

Guidelines for Interns

Master of Applied Geoinformatics, 12.2025

The [curriculum](#) of the **Master of Applied Geoinformatics** at the University of Salzburg (Version 2025) foresees a **compulsory professional internship** with a duration of at least **6 weeks** (240h) in addition to coursework at the university. The internship should enable students to use the knowledge and skills they have gained during their studies so far. The internship can be completed in one or at most in two parts, with one part lasting at least three (3) weeks. The daily working hours should correspond to normal working time equivalent to full employment. The compulsory internship is valued with **9 ECTS-credits**.

The internship should be completed outside of the University of Salzburg based on an internship agreement [see in addition the rules of the AGI curriculum §9(1)]. The agreement concerning the fulfillment of an internship with a company or an agency working in the field of geoinformatics must be arranged by the student. The lecturers in the master program may assist with the identification of potential placements for internships, the responsibility for completion of the internship in a timely and thematically suitable manner lies, however, with the student.

For all students' internships shall offer professional experience and orientation and establish a connection with practical applications within the scope of their studies. The compulsory internship period is a central component of their curriculum aiming at acquiring practical experience relevant to their future profession, and supports the final selection of course specialization, the identification of a topic for the master thesis, the orientation regarding general professional options and requirements as well as the identification of required knowledge and expertise for these, among others.

For an employer the limited period of an internship is a valuable opportunity to integrate current knowledge and new techniques into their practice, to use creativity and imagination of students, and to avail themselves of academic resources. In addition, internships are an opportunity to get to know potential future employees and to assess their potential in detail. To reach the mutual objectives of an internship it is necessary to engage interns in challenging, demanding positions with objectives that are clearly defined and formulated together.

Pre-approval of the internship and the selected institution is mandatory and must be granted by the responsible body [AGI curriculum §9(3)] **BEFORE** the internship starts.

A confirmation of the curricular requirement of an internship can be requested from the study program administrator (Dr. Manfred Mittlböck), if the registration in the master studies of the student is current and the student assures not already having completed internships of sufficient duration for covering the internship requirement.

Part A:

A written agreement covering the internship has to be prepared between the intern and the contact person responsible of the employer. If the student wishes to receive a binding credit approval prior to commencing the internship, the internship agreement needs to be submitted to the chair of the curriculum committee for acceptance.

A written agreement concerning the internship must be prepared between the intern and a responsible supervisor at the employer.

The **internship agreement**, which needs to be signed by both parties (employer and student, should cover the following **information**:

1. Location and a short description of the institution providing the internship,
2. Starting date and duration of the internship,
3. Short name of the position of the intern,
4. Short description of tasks and responsibilities,
5. Specification of the supervisor in charge,

6. Written statement on learning targets from the student's point of view,
7. Reference to professional targets of the student,
8. Determination of agreed payment (if any),
9. Determination of responsibilities regarding taxes and social insurance.

You have to register to the AGI Internship course in Plusonline when starting your internship process..

The internship agreement must be uploaded as *Assignment 1 -Part A* to our eLearn environment <https://eLearn.sbg.ac.at>. Please send an email to manfred.mittlboeck@plus.ac.at after uploading the assignment.

AFTER APPROVAL of the internship agreement you can start your AGI Internship.

Part B:

As **basis of the approval of study credit by the university**, a **written internship certificate** needs to be submitted to the chair of the curriculum committee after completion of the internship. The internship certificate must be prepared by the supervisor in charge in the name of the employer, also referring eventual changes or adaptations in the initial internship agreement (which must be attached as well), it has to contain a detailed description of fulfilled tasks and a verbal evaluation of the student's performance.

The internship certificate issued by the host institution and serving as a basis for recognizing shall document these items [AGI curriculum §9(5)]:

1. Institution and location where the internship has been completed.
2. Timeframe / duration and workload (hours per week) of the internship.
3. Description of assigned tasks and responsibilities.
4. Written assessment of internship by supervisor at host institution

This internship certificate must be submitted by the student upon completion of all course requirements and is signed by the chair of the curriculum committee in the eLearn environment.

Please send an email to manfred.mittlboeck@plus.ac.at after uploading the *Assignment 2- Part B*.

Part C:

In addition, students are requested to submit a **detailed final report** with a description of tasks, notes regarding learning objectives, and recommendations to future interns. This report is to be submitted together with the internship certificate in digital format (pdf) and serves as orientation for future interns.

Please send an email to manfred.mittlboeck@plus.ac.at after uploading the Assignment 3- Part C.

If the employer wishes to have direct contact with the organization of studies of the Master of Applied Geoinformatics, please get in touch with the secretariat and/or the chair of the curriculum committee (currently Dr. Manfred Mittlböck, manfred.mittlboeck@plus.ac.at)

Resources:

Curriculum Applied Geoinformatics (2025): <https://www.plus.ac.at/wp-content/uploads/mitteilungsblatt/MB2025-0624-MA-AGI-V2.pdf>

- Further information regarding AGI internships:
<https://www.plus.ac.at/geoinformatik/education/agi/courses/internship/?lang=en>
- Study program details are available from
<https://www.plus.ac.at/geoinformatik/?lang=en>

Contact Organization of Studies

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