



# Karlsruhe School of Optics & Photonics

## Internship : General Information

The KSOP Office needs no documents about your internship before you start it. **Please keep in mind that it has to be Optics/ Photonics related.** At least as many working hours as 8 full-time working weeks (excluding holidays) in the corresponding company/research institute must be completed during the internship.

The 12 CP for the internship are acquired by passing the three parts:

- company confirmation
- internship report
- internship presentation

The KSOP Office will need a **company confirmation** (dated AFTER your internship to confirm from your supervisor that you have completed your internship) and your **internship report** (~ 10 pages in a format of a seminar paper as common in Germany) **at least 15 days before your presentation date** (which you register for online in the Campus System). See below for more information.

**Note:** The credits for your internship will be booked after the presentation, **only if** the confirmation from the company and the report are handed in before the set deadlines and you have registered in time for one of the 15 places on the Campus Study Portal -> **latest 15 days before the presentation date.**

## **Company Confirmation**

To validate the internship among others a company confirmation about the internship is required. -The company confirmation should be issued **AFTER** your internship, stating that you completed it successfully.

The company confirmation, for example with a formal letterhead of the company, should include: Internship confirmation

- ➔ Dated after the internship or at least after 8 weeks (excluding holidays) of the beginning of the internship
- ➔ issued directly by the internship supervisor
- ➔ and contains the following information:  
Student's name, birthday and matriculation number, Start and end date of the internship (minimum eight weeks without holidays), project title of the project, company, sector and supervisor + signed by the supervisor
- ➔ A short description of the contents of the internship/ the activities of the intern is Recommended
- ➔ The company confirmation in a more detailed version could be very useful during later application procedures



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## Internship Report

Your internship report should have the format of a seminar paper as used in German academia, ~10 pages, and describe your task and performance at the internship project. A seminar paper includes at least: First page (at least: "internship report", work-title, company name, time period of the internship, supervisor, your name and matriculation number, your study program/ name of university, date of submission), list of content, list of tables, list of figures, introduction, theoretical background, set up/performing, if the company allows it: results, conclusion. Please check (e.g. on the internet) on how to write a seminar paper in German academia.

- Please send the Internship Report and Company Confirmation to the KSOP Student Office ([StudentOffice-KSOP@idschools.kit.edu](mailto:StudentOffice-KSOP@idschools.kit.edu)) with the information for what date you have applied for in Campus

➤ **latest two weeks before the presentation.**

## Internship Presentation

You have to register online for it in the Campus Study Portal

(<https://campus.studium.kit.edu/english/index.php>) **latest 15 days before the presentation date.**

The presentation dates in 2021 are:

- February 26<sup>th</sup>, 2021 (2-5 pm; Prof. Lemmer)  
➔ WS 2020/21, exam number: 7390002-2 Internship
- May 20<sup>th</sup>, 2021; 2:30 – 5 pm (Prof. Stiller)  
➔ SS 2021, exam number: 7390002 Internship
- July 16<sup>th</sup>, 2021; 2 – 5 pm (Prof. Lemmer)  
➔ SS 2021, exam number: 7390002-2 Internship
- October 28<sup>th</sup>, 2021; 2:30 – 5 pm (Prof. Stiller)  
➔ WS 2021/22, exam number: 7390002 Internship

**Registration in the Campus Management System will usually open 5 weeks before the exam date and close 15 days before it.** Please notice that there are just 15 slots available per appointment, so the sooner you register, the better.

Your presentation should be max. 10 minutes long, including time for questions. You will have to bring your presentation on a USB stick (or bring your own laptop).

**Please do not forget to bring your student ID card.**

## Evaluation

After you complete your internship, please also fill in the **Evaluation**. You can find it in the share point under this link:

<https://team.kit.edu/sites/ksop/master/Lists/Industry%20Internship%20Evaluation%202017/overview.aspx>



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### **Additional Information Erasmus Mundus Europhotonics**

- If you are an Europhotonics student, you might do your internship presentation in Marseille. Nevertheless, the KSOP Office will need the two documents (internship report, company confirmation) from you and the confirmation from Marseille (Amélie Litman) that you have passed the presentation. Your two documents will be checked and graded (passed/ failed) by a KSOP professor. After you have passed all three parts, the 12 CP will be put into your Campus Study Portal at KIT. About the presentation date in Marseille please contact Ms. Litman.  
If you would like to have your internship already completed in the Europhotonics program recognized at KIT, the request for recognition must be sent to the KSOP examination office and the KSOP office ( [StudentOffice-KSOP@idschools.kit.edu](mailto:StudentOffice-KSOP@idschools.kit.edu)) within the first semester after enrollment.
- If you have already written an internship report in Marseille according to the French standard, you can submit it and do not have to rewrite it to the German standard format.

### **Proof of the 8 weeks of internship as a mandatory part of the curriculum**

For the internship, you might need to provide proof of that 8 weeks of internship are a mandatory part of the curriculum.

You can prove this with the Study and Examination Regulations, Article 14a – Internship and with the “Studienplan” (studies plan) pages 6 – 20 of the module manual which includes a few passages concerning the internship, especially on page 17.

You can find it all here: <https://www.ksop.kit.edu/curriculum.php>

The German version of the study and exam regulations is the legally binding one, the English version is the translation of it for your convenience and information purposes only.

The Amendment to the Study & Examinations Regulations from 2019 also refers to internship regulations, so please take it into consideration.

Usually, this is sufficient. In case you need a personal confirmation that your studies include an 8 week mandatory internship (and only then), please ask Jurana Hetterich ([http://www.lti.kit.edu/mitarbeiter\\_hetterich.php](http://www.lti.kit.edu/mitarbeiter_hetterich.php)) from the KSOP examination office about it.

In some cases, the company will ask you for a certificate of enrolment (“Studienbescheinigung”). You can print out your certificate of enrolment in the Campus Study Portal (<https://campus.studium.kit.edu/english/index.php>).



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**Internship before master thesis**

You have to do the internship before the master thesis. For details please check the study- and examination regulations 2015, § 14 (<http://www.ksop.kit.edu/curriculum.php>).

Please do read carefully, since there are a few conditions which need to be fulfilled before you can start your master thesis.

Also a form has to be filled out. Therefore, please check the file "Master's thesis" on ILIAS and contact the examination office ([http://www.ksop.kit.edu/school\\_members\\_hetterich\\_jurana.php](http://www.ksop.kit.edu/school_members_hetterich_jurana.php)) to clarify with the start of your master thesis. The KSOP examination office is also responsible for everything concerning the completion of your studies (exmatriculation, etc.).