

Master Urban Design Program Internship Regulation

Preliminary remark

According to § 5 (8) of the study and examination regulations, an internship is required for the Master's programme in Urban Design. It aims to give students an insight into the work procedures of those involved in the planning and construction processes. At the latest, proof of internship must be provided by the time of registration for the Master's thesis.

Duration and type of internship

The internship consists of 16 weeks (640 hours) and should be completed before beginning the Urban Design program. Optionally, the internship can also be completed during the studies in the Master's Urban Design program.

It can be divided into several partial internships with a minimum duration of 4 weeks per internship.

Internships in the realm of architecture, urban planning, landscape architecture, or familiar disciplines are recognized. They can be completed in planning offices or in planning departments of public administrations, for example, in the field of planning law, to gain insight into the development and elaboration of planning processes.

Exceptions and special regulations

Students can have the internship recognized with 6 CP in the optional module section if it is completed during their studies in the Master Urban Design program.

An internship abroad is generally recognized as equivalent if it fulfills the requirements of the internship guidelines. The students have to provide a translation of the internship certificates or reports into German or English.

Further details are regulated in § 5 (8) of the Study and Examination Regulations.

Certificates

In order to prove the internship, the original certificates have to be presented to the internship coordinator. The certificates must include the following.

- Surname and first name
- Address
- Date of birth
- Period of the internship and total number of working hours
- Summary of tasks performed

The internship coordinator verifies and confirms the internship. In case of any uncertainties, the responsible examination board will decide.

Inception of the regulation

These regulations come into effect with the Study and Examination Regulations for the Master's program in Urban Design on 11.06.2014. The guidelines are adapted regularly to the amendments of the Study and Examination Regulation.