must be related to the REM program and should reflect its learning objectives. It can be completed in any suitable private or public institution anywhere in the world, including research institutes.

#### **Is there a place where internship positions are posted?**

- No, there is no specific posting board or website to find an internship position.
- There is a listing on ILIAS of companies where previous REM students have completed their internships. This can be a guide for which companies or institutions you can complete the internship with, but ultimately finding an internship is your individual responsibility.

#### **Will I get paid during my internship?**

- Payment depends on the company or institution you work with. Since the internship is a mandatory piece of work for the REM program, you are not entitled to or guaranteed any compensation. However, some companies have standard wages for interns.

#### **When should I do the internship?**

- Ideally, the internship is completed during the semester break between the second and third program semesters.
- You can alternatively work part time during your studies. With prior approval of this working arrangement and cumulative working time of 275 hours, part time work can qualify for the internship.

#### **What do I do when I am done my internship?**

- Upon completion of your internship, you must provide an internship report and internship certificate by email to the REM internship supervisor (Stefan Adler) within six weeks of the end of the internship.
- If these documents show the internship was successfully completed, the 10 ECTS credits for the internship will be awarded.

#### **What are the internship reporting requirements?**

- Details on the internship report and internship certificate requirements are available on ILIAS.
- The internship certificate is issued by the host institution. The internship report is 850-1700 words written by the students about their experience.

#### **I have work experience from before the master's, do I still have to complete an internship?**

- You may have the internship obligation waived if you have previous practical professional experience. The experience must be related to REM and meet the other internship requirements.
- The REM examination committee decides whether this previous experience qualifies, and documentation must be sent to the REM internship supervisor (Stefan Adler).

#### **I completed all my courses and my thesis, but still have not received my degree certificate. Why not?**

- Did you submit your internship report and receive the credits? Double check that all modules and the internship have been credited.