

Scientific Instrumentation - Instruction sheet for the Research Internship

Condition to begin the Research Internship:

All exams (including labs) of semester one must have been cleared!

In case that a module with n credits of semester one is still open, but modules of semester two with minimum $2*n$ credits have already been cleared, you may apply for an exemption from this rule.

1. Search for a possible Research Internship place in a scientific institute or an R&D department in industry. The topic should fit to your interest as well as to the program Scientific Instrumentation.
2. Get a title and a description of the task.
3. Contact a professor whose own field of research is close to the projected topic. Ask him for a statement if the projected task is appropriate for a Research Internship and if he would be willing to be the Academic Supervisor.
4. Fill the form "Application for Approval of Internship Work for the Research Internship" and sign it.
 - a) Get the signature of your internal mentor.
 - b) Get the signature of your academic supervisor
 - c) Print out a marksheet proving that all exams of semester one have been cleared. Use the form "Check of cleared exams" to check if all the required exams are confirmed. In case you have cleared an exam but it is not listed on the marksheet please contact the examiner and ask for a written confirmation.
 - d) Bring your filled application form, your marksheet and the filled form "Check of cleared exams" to the course leader for approval.

You may come in person during the announced contact hours, drop the papers into the postbox (in front of the Dean's office) or send it by post (not by email as original signatures are required).

If you do not come in person please add an envelope* with your address so that the approved form can be sent to you by post (no stamp required).

Please take care to receive and keep the approved form!
5. After having received the approval of your application make a contract with your internship provider. If your internship provider does not have his own contract form you may use the form provided by the Praktikantenamt: http://www.eah-jena.de/~karthe/download/doc/Download_FP/FP_Vertrag_extern.doc
6. Bring or send the contract and the signed application form to the Praktikantenamt III (room 04.02.44, <http://www.fh-jena.de/~karthe/>) for agreement.
7. After the internship has been completed please submit your report (with cover page http://www.eah-jena.de/~karthe/download/doc/Download_FP/FP_Deckblatt.doc) and a confirmation of your internship provider about the internship and its duration (http://www.eah-jena.de/~karthe/download/doc/Download_FP/FP_Nachweis.doc) to the Praktikantenamt III.

* Envelope for posting the approved form to you: Size C6 (114 mm x 162 mm) or C5/6 (110 mm x 220 mm) with your address as the receiver's address placed as specified by the German Post.

Check of cleared exams

When you like to apply for approval of the Research Internship or assignment of the Master's Thesis Topic: Please fill this form in Microsoft Word using the dropdown boxes with all your data and submit a signed printout together with your marksheet and the respective application.

Surname / Family name	
First / Given name(s)	
Date of birth (dd, mm, yyyy)	
Matrikel no.	
E-Mail address	
I have entered Scientific Instrumentation in	WS 20 /

I have cleared the following examinations:

Sem.		Credits	Prerequisites (e.g. lab course)	Exam	Credits confirmed on marksheet
1	Embedded Digital Systems	6	<input type="checkbox"/>	<input type="checkbox"/>	
1	Optical Instruments	6	<input type="checkbox"/>	<input type="checkbox"/>	
1	Physical Materials Diagnostics	6	<input type="checkbox"/>	<input type="checkbox"/>	
1	Solid State Physics	6		<input type="checkbox"/>	
1	Microsystems Engineering	3		<input type="checkbox"/>	
1	Design of Precision Devices	6	<input type="checkbox"/>	<input type="checkbox"/>	
1	Introduction to FEM	3	<input type="checkbox"/>	<input type="checkbox"/>	
1	Non-Technical Module 1 Enter the name of the module	3		<input type="checkbox"/>	
	Sum of credits of semester 1				
2	Micro- and Nanotechnology: Micro- and Nanostructures	6	<input type="checkbox"/>	<input type="checkbox"/>	
2	Thin Films	3	<input type="checkbox"/>	<input type="checkbox"/>	
2	Smart Materials and Sensors Materials for Sensors and Electronics	6	<input type="checkbox"/>	<input type="checkbox"/>	
2	Selected Topics of Sensor Technology	3		<input type="checkbox"/>	
2	Scientific Computing	9		<input type="checkbox"/>	
2	Metrology and Analytics Gas Sensing and Aerosol Measurement	6	<input type="checkbox"/>	<input type="checkbox"/>	
2	Instrumental Chemical Analytics	3	<input type="checkbox"/>	<input type="checkbox"/>	
2	Design Advanced 3D-Design	3	<input type="checkbox"/>	<input type="checkbox"/>	
2	FEM and Simulation	3	<input type="checkbox"/>	<input type="checkbox"/>	
2	Precision Instrumentation	3		<input type="checkbox"/>	
2	Non-Technical Module 2 Enter the name of the module	3		<input type="checkbox"/>	
	Sum of credits of semester 2				
3	Soft Skills Enter the name of the module	3		<input type="checkbox"/>	

Date	Today's date
Signature	

Appendix 3

**Application for the Approval of Internship Work
for the Research Internship (27 ECTS credits)**

Mr./Ms. _____

hereby requests that the following assignment be approved as research internship for the degree programme in Scientific Instrumentation after the curriculum from WS 2011/12.

Email address of the student: _____

Description of assignment (an extra sheet with details may be added):

Internship provider's name _____
and address: _____

Name of the internal mentor: _____

Phone number: _____

I declare that I will observe rules of good scientific practice.

Place, Date: _____ Signature: _____
Student

Support by the internal mentor:

I, the undersigned _____ will support the student as the internal mentor.
Name

Place, Date: _____ Signature: _____
Internal mentor

Academic support by a Professor of the SciTec Department or a Professor of the Jena University of Applied Sciences who is teaching in the programme Scientific Instrumentation:

I, the undersigned _____ hereby second the application in its substance
Name

and will act as the academic supervisor.

Place, Date: _____ Signature: _____
Academic supervisor

Approval by the course leader Scientific Instrumentation:

The application is hereby approved. The student is instructed to sign an internship contract with the internship provider prior to the start of the field work phase, in accordance with the Internship Regulations.

Place, Date: _____ Signature: _____
Course leader Scientific Instrumentation

Research Internship work (minimum 18 weeks full time required) will count only after the approval date.