

Guideline for Internships

Please notice, this information sheet is just an overview. Legally binding are only the examination regulations of your programme, which are on the website of your programme under Studying → Forms and Guidelines → Examination Regulations.

1. Duration

According to the exam regulations of your M.Sc. programme you have to do an internship of at least seven weeks. Upon successful completion you will earn 10 ECTS credits. It is recommended to do the internship between the 2nd and 3rd semester. The internship can be split into two parts of minimum 3 weeks each.

2. Working Hours

The internship should be done on a full-time basis (in total 275 hours). Part-time contracts are possible upon consultation and under the condition that you work at least half-day and on minimum 3 days a week.

3. Interruptions

You should interrupt the internship only for urgent reasons and with the consent of the internship coordinator. The absence has to be made up for later on. Absences caused by illness have to be made up for if they exceed 5 working days.

4. Internship provider

The internship can be done in Germany or abroad.

Your internship has to be realised in a field related to your M.Sc. programme. The institution / company has to be directed by a person with a university degree. Exceptions may be possible after consultation. The direction and supervision of your internship lies solely with the responsible person at your internship provider. Not accepted are:

- Internships at the Faculty of Environment and Natural Resources
- Jobs as student assistant (HiWi) at your own or at other faculties.

The Internship can also be done abroad.

5. Searching an internship

Students have to look for an internship on their own. We recommend starting searching for an internship about half a year before you want to start the internship.

Helpful links are available on the website of your M.Sc. programme under Studying → Internship. Moreover, in the faculty library you can find a folder with internship evaluations of previous students of your programme. Please ask at the helpdesk.

If you are not sure about how to find an internship, you may contact a lecturer of your programme. Important: Please think first about in which area you would like to do the internship and then contact a lecturer who is active in this area. The clearer your questions are, the easier it is for the lecturer to give you advice or contacts.

6. Administrative procedures

Step 1: Make sure that your internship will be recognised (before signing a contract)

Once you have identified a potential internship provider and/or received an internship offer, you must contact the internship coordinator of your study programme in order to get an approval that your choice is suitable and will be accepted. Please contact the internship coordinator by e-mail and save the response.

Internship Coordinator

M.Sc. Forest Sciences / M.Sc. Environmental Sciences
Sunniva Dalmühle (sunniva.dalmuehle@unr.uni-freiburg.de)

Step 2: Signing the internship contract (before starting the internship)

Now you can fill out your internship contract. You can use the one, offered on the website of your programme under studies/forms and guidelines/internships or an internship contract, offered from your internship provider.

It is important that the internship contract is signed by you and the internship provider. The signature of your internship coordinator at the faculty is not mandatory as long as you obtained her written consent before. Please note, that the internship coordinator can only sign the offered contract from the website of your programme!

The internship schedule should roughly outline your tasks and activities during the internship. It is helpful for you to get it filled in and signed by the internship provider. If later on greater and unpleasant deviations arise you can refer to the internship schedule.

For most internship providers it is of importance that you are having an accident and liability insurance during your internship. More information about insurances is given in chapter 8.

Please check if you need a visa and if so, what the conditions and time lines are.

Step 3: Handing in your internship confirmation and evaluation (after completion of the internship)

Towards the end of your internship you should ask the internship provider to fill in the internship confirmation and to stamp it. You yourself have to fill out only the evaluation form. Your evaluation will help future students to find their internship.

Please submit the **internship confirmation as well as the evaluation form** to your internship coordinator at the faculty.

Your internship coordinator at the faculty will check the confirmation, give his/her approval and forward it to the examination office. The examination office will then add 10 ECTS to your transcript.

Please note that you will only get credits for your internship if **both, the confirmation and your evaluation** have been handed in.

If you want to have a proof of your internship on your own, you should ask the internship provider to fill in the internship certificate and to stamp it.

7. Financial Support

Most of the internships are unpaid and you may have to pay the travel costs on your own. On the website of your programme, you will find a list of funding options under Studying → Internship.

8. Exemption of study fees

If you only do your mandatory internship and nothing else during this one semester, you can be exempted from study fees. You need to make sure, that the internship lasts during the whole semester and that you don't take a module or re-examination, or submit a selected topic or thesis. Then you don't have to pay study fees during this semester. You have to apply for exemption within the registration period. For the application, you need a confirmation of your internship provider. For more information click [here](#).

9. Liability and Accident Insurance

By paying the administration and social fees, you automatically have a **liability insurance**. However, in case of an internship the insurance is valid only if the internship is mandatory.

For internships in the US or in Canada, you have to get a private liability insurance. Your student liability insurance is not recognised there.

Also included in your administration and social fees is an **accident insurance**. It covers accidents during leisure time and studies (e.g. during excursions, internships or at university), worldwide.

10. Insurance cover confirmation

If your internship asks for a confirmation of your insurance cover, you can apply at the Studentenwerk to get one. Just send an e-mail to sozialberatung@swfr.de and include the following data:

1. Name, first name
2. Date of birth
3. Address (in Germany)
4. Location of your internship
5. Exact name of the institution/company
6. Exact dates of your internship

If you have questions or doubts, please contact you internship coordinator:

Sunniva Dalmühle Tel: 0761 - 203 3608, sunniva.dalmuehle@unr.uni-freiburg.de

Tennenbacherstraße 4

2nd floor, room 02.046

Consultation hours: Monday 10:00 to 12:00 and Thursday 13:30 to 15:30