

## Guideline On-the-job Internship (Module I)

## Guideline Final Paper and Final Oral Examination (Module J)

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## Aims of the internship

The aims of the internship are described in the Study-specific Regulations for the university course Health Information Management (60 ECTS)<sup>1</sup> as follows:

Students are able to

- identify a practical problem of information management in the clinical setting;
- put the acquired techniques and approaches into practice;
- conceptualize a project based on a problem-solving approach and implement it;
- carry out the project on-time and on-target and are able to tackle emerging problems;
- deal in-depth with an information management subject;
- include specialist literature into the problem-solving process;
- communicate with other specialists and specialist groups during their internship;
- reflect critically on the acquired knowledge.

## Outline and structure of the internship

The internship and the final oral presentation are organized for all students together as follows:

2 <sup>nd</sup> Semester	Until the end of June	<ul style="list-style-type: none"> <li>• Identification of a facility, a topic, an aim and a supervisor, preparation of a summary of the topic</li> <li>• Submission of the application form „<b>Registration of the final paper</b>“<sup>2</sup> to the Study Management Office, which will thus forward the application to the Health Information Management (HIM) Study and Examination Board</li> </ul>
	July	<ul style="list-style-type: none"> <li>• Approval of topic and supervisor by the HIM Study and Examination Board</li> <li>• Students will be informed about the approval</li> </ul>
3 <sup>rd</sup> Semester	September to February	<ul style="list-style-type: none"> <li>• Completion of the on-the-job internship and working on the topic (Module I)</li> <li>• Regular interim presentations (dates and procedure will be announced)</li> <li>• February: <b>submission of the final paper</b> to the Study Management Office</li> </ul>
	March	Presentation of the final paper which is open to all members of the university and final oral examination (Module J)

<sup>1</sup> <https://www.umat.at/page.cfm?vpath=studien/studienmanagement/studien--und-pruefungsordnungen/studiengangsspezifische-bestimmungen>

<sup>2</sup> <https://www.umat.at/page.cfm?vpath=studien/studienmanagement/formulare--informationen>

## Dates and deadlines

The deadline for applying for the internship (approx. end of June) will be announced in time.

The dates for the interim presentations on the progress of the work (approx. every 4 – 6 weeks) will be announced in time.

The dates for final presentation and final examination (approx. March) will be announced in time.

Note: Once the topic and the supervisor have been approved by the HIM Study and Examination Board, the student has 6 months to finish the on-the-job internship and to submit the final paper. Upon request, the Study and Examination Board can grant a one-time extension of this deadline by a maximum of six months. This will extend the duration of the studies and course fees for further semesters are due.

## Topic selection

It is essential to define an adequate topic for the internship. The selection of the topic will be supported by

- discussions with superiors and colleagues within the student's own facility;
- discussions with lecturers;
- a thorough study of relevant literature and visits to specialist conferences.

Based on this, a clear aim for the internship should be developed. This aim

- should be substantively supported by the persons in charge at the facility;
- should not exceed a processing period of approx. 4-5 months;
- should give students the opportunity to apply their acquired skills or to extend them.

**Important:** For one's own safety, we strongly recommend to have the facility involved confirm in writing that they approve and support the completion of the internship and the chosen topic.

*Note: In case a student has no contact with any facility beforehand (e.g. within the framework of an employment), the Study and Examination Board gladly gives advice to students on the selection of a topic.*

## Examples for internship topics

Ideally, students will find topics in direct relation to their own occupational environment. Examples:

- Planning, monitoring and controlling processes of an IT project.
- Analyzing and reorganizing a clinical process.
- Developing a target model for IT supporting a clinical process.
- Developing, implementing and evaluating a training concept for a new software product.
- Designing and testing a new documentation form.
- Developing a tutorial for a clinical classification system.
- Analyzing user acceptance of a certain application system.
- Designing and testing an interface between two application systems.

## Preparation and submission of the final paper

A template (Word) to help structure the final paper can be found in Moodle.

The final paper shall be submitted to the Study Management Office in printed form (2 copies) as well as in electronic form. At this, students strictly have to follow the **Guideline – submission doctoral thesis** as per decision of UMIT's Senate.<sup>3</sup>

## Final presentation and final oral examination

The presentation of the final paper and final examination (Module J) takes place in front of an examination board, usually consisting of two examiners, which are announced by the HIM Study and Examination Board. It is open to all members of the university and consists of a presentation of the final paper and the subsequent discussion. It lasts for 30 - 45 minutes.

Procedure:

1. Oral presentation on background, aims, approach/methods and results of the on-the-job internship (presentation of the contents of the final paper) (max. 15 minutes);
2. Discussion on the final paper. This discussion can refer to the entire contents of the HIM study program (max. 30 minutes). Therefore it is recommended to repeat the main study contents and to consider in advance in which way the final paper is related to these study contents.

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<sup>3</sup> <https://www.umat.at/page.cfm?vpath=studien/studienmanagement/formulare--informationen>

## Overall assessment

The on-the-job internship (Module I) is graded „successfully completed“ or „not successfully completed“, there will be no other type of grading. The internship is „successfully completed“ once the final paper has been submitted with the approval (signature) of the supervisor.

Final paper and final oral examination (Module J) will be graded together. The supervisor writes an assessment of the final paper, which also includes a suggestion of the grade. The overall final grade for Module J results from the grade given for the final paper (two thirds) and the grade given by the examination board in the final oral presentation (one third).