

Guidelines

for the mandatory internship in the study programme “Environment, Climate Change and Health” (M.Sc.)

Status: 1 March 2023

Aim and nature of the internship

The aim of the internship is to gain practical experience related to your study programme and your professional career goals. Internships can be completed, for example, at state ministries and agencies, international organizations, non-governmental organizations, research institutions, or private companies. The internship can but does not have to be linked to the topic of your planned master's thesis. In general, internships linked to projects of transformative character are preferable.

All recognition decisions (see esp. points 8, 16 and 17) are made on a case-by-case basis. In general, an internship can be recognized if there is a clear connection between the content of the internship and the core subjects of the ECCH programme. The internship should reflect the transdisciplinary nature of the ECCH programme.

Finding an internship

Identify potential internship providers and look through the internship guidelines and vacancies on their websites. Try to find the internship position that matches your interests best. See Appendix I and II at the end of this page for a brief selection of potential internship providers and relevant internship platforms. Some organizations do not advertise internship vacancies but might welcome unsolicited applications.

Application

You will usually have to apply for an internship just like you would apply for a job. Demonstrate your ability to support the internship provider. To have enough time to choose and re-act, ideally, you start the process in the first semester.

The department [Career Service & Company Contacts](#) offers a wide range of counselling services: personal consultations, application portfolio checks as well as simulated job interviews. If you need a letter of recommendation, ask one of your professors. To allow sufficient time, make sure to do so well in advance of any deadline.

Duration

The scope and duration of the mandatory internship are specified in the subject-specific study and examination regulations for the Master's Programme M.Sc. Environment, Climate Change and Health. The internship comprises 10 ECTS credits. Overall length must be at least 300 hours. We strongly recommend a minimum duration of **8 weeks**. It can be split into two different internships, the shorter of at least 4 weeks of duration. Part-time work possible if overall length is extended accordingly. Longer internships are of course also permitted. In case of longer internships it might be possible to apply for a [leave of absence semester](#).

Timing

You can choose the best timing for your internship. The third and fourth semester is defined by your electives and your master thesis, allowing more flexibility. Therefore, as a general rule, we recommend doing the internship immediately after the third semester, providing greatest flexibility. The internship must be completed within the maximum period of study. It does not

necessarily have to be completed before registering for the master thesis. Evidently, internships must be absolved in the lecture-free period.

Internships abroad

For internships the same regulations apply.

Equivalent work experience

Employments as a regular employee or as a working student are considered equivalent to an internship if all other formal and content criteria are met. Most importantly work must be practical and related to the content of the study programme.

Internship pre-approval

We strongly recommend to request pre-approval for your internship from the programme's current internship coordinator. If you want to achieve a pre-approval, please send an email to ecch@uni-bayreuth.de with all the relevant information. Especially, describe the internship position, the goals and the mission of the project, including links to relevant websites and vacancies. You can apply for this preliminary approval before or after you apply for an internship position. Final acceptance will be made after the submission of your internship certificate and internship report.

Contract

We strongly recommend to an internship contract. Such a contract describes your duties and responsibilities during the internship. The internship contract is signed exclusively between the intern and the internship provider. The University of Bayreuth does not provide templates.

Accident insurance

According to the University of Bayreuth's Career Services, students only have legal accident insurance via the university during their internship if the respective internship is organized, carried out and supervised by the university. This is the case, for example, if the internship is completed at a professorship of the University of Bayreuth within the framework of a current research project. If, however, the internship is procured by the student themselves, without the university having any organizational or supervisory role, and the internship contract is concluded between the student and the internship-providing institution, then the student has no legal accident insurance protection through the university during the internship. This following information is supplied without liability.

Confirmation of mandatory internship

Sometimes, internship providers require a confirmation, that the internship is mandatory. It is available in the examination office ("Prüfungsamt"). Please send us an [e-mail](#) including the following information: full name, matriculation number, study programme, and postal address.

Payment and funding

Internship in Germany

Mandatory internships during studies that do not exceed the duration of three months are excluded from the minimum wage. Further information on the minimum wage in the context of an internship can be found [here](#).

Internship abroad

On the website of the [International Office](#) you will find helpful advice on financing internships abroad. If you want to complete an internship in another European country, then the EU's Erasmus+ programme might be an attractive funding opportunity.

Internship certificate

After the completion of your internship, you have to obtain a certificate from your internship provider including information on the duration of the internship, your weekly working hours, and a brief description of your tasks and activities. Note that this certificate does not need to include an evaluation of your work.

Internship report or presentation

After the completion of your internship, you also have to prepare a report or a presentation on your internship, describing your tasks and experiences. We provide a template for the report. The report needs to be of at least 10 pages (font size 12, linespacing 1.5). When you choose the presentation, your ability to present and discuss the lessons learned during internship is assessed. The duration of a presentation should be 15 minutes plus 5 minutes discussion.

Both will be made available online for future ECCH students on an internal website, as well as the presentation. Do not solicit reports of more than 15 pages. Please indicate in the report and the presentation, if you do **not** agree your report/presentation to be made available for others.

Recognition of the internship

After your internship, please send the internship report and a copy of your internship certificate to ecch@uni-bayreuth.de (using the subject line "ECCH Internship Report and Certificate – Name Surname"). Your report will be assessed by the coordinator on a pass/fail basis.

Recognition of previously completed internships

If all other formal and content criteria are met (see above), internships (or equivalent work experience) that were completed less than 2 years prior to the beginning of the programme, are evaluated on a case-by-case basis. Equal to regular internships, you need to submit an internship certificate and report/presentation as outlined above. If you are uncertain if a previous internship (or equivalent work experience) might qualify for recognition, contact the internship coordinator for a preliminary assessment.

Contact partners

For any questions, please contact the Study Service or the ECCH coordinator: ecch@uni-bayreuth.de

Appendix I: Potential internship providers

<https://www.who.int/careers/internship-programme>

<https://www.wfp.org/careers/internships>

<https://www.fao.org/employment/collaborate-with-us/internship-programme/en/>

<https://www.fao.org/employment/vacancies/en/>

Bavarian Health and Food Safety Authority (LGL): Internship opportunities in the department of occupational and environmental medicine (poststelle@lgl.bayern.de)

www.light-for-the-world.org

Appendix II: Relevant internship platforms

<https://www.unjobnet.org/>

Job Portal University of Bayreuth

www.connecticum.de

www.akademiker-online.de

IAESTE Germany

<https://www.praktikumsstellen.de/>

<https://www.praktikum.info/>

<https://karriere.unicum.de/praktikum>

<https://www.meinpraktikum.de/>

<https://www.jobvector.de/>