

## INTERNSHIP REGULATIONS OF THE GERMAN-MONGOLIAN INSTITUTE FOR RESOURCES AND TECHNOLOGY

Based on the Higher Education Law of Mongolia (May 02, 2002) and the Statute of the German-Mongolian Institute for Resources and Technology (March 25, 2015), the Academic Senate of the German-Mongolian Institute for Resources and Technology (GMIT) approved the following Study and Examination Regulations of Bachelor Degree Programs on April 4, 2017.

### Preamble

The Internship Regulations determine the objectives, content, structure as well as the recognition of internships for the Bachelor degree programs “Environmental Engineering”, “Mechanical Engineering”, “Raw Materials and Process Engineering” and “Industrial Engineering” offered at the German-Mongolian Institute for Resources and Technology.

### Content:

Part I. Basic Internship (B-I).....	30
§ 1 Description of Internship .....	30
§ 2 Duration.....	30
§ 3 Objectives.....	30
§ 4 Internship Placements .....	30
§ 5 Status of Interns.....	
§ 6 Recognition of the Internship .....	<b>Error! Bookmark not defined.</b> 1
Part II. Professional Internship (Prof-I).....	32
§ 1 Description of Internship .....	32
§ 2 Duration.....	32
§ 3 Objectives.....	32
§ 4 Internship Placements .....	32
§ 5 Status of Interns.....	33
§ 6 Recognition of the Internship .....	33
Part C – General Regulations.....	34
§ 1 Internship Committee.....	34
§ 2 Implementation .....	34

Annex 1 Requirements for the Internship Report .....	35
2. Executive summary .....	35
3. Table of contents .....	35
4. Overview of the organization .....	35
5. Internship plan .....	35
6. Training program .....	35
7. Learning Experience.....	35
8. Strength, Weakness, Opportunities, Threats (SWOT) Analysis.....	36
9. Problem Identification and Solution .....	36
10. Conclusion.....	36
11. Additional Material .....	36
12. References .....	36

## **Part I. Basic Internship (B-I)**

### **§ 1 Description of Internship**

- (1) The Basic Internship is an admission requirement for Bachelor programs in Engineering.
- (2) It is advised to have the internship completed prior to the first Bachelor semester.
- (3) Alternatively, the Basic Internship can be completed until the end of the 4th semester of the Bachelor studies.

### **§ 2 Duration**

- (1) The Basic Internship covers 6 weeks with a work load of 240 hours.
- (2) The internship can be split into shorter periods. One internship placement should not be shorter than two weeks.

### **§ 3 Objectives**

- (1) During the Basic Internship students will be introduced to industrial companies and/or industrial processes. They shall learn how companies are organized and how the working process is defined. Students are exposed to the social structures in the company and observe the relationship between employees, supervisors and executives and experience team work as well as the responsibility of the individual employee. Thus, the internship supports the development and manifestation of fundamental social and professional ethics and values.
- (2) The students shall acquire basic skills and knowledge that are related to engineering and essential for work in an industrial company. They shall get acquainted with the working environment (e.g. light, climate, ergonomics) as well as with tools, machines and materials used in the company. They shall experience a minimum of 2 weeks of physical work to be able to appreciate it as an essential skill for engineers as well as its impact on the body.
- (3) The Basic Internship helps the students to determine if they have sufficient motivation for the engineering profession and to decide for a major or confirm the decision they have already made.

### **§ 4 Internship Placements**

- (1) As a rule, the Basic Internship can be conducted in companies, institutes of higher education or research institutes, and other private or public institutions. Internships abroad may be recognized in exceptional cases.
- (2) It is not permitted to conduct internships in companies owned by immediate family members nor being supervised during the internship by immediate family members.
- (3) As a rule, students are requested to find their own internship placements which need to be in line with this Internship Regulation.
- (4) Students need to have their internship placement approved by the Internship Committee that is in charge prior to the commencement of the internship to ensure its recognition.

