

Guidelines for Internships

These guidelines provide an orientation in internship-related-matters. Please note that only the exam regulations (§5) of your study programme are a legally binding.

General information

Duration

According to the exam regulations of your MSc programme you are required to complete an internship of at least seven weeks. Upon successful completion, you will earn 10 ECTS credits. It is recommended that the internship take place between the 2nd and 3rd semesters.

Working hours

The internship should be 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-days and a minimum 3 days a week.

Interruptions

The internship should only be interrupted for urgent reasons and with the consent of the Internship Coordinator. Any hours lost through absence must be made up for within the internship period. Similarly, hours/days missed due to illness should be made up for if they exceed 5 working days.

Splitting

The internship can be split into two parts with each a minimum of 3 weeks in duration.

Internship Provider

The internship can take place in Germany or abroad.

Your internship must be in a field relevant to your MSc programme. The institution, organisation or company needs to be directed by a person with a university degree. Exceptions may be possible after consultation. The supervision of your internship lies solely with the responsible person at your Internship Provider.

The following are not acceptable as internships:

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

Searching for an internship

Students are responsible for finding and applying for an internship on their own. We recommend beginning the search for an internship at least 6 months before wishing the internship to take place. Many larger organizations take applications almost a year in advance.

Helpful links are available on the website of your MSc programme under "Internships". Moreover, in the faculty library you can find a folder with internship evaluations by 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 or the Internship Coordinator of your programme. Important: Please think first about which area you would like to do the internship in and then contact a lecturer who is active in this area. The more specific your questions are, the easier it is for the other party to give you advice or contacts.

Financial support

Most internships are unpaid and you may have to pay the travel costs on your own. On the website of your programme you will find under "studying/internships" a list of funding opportunities.

Liability and Accident Insurance

As a student of the University of Freiburg, 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 or valid 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.

Insurance coverage confirmation

If your internship asks for a confirmation of your insurance coverage, you can apply at the Studentenwerk to receive documentation. Send an e-mail to sozialberatung@swfr.de and include the following data:

Name, first name
Date of birth
Address (in Germany)
Location of your internship
Exact name of the institution/company
Exact dates of your internship

Study fees for non-EU students and internships

If the start and end of your mandatory internship falls within the time frame of a semester (1.4.-30.9. or 1.10.-31.3.) and if you **only have** your internship and nothing else during the semester (you do not participate in a module or re-examination, submit a selected topic paper or thesis) you can be exempted from study fees. However, the internship has to cover the whole lecture period time (about 4 months). For a 7-week internship you would not be exempt.

Important: you have to apply for exemption within the official registration periods (15 January to 15 February or 15 June to 15 July). For the application for exemption from study fees, you need a confirmation of your internship. The application form is available [here](#).

More information: <http://www.studium.uni-freiburg.de/en/student-services/study-fees>

This does not apply for voluntary internships. In the case of an additional voluntary internship, you can apply for a leave of absence (Urlaubssemester) and thereby avoid paying study fees. However, you have to register and pay part of the administration and social fees (106€). More information at: http://www.studium.uni-freiburg.de/en/student-services/leave-of-absence?set_language=en

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 approval that your choice is suitable and will be accepted. Please contact the Internship Coordinator via e-mail and save the response.

The Internship Coordinator for MSc Environmental Governance is:

Seirra Römmermann, meg.coordinator@envgov.uni-freiburg.de

Step 2

Signing the internship contract (before starting the internship)

Now you can fill in the **Internship Contract** and ask your Internship Provider to sign it. Please use the [Internship Contract \(Annex 1\)](#) template, which is available on the website of your programme under “studies/forms” and “guidelines/internships”. An important **part of the contract is the Internship Schedule (Annex 2)**, which has to be filled out and signed by the Internship Provider. The Internship Schedule should roughly outline your tasks and activities during the internship. If later on large and unpleasant deviations arise, you can refer to the Internship Schedule. It is important that you and the Internship Provider sign the Internship Contract. The signature of your Internship Coordinator at the faculty is not mandatory as long as you have obtained written consent beforehand.

Some internship providers insist on using their own internship contracts. In such cases, please forward the Internship Contract to your responsible Internship Coordinator to check through before signing.

For most internship providers it is of importance that you have **accident and liability insurance** during your internship. Please see above **Liability and Accident Insurance**.

In addition, please check if you need a **visa** and if so, what the conditions and time lines are.

Step 3

Submission of Internship Certificate and Internship Evaluation (after completion of the internship) via ILIAS

Towards the end of your internship, you should ask the Internship Provider to fill out the [Internship Certificate \(Annex 3\)](#) and to stamp it.

You are responsible for filling out the [Internship Evaluation \(Annex 4\)](#). Your evaluation will help future students in finding a quality internship.

Please **submit a copy** of the Internship Certificate as well as the Evaluation Form to your Internship Coordinator at the faculty via ILIAS (details will be given at the beginning of the MEG programme). The original should stay with you.

Your Internship Coordinator at the faculty will check the Internship Certificate and approve and forward it to the Examination Office. The Examination Office will then add 10 ECTS to your transcript.

Please note that you will only receive credits for your internship if both the Internship Certificate and Internship Evaluation have been handed in.

For any questions or concerns, please contact:

Seirra Römmermann, MEG Module and Internship Coordinator

Email: meg.coordinator@envgov.uni-freiburg.de

Office Hours: Tues-Thurs 8:30 -13:45, Mon & Fri by appt.

Office: 04055

Tel: +49 761 20 38 49 5