

Internship guidelines for the Master's degree program "Air Transport and Logistics"

The internship guidelines are intended as an interpretation and commentary on § 5 of the study regulations for the Master's program in "Air Transport and Logistics" and on the module description of the elective compulsory module VW-ATL-91. They also contain procedural rules for the processing of activities, certificates and responsibilities related to the internship in this degree program.

Contents

1. Objectives of the internship
2. Parties involved in the internship
 - 2.1 Students
 - 2.2 Institutions hosting the internship
 - 2.3 "Friedrich List" Faculty of Transport and Traffic Sciences
3. Duration of the internship
4. Requirements to start the internship
5. Choice of the internship - internship contract
6. Training content of the internship
7. Examined assessment and proof of the internship
8. Involvement of the Internship Office
9. Entry into force

- Annex 1: Structure of the term paper
Annex 2: Confirmation of internship

1 Objectives of the internship

The practical work included in the elective compulsory module "Vocational Internship in Air Transport and Logistics" is intended to combine transport science theory and professional practice in air transport and logistics in a targeted manner. In particular, students should gain experience of complex problems in a practical setting and develop their ability to independently assess the feasibility of theoretical concepts by familiarizing themselves with activities and procedures that are typical for their profession. In addition, contact with the future professional world will facilitate the students' transition as university graduates into professional life. Moreover, the internship promotes the development of the personality as well as of key qualifications in the areas of social competence and teamwork.

2 Parties involved in the internship

2.1 Students

The internship guidelines apply to all students enrolled in the Master's program "Air Transport and Logistics" at TUD Dresden University of Technology.

2.2 Institutions hosting the internship

Training sites for students of Air Transport and Logistics are preferably

- businesses and companies in the private sector,
- public companies and administration,
- chambers, associations, politics and political consulting,
- national and international organizations as well as other organizations,
- research and teaching institutions,

each with a focus on passenger or freight-related air traffic including the relevant infrastructure, aviation-related service providers also in the field of logistics as well as UAM (Urban Air Mobility).

2.3 "Friedrich List" Faculty of Transport and Traffic Sciences

In fulfillment of their assigned duties, the following actors are involved in the preparation, implementation and completion of the internship on the part of TUD Dresden University of Technology, "Friedrich List" Faculty of Transport and Traffic Sciences

- the Internship Office
- the responsible lecturer
- the Joint Examination Committee for the degree programs in transport engineering.

3 Duration of the internship

The internship (§ 5 Study Regulations) is a non-university internship. It comprises at least 4 weeks of 35 hours of practical work experience, preferably in the third semester. Alternatively, the internship can also be completed in a different distribution of working hours over weeks, provided that this results in at least 140 internship hours. The weekly working hours should correspond to the normal working hours at the hosting institution, but should not be less than 20 working hours per week. The internship can also run for a longer period.

4 Requirements to start the internship

To complete this module, it is recommended that students acquire the knowledge from the four compulsory modules of the first semester:

- Operations Research and Logistics
- Material Flow Analysis and Optimization

- Methods in Transportation Econometrics and Statistics
- Flight Performance and Aerodynamics.

5 Choice of the internship - internship contract

(1) Students generally look for their internship place themselves. To do so, they can use the internship platforms (*Praktikantenbörse*) or options on the website.

Students who have not found an internship despite their own efforts (with proof) may request the assistance of the Internship Office in order to find a suitable internship. However, there is no entitlement to the allocation of an internship.

(2) Prior to the start of an internship, the intern and the internship institution should sign a written internship contract, not least for reasons of accident insurance cover. For this contract under private law to be effective, there is no need to observe any particular form.

A recommendation for the contract design (sample contract) is available from the Internship Office.

(3) During the internship, students are always subject to the company regulations of the respective companies. Students themselves must ensure that the objectives of the internship are met. Within the companies, the supervision of the students is usually assumed by a mentor who, in accordance with the training opportunities of the company, is to ensure meaningful training in line with the internship guidelines.

