



Guidelines for students and employers

Compulsory skills-based internships or a research-based work placement twinned with the Master's Thesis enable students to use the knowledge and skills they have gained during their studies and to increase their awareness of application areas within the sector, allowing the transition of skills from university to industry and vice versa. Adequate learning experiences shall be agreed upon prior to start.

The joint curriculum of the Erasmus Mundus Joint Master 'Copernicus Master in Digital Earth' at Paris-Lodron University Salzburg, University of South Brittany, and Palacký University Olomouc (version 2023) foresees a **compulsory professional skills-based internship** with a duration of at least **8 weeks** in addition to coursework at the university. The daily working hours should correspond to normal working time equivalent to full employment. The compulsory duration of this placement is valued with **12 ECTS**.

A student may choose a **collaborative research work placement (18 ECTS)** to be completed at a consortium partner or at any institution worldwide for the duration of a minimum of **12 weeks**. It must be confirmed by the responsible body until the end of semester one. The collaborative research work placement shall be twinned with the Master's Thesis leading to a joint publication after graduation.

The placements are to be completed at an institution pre-approved by the responsible body, the CDE Programme Board (see in addition the rules of the curriculum: <https://www.master-cde.eu/programme/curriculum/>). The agreement concerning the fulfilment of a placement with a company or an institution working in the field of Geoinformatics (includes Earth Observation, Remote Sensing, Geostatistics, Cartography, Surveying, Computer Science) must be arranged by the student. The Programme Board or lecturers in the Master's programme may assist with the identification of potential placements, the responsibility for completion of the placement in a timely and thematically suitable manner lies, however, with the student.

For all students internships or work placements shall offer professional experience and orientation, and establish a connection with practical applications within the scope of their studies. The compulsory period is a central component of their curriculum aiming at acquiring practical experience relevant to their future profession, and supports the identification of a topic for the Master's 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 a practical placement is a valuable opportunity to integrate current knowledge and new techniques into their practice, to use creativity and imaginativeness of students, and to avail 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 a placement it is necessary to engage interns at challenging, demanding positions with objectives that are clearly defined and formulated together.

A written agreement must be prepared between the student and a responsible contact person of the employer. If the student wishes to receive a binding credit approval prior to commencing the placement, the agreement needs to be submitted to CDE Programme Board members for acceptance.

Agreement

For the compulsory agreement, the Master's programme does not provide a template, the document must however cover the following specifications, and needs to be signed by both parties, the employer and the student:

1. Location and a short description of the institution providing the placement,
2. Starting date and duration of the placement,
3. Short name of the position of the placement,
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. Proposed Master's Thesis topic, if a collaborative research placement has been chosen,
8. Reference to professional targets of the student,
9. Determination of agreed payment (if any),
10. Determination of responsibilities regarding taxes and social insurance.

Document confirming completion of placement

As **basis of the approval of study credit by the university**, a **written placement certificate** needs to be submitted after completion. The certificate must be prepared by the supervisor in charge in the name of the employer, it must refer to eventual changes or adaptations in the initial agreement, it must contain a detailed description of fulfilled tasks and a verbal evaluation of the student's performance.

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 certificate in digital format (pdf) and serves as orientation for future interns. In addition, activities shall be reported in the personal ePortfolio (<https://www.master-cde.eu/programme/e-portfolio/>).

If the employer wishes to have direct contact with the organization of studies of the Copernicus Master in Digital Earth, please get in touch with the programme office (m-sc-cde@plus.ac.at) or [Programme Board members](#).

Copernicus Master in Digital Earth (CDE) is a two year full-time integrated Erasmus Mundus Joint Master (EMJM), co-funded by the European Union. This English language MSc programme accepts outstanding candidates towards double degrees. Students study Earth Observation and Geoinformatics in year one at Paris-Lodron University Salzburg. Two specialization tracks provide a pathway towards excellence in GeoData Science at the University of South Brittany, as well as GeoVisualisation and Geocommunication at Palacký University Olomouc, in year two. Study programme details are available from <https://www.master-cde.eu>.