- (5) Alternatively, students can apply for internship placements which are offered by GMIT in cooperation with its partner companies. These placements are subject to availability. There is no legal obligation by the University for providing such opportunities.

## **§ 5 Status of Interns**

- (1) During the internship, the interns shall not enjoy a special status. They shall comply with the regulations on occupational safety and the company's internal and other relevant regulations. They are expected to adhere to the working schedule in place and to corporate discipline. They are expected to distinguish themselves by diligence, responsibility and good performance, and preserve the reputation of GMIT.
- (2) As a rule, the students will be guided by a supervisor who is appointed by the company. The supervisor should conduct and supervise the training, be available for questions and, eventually, evaluate the student's performance.
- (3) No supervisor is appointed from GMIT. In case of emergency, students are requested to contact the respective representative of the Internship Committee that is in charge.
- (4) Days of absence have to be made up for. In case of absence, the intern has to inform the company immediately and, if possible, make arrangements for a prolongation of the internship.
- (5) Students are advised to ensure appropriate health insurance coverage during their internship. Other insurance related issues are regulated by the relevant laws. Basic accident insurance for students is provided through the University.

## **§ 6 Recognition of the Internship**

- (1) To have the Basic Internship recognized by GMIT, the student has to submit a written report in English. In case of several internship placements, as many reports are requested.
- (2) The internship report has to be submitted to the Internship Committee that is in charge.
- (3) If the internship is conducted during the Basic Engineering Program or during Bachelor studies at GMIT, the report has to be submitted within four weeks after the beginning of the following semester.
- (4) If the internship has been completed prior to enrolment at GMIT, the report must be submitted within eight weeks after the student starts his/her first semester at GMIT.
- (5) The report should have a minimum of five pages per placement and include information about the respective company, about the tasks that the student performed, the knowledge and skills which were obtained. Furthermore, the report should mention engineering problems in the company that the student observed during the internship. A detailed description of the requirements for the report can be found in Annex 1.
- (6) In case of doubt about the quality of the internship, the Internship Committee that is in charge may request the student to defend the report.
- (7) In addition to the report, the intern has to submit a written confirmation of the company which needs to include information on the duration of the internship, days of absence, the units/departments in which the internship was conducted, the tasks that the intern performed as well as an evaluation of the student's performance. (Annex 2).

- (8) The decision about the recognition of the Basic Internship is made by the Internship Committee that is in charge.
- (9) Recognition of employment and/or trainings that are equivalent to the Basic Internship can be requested as long as it fulfills the requirements set forth in this Regulation. The request shall be filed with the Internship Committee that is in charge.

## **Part II. Professional Internship (Prof-I)**

### **§ 1 Description of Internship**

- (1) The Professional Internship is a module and a mandatory part of the curriculum of Bachelor programs in Engineering. It is completed in the 6<sup>th</sup> semester as foreseen in the curriculum.
- (2) Details of the module are regulated in the module description.

### **§ 2 Duration**

- (1) The Professional Internship comprises 14 weeks with an overall work load of 560 hours.
- (2) The internship shall be pursued in one single company. If this is not possible, the internship period can be split into shorter periods. One internship placement in one company should not be shorter than three weeks.

### **§ 3 Objectives**

- (1) The Professional Internship deepens the practical experiences that the student gained during the Basic Internship. It helps the student to better understand the content of lectures and seminars and prepares the student for his professional career. It complements the theoretical knowledge taught at GMIT, demonstrates its practical relevance, and provides the student with the possibility to apply the skills and knowledge obtained during his studies in the professional context.
- (2) The specific learning outcomes of the Professional Internship depend on the study program and are reflected in the module description of the respective program.

