Information on the Administration for Research Internships

According to the study and examination regulations of masters' program in "Elektrotechnik und Informationstechnik" (MSEI) and the international master's program in "Communications and Electronics Engineering" (MSCE), students are required to complete a "Research Internship" (= mandatory internship).

Purpose:

The Research Internship is intended to prepare students for their scientific activities in research and development by providing them with insight into current research topics during their master's studies. The Research Internship takes the form of project work. Each student in the master's program works on an individual project assigned by a professor/supervisor from the respective Chair within the scope of the Research Internship. Upon successful completion of the internship, students will be able to draw up (apply learned concepts) and plan a project with an engineering character, define milestones, document the progress and results of the project and present them to an audience.

Procedure:

⇒ The examiner and the student first draw up a work plan together, setting out the project's objectives, the methodology and the timetable.
⇒ Once the project has been completed, the student writes a report and gives a presentation on the results achieved.
⇒ The scope and precise details of the report and presentation are not specified in the FPSO, but are determined by the subject examiner. The subject examiner is always the point of contact for any questions regarding this matter.

Recognition of work completed prior to the Master´s program as Research Internship:

⇒ Work carried out during a previous Bachelor's or Diploma program, which is a prerequisite for admission to the Master's program, *cannot, in general, be recognized*.
⇒ Work or work-study activities undertaken during the Master's program *cannot be recognized retrospectively* as research experience; they must be agreed with an expert examiner prior to commencing the activity.
⇒ *In exceptional cases*, professional activities undertaken after the Bachelor's or Diploma program and before the start of the Master's program may be recognized as research experience provided that the activity involves research work at a research-oriented institution. Students who wish to have such an activity recognized as research experience should contact the Master's Examination Board (msei.asa@xcit.tum.de).

Administration:

⇒ The Research Internship is worth 12 credits, which corresponds to **9 weeks of full-time work**.
⇒ There must generally be *a minimum of 9 weeks* between the date of registration and the submission of the confirmation.
⇒ The period from registration to full completion (including presentation and report) **should not exceed 6 months**.
⇒ *Part-time completion is generally not possible.*

For the MSEI program:

Here, the Research Internship can either be completed in its entirety (in which case a certificate will be issued) or split into two parts of 4.5 weeks each on a full-time basis (in which case two certificates will be issued, each worth 6 ECTS). These parts may be supervised by different expert examiners and/or completed in different semesters.

⇒ **Examiners** are generally CIT lecturers as well as lecturers who teach a module in the Power Engineering core area of the Master EI program.

For the international program MSCE:

Here, the research project must be completed in its entirety. Supervision is provided by a single expert examiner only.

⇒ **Examiners** are generally CIT lecturers and all those who teach a module within the program.

⇒ The topic of the Research Internship is assigned and supervised by an expert examiner in accordance with the FPSO.
⇒ The **registration** of the Research Internship (= course paper) is entered by the examiner/supervisor in the CIT Portal and confirmed by the student. The ASA confirms the registration in the CIT Portal following a review. The student submits the **report** by uploading it to the CIT Portal. The chair then confirms that the research internship has been completed. Other documents, such as additional reports, presentations or work references, remain with the examiner and are not sent to the ASA. (https://www.cit.tum.de/en/cit/studies/students/thesis-completing-your-studies/)
⇒ The department responsible should report on the completion of the work **promptly**.
⇒ The Research Internship is a course component; therefore, no mark is awarded, but only the pass is reported.
⇒ The Research Internship may be repeated as part of the student's academic progress until it is passed.
⇒ NOTE: Failed or discontinued internships are also reported to the ASA via the CIT Portal.

External Implementation:

The Research Internship may also be carried out externally at a research institution or a research-related department within industry, provided that the research nature of the work is guaranteed.

To avoid difficulties when carrying out the Research Internship in cooperation with an external institution, please note the following points:

- ⇒ The **requirement** for the registration, completion and assessment of *every* Research Internship is an expert supervisor from the degree program.
- ⇒ Do not begin work until you have found an expert supervisor from the degree program and the Research Internship has been registered! The topic is set by the expert supervisor, not by the external research institution! Do not enter into any contractual obligations with the external institution before clarification has been sought.

- ⇒ When drawing up your **work plan**, ensure you include interim targets and interim meetings with the expert examiner and the co-supervisor from the external institution.
- ⇒ Resolve any conflicts at an early stage and directly with the expert examiner from the degree program.

- ⇒ Research Internships carried out in collaboration with an industry partner or another research-related institution may involve a paid working student contract. Please be aware that this represents an additional workload on top of your Research Internship (full-time role)!
- ⇒ If, whilst working on your internship, you find that you are being assigned additional tasks at the external institution that are not covered by the subject of the Research Internship, nor by any working student contract, please inform your supervisor(s) at the external institution immediately. Should the problem persist, please contact your supervisor at TUM and request a clarifying meeting with all parties involved.

- ⇒ As a general rule, subject experts on a degree program do not enter into confidentiality agreements, neither for the written thesis nor for the final presentation.
  - o We recommend that our students, in consultation with the external organization, draw up a written agreement in order to be permitted to submit a Research Internship report or present the final presentation as part of the Research Internship module.
  - o TUM/the degree program does not offer legal advice on contracts or agreements between students and external organizations.
- ⇒ The copyright of the Research Internship rests with the student. (Unless the student has transferred this right to another person by contract.)

When registering for your Research Internship, you confirm that you have been made aware of potential difficulties associated with carrying out the internship externally.