6 Training content of the internship

The content of the internship is the application of air transport science knowledge in professional practice as well as the goal of becoming familiar with specific requirements in the profession. The aim is for students to acquire the ability to work out practical solution options, taking into account the knowledge they have acquired during their studies. In addition, it is recommended to gain knowledge in the internship about:

- organizational structures and organization of the division of labor
- handling of process-integrated information/information flows
- general organizational work, in particular handling organizational tools and procedures
- ability to identify work processes or associated problems within complex tasks
- application of theoretical knowledge from the degree program in practice
- independent work

7 Examined assessment and proof of the internship

(1) In order to have the module VW-ATL-91 recognized as an examined assessment and as proof of having completed the internship, students must submit a qualified letter of reference from the institution hosting the internship (confirmation of internship) and the term paper (internship report) on the practical work experience amounting to 5 hours to the Internship Office. The module examination consists of the ungraded term paper.

(2) The term paper should provide an overview of the main training content and activities completed in the various areas of practical training (see Annex 1 for an outline).

The term paper must be checked and signed by the respective head of department/division for factual correctness and will be treated confidentially as an examination document. The signature is also intended to ensure sufficient confidentiality of internal organizational information with regard to the contents described in the report.

(3) The internship confirmation (see Annex 2 for a sample) must show which activities were carried out and how much time was spent on them. In particular, the start and end of the internship must be

confirmed including start and end dates. Any days absent must be recorded. As a rule, days absent must be made up for. Unconfirmed training periods cannot be recognized. The internship certificate must be submitted in the original as well as a copy. The copy remains with the Internship Office.

8 Involvement of the Internship Office

The Internship Office advises the students in preparation for the internship

- regarding the choice of the internship institution or position
- on questions concerning the content of the internship contract, in particular with regard to the suitability of the intended activities to support the training in the Master's program "Air Transport and Logistics."

The Internship Office is responsible for documentation and other official record keeping as well as for instructions, approvals, etc. The Internship Office is the supervisor of all students who complete an internship pursuant to the study regulations for the Master's degree program "Air Transport and Logistics". The Internship Office is authorized to participate in negotiations regarding the intern's insurance coverage (health insurance, work-related accidents, etc.). Furthermore, it is authorized to issue written certificates of completed internships or parts thereof at the request of the student in the event of a change of the degree program or university. In all cases relevant to examinations, it cooperates with the Examination Committee and the Examination Office.

9 Entry into force

These internship guidelines were approved by the Academic Affairs Committee of the Master's program "Air Transport and Logistics" on April 7, 2025 and apply to all students of the Master's program "Air Transport and Logistics" until further notice.

Annex 1: Structure of the term paper

1. Introduction

(Integration of the internship into the curriculum, important regulations; selection of the internship company, ...)

2. Internship company

(Industry, corporate structure; fields of activity; number of employees; if applicable, important key business figures;...)

3. Your own job, tasks and goals

(Department, sub-department and their tasks; your own tasks including goals and how they are integrated; supervision; working hours; work organization)

4. Completed activities and results

(Detailed timeline of the internship; description of the activities and the results achieved, the methods and tools used [visualization with figures, diagrams, etc.]; difficulties, independence.)

5. Conclusion

(Applicable knowledge and skills acquired during the degree program; value of the internship for the degree program; conclusions)

6. Bibliography and list of sources

7. Declaration

("I declare that I have written this internship report independently and have not used any aids other than those stated.")

8. Acknowledgment of the supervisor at the internship company

(Signature and stamp/digital signature if applicable)

9. Annexes:

(if applicable)

Annex 2: Sample for the internship confirmation

Address of the institution hosting the internship

Designation:

Street address:

Postal code, place:

Tel.:

Confirmation of internship

Mr./Ms.
(Last name) (First name) (Date of birth)

has completed an internship from to

for practical training as part of their university studies as follows:

Type of activity	Weeks or hours
.....
.....
.....
.....
total of

The regular working hours were: hours

Days of absence during the internship: days

Comments on performance and behavior (as in a letter of reference: assessment of the intern's performance and social behavior; use reverse side if necessary):

.....
.....
.....

.....
(Place) (Date)

.....
(Signature) (Stamp)