### **§ 4 Internship Placements**

- (1) The Professional Internship is related to the student's major. It can be conducted in companies, institutes of higher education, research institutes and other public or private institutions as long as they are in line with this Internship Regulation and meet the requirements related to the content of the internship as specified in the respective module description.
- (2) It is not permitted to conduct internships in companies owned by immediate family members.
- (3) In general, students are requested to find their own internship placements. Internship placements need to be approved by the Internship Committee prior to the commencement of the internship to ensure recognition.
- (4) Alternatively, students can apply for internship placements which are offered by GMIT in cooperation with its partner companies. These placements are subject to availability. There is

no legal right on the side of the students to being placed by GMIT.

- (5) For the professional career of the student it might be beneficial if parts of the Professional Internship is conducted abroad. That way the future engineer can enhance not only his professional education, his understanding of cultural, social and economic structures of other countries, but also his personal and intercultural experience as well as his foreign language proficiency. For that reason, students are strongly encouraged to find internship placements, specifically Professional Internships, abroad. Sections (1) to (3) apply.

## **§ 5 Status of Interns**

- (1) The relationship between the intern and the company shall become legally binding through an internship contract between the company and the student which determines the rights and obligations of the intern and the company as well as the type and duration of the internship. It also includes the working time regulations.
- (2) During the internship, the interns shall not enjoy a special status. They shall comply with the regulations on occupational safety and the company's internal and other relevant regulations. They are expected to adhere to the working schedule in place and to corporate discipline. They are expected to distinguish themselves by diligence, responsibility and good performance, and preserve the reputation of GMIT.
- (3) The students will be guided by a supervisor who is appointed by the company. The supervisor should conduct and supervise the internship, be available for questions and, eventually, evaluate the student's performance.
- (4) In addition to that, for every intern the Internship Committee that is in charge appoints a supervisor from among its academic staff who will be available for professional guidance during the internship. As a rule, the supervisors shall coordinate the content of the internship and monitor its progress.
- (5) Days of absence have to be made up for. In case of absence, the intern has to inform the company immediately and, if possible, make arrangements for a prolongation of the internship.
- (6) Students are advised to ensure appropriate health insurance coverage during their internship. Other insurance related issues are regulated by the relevant laws. Basic accident insurance for students is provided through the University.

## **§ 6 Recognition of the Internship**

- (1) For successful completion of the module, the student has to submit a written report to the Internship Committee that is in charge.
- (2) The report has to be submitted in English and within the time frame set by the Internship Committee that is in charge.
- (3) The report should have a minimum of 10 pages and include information about the respective company, about the tasks that the student performed and the knowledge which was gained. Furthermore, the report should mention engineering problems in the company that the student observed during the internship. A detailed description of the requirements of the report can be found in Annex 1.

- (4) The Internship Committee examines the formal fulfillment of the requirements and forwards the report to the student's internship supervisor at GMT who will then assess the report and provide written feedback to the student.
- (5) In addition to the report, the student has to present the main results of the internship. Details are set forth in the module description.
- (6) To complete the Professional Internship module the student has to submit a written confirmation of the company which needs to include information on the duration of the internship, days of absence, the units/departments in which the internship was conducted, the tasks that the intern performed as well as an evaluation of the student's performance. A detailed description of the requirements for the report can be found in Annex 2. The confirmation should be issued in Mongolian or English. For documents which were issued in other languages, a certified translation needs to be provided.
- (7) If the internship or part of it is assessed as not successful the internship or part of it needs to be repeated.

## **Part C – General Regulations**

### **§ 1 Internship Committee**

- (1) The Internship Committee shall support students with finding internship placements, advise students on the internship content, approve internship placements, appoint the supervisors for professional internships, and recognize the Basic and Professional internships in charge is responsible for the recognition of Basic and Professional Internships.
- (2) The Internship Committee is set up by each Faculty and appointed by the Dean. It consists of a representative of each degree program, and a student representative. The term of appointment is two years. Members can be reappointed. The Internship Committee elects its Chair.
- (3) The Internship Committee shall meet regularly and the results of the meetings are summarized in minutes.

### **§ 2 Implementation**

- (1) The Internship Regulations come into effect on April 5, 2017 by Rector's resolution.
- (2) Amendments to the Internship Regulation are possible upon decision of the Academic Senate. Amendments are done in writing.

## **Annex 1 Requirements for the Internship Report**

### **1. Acknowledgement**

In this section, students should acknowledge the support and help of people who helped in the completion of their internship and the preparation of the report (e.g. other employees, instructor, family, or any other person).

### **2. Executive summary**

An executive summary previews the main points of the detailed report. It helps the reader to get a quick overview of the report prior to detailed reading. In this summary you should mention important tasks that you performed, problems that you have discovered and your main conclusions. The executive summary should not exceed half a page.

### **3. Table of contents**

The important section titles and sub-titles of the report with their respective page numbers should be listed in a tabular format.

### **4. Overview of the organization**

In this section you should give a brief history of the company/organization, inform about the different departments and the engineering staff (e.g. total number of engineers), present the main product lines or services of the organization and describe the departments. The overview should not exceed three pages.

Please note, that while you are expected to collect information from various sources, e.g. from managers, internship supervisors, employees as well as the organization's website, documents, brochures, the information should be summarized in your own words and the source of the information needs to be mentioned.

### **5. Internship plan**

On maximum one page, this section should include a brief introduction of the branch or department where you conducted your internship, the duration of your internship (dates), the names of the different departments in which you obtained training and the duration of your training in these departments, if applicable.

### **6. Training program**



Provide a detailed description of the duties and responsibilities that you have performed during your internship either on a daily or a weekly basis. Describe in detail the project(s) (if any) that were assigned to you during your internship program.

## **7. Learning Experience**

Briefly describe the knowledge that you gained during your internship and relate this knowledge to what you have learned in other modules. Describe the skills and any career-specific abilities that you developed during your internship. Discuss any of the skills in relation to previous modules which turned out to be helpful during your internship. (Note: a skill is the ability to achieve something like reading and understanding financial reports, analyzing problems, working in groups, etc.).

You may also give examples of working methods and processes which you became familiar with, statements to machines and their impacts on human beings and the environment. Furthermore, describe the manners, mindsets or values that you observed during your internship and which you perceive as important for a successful career (e.g. hard work, dependability, honesty). Finally, describe the most interesting and the most challenging task that was assigned to you during your internship. How did you perform and how did you overcome the challenge.

## **8. Strength, Weakness, Opportunities, Threats (SWOT) Analysis**

You are expected to perform a SWOT analysis for the organization you trained with during the internship program. It is very important that you elaborate this in detail as this will help the evaluator to assess your analysis.

Please note that sections 6, 7 and 8 are important sections of this internship report. You are required to describe all the tasks that you performed during your internship as in detail. Descriptions given in bullet points are not acceptable.

## **9. Problem Identification and Solution**

Students must identify an engineering or a technical problem which is either related to their major or to the company/organization in general and propose a solution. You are NOT required to provide a whole report on the problem, but you should be as precise as possible. First, clearly identify and describe the problem in detail. Second, describe how the problem affects the company/organization and what the consequences are. Finally, suggest a solution to the problem. Elaborate and document your solution with either prior research or based on your major. Identify the sources you use for your elaboration of the solution.

## **10. Conclusion**

Summarize your overall experience in the internship keeping in mind the tasks you performed and

what your learning experience is. Your conclusion should not exceed one page.

Please note that sections 4 to 10 are NOT to be copied from anywhere. You are expected to provide the information in these sections based on your personal observation, learning and experience throughout your internship. Cheating or copying in these sections is NOT acceptable. Non-compliance will lead to the failure of your internship report.

### **11. Additional Material**

You are advised to add sketches or photos to illustrate your report.

### **12. References**

List all the references and sources that you have used for data collection in your report.