# Internships at the Max Planck Institute for Human Cognitive and Brain Sciences – FAQs

## 1. General

To be a successful intern at the MPI you should possess strong core computer skills. These are needed to carry out tasks such as preparing and conducting an experiment, presenting stimuli, collecting data, and evaluating data. The presentation of stimuli, data collection and data evaluation are also computer based. A good command of English is essential since most scientific literature, talks, communication with guest scientists and professional terminology are in English. It is important to come equipped with these two skill sets. Of course, you will likely learn many new skills and programs in the course of your internship.

If you are interested in applying for an internship at the Max Planck Institute for Human Cognitive and Brain Sciences, please fill in our online form at: [https://s-lotus.gwdg.de/mpg/mlnp/interns4mpicbs.nsf/application](https://s-lotus.gwdg.de/mpg/mlnp/interns4mpicbs.nsf/application).

Internships are awarded four times a year. The corresponding application deadlines are:

- **February 28th** (for internships from April to August of the same year),
- **May 31st** (for internships from August to October of the same year),
- **August 31st** (for internships from October of the same year to February of the following year),
- **November 30th** (for internships from February to April of the following year).

Minimum duration for voluntary internships is 8 weeks, maximum duration 12 weeks.

Contact person for internships: Angela Mühlbäg ([internship@cbs.mpg.de](mailto:internship@cbs.mpg.de))

## 2. Departments and Research Groups

Information about the different departments and research groups of the institute can be found at: [http://www.cbs.mpg.de/departments](http://www.cbs.mpg.de/departments)

[http://www.cbs.mpg.de/groups](http://www.cbs.mpg.de/groups) Please note that some pages are available in English or German only.

## 3. Internship requirements

**What requirements do I have to meet to do an internship at the MPI CBS?**

You have to be enrolled in either a Bachelor’s or a Master’s program, that is, at the time of the internship.

You should be pursuing a degree in a field related to the institute’s work (most commonly Neuroscience, Psychology, Linguistics, Medicine, Biology, Physics). When specific interest in a project is declared, and upon conferring with potential advisors, interns pursuing related degrees in Math or IT are also considered.

**I am currently pursuing my undergraduate degree. Can I still apply?**

Yes. Although most of the applicants already hold a bachelor degree, it is not a requirement for your application.

**I have already completed my Master’s; can I still apply for an internship?**

No. Due to new internship regulations, graduate students who already hold a Master’s degree are no longer eligible to do an internship at our institute.
Are international students welcome to apply for an internship?
International students are also welcome to apply for an internship. We are happy to provide support in the process of applying for the appropriate visa or finding accommodation here in Leipzig. Please note, if you are paid a stipend (e.g., Erasmus), internships will not be compensated by the MPI CBS.

What types of internships do exist?
The MPI CBS offers two types of internships:
1) mandatory internships: are those required as part of your study curriculum
2) voluntary internships: are not obligatory but are organized on your own initiative

Do I have to prove that an internship is a mandatory requirement of my studies?
Yes. We need a signed statement from your university that indicates the duration and conditions of the required internship. An extract or description, copied from a course description by you, is not sufficient.
We need the signed statement as soon as you are accepted as an intern in order to prepare your contract. Without this statement you cannot begin.

**What do I need to consider when applying for a voluntary internship?**
The minimum duration for a voluntary internship is 8 weeks and the maximum is 12 weeks. If you have already done an internship with the Max Planck Society, even at another Max Planck Institute, applying for a second voluntary internship is not possible.

**Are there fixed dates for internships?**
Most interns do their internship during their semester breaks, i.e. between August and mid-October and between February and mid-April (German university vacation).

4. Application requirements

**What documents do I need to apply?**
All required documents are listed on the application form online: [https://s-lotus.gwdg.de/mpg/mlnp/interns4mpicbs.nsf/application](https://s-lotus.gwdg.de/mpg/mlnp/interns4mpicbs.nsf/application)

**How does the admission procedure work?**
Your application will be accessible in our online pool as long as you indicate your potential time period for an internship. Our researchers can access this pool whenever they need an intern for a specific project or study. If you are chosen by a researcher, as a candidate for an internship, you will be contacted by that person immediately and likely asked to come to an interview. A researcher may interview several applicants. Applicants that are not chosen for their specified time period are informed about a month after the application deadline. Thus, internship opportunities always depend on the needs of our researchers and their ongoing projects.

**Where should I send my documents?**
*We only accept applications submitted through our online form. Please use it to send in the required documents:*
[https://s-lotus.gwdg.de/mpg/mlnp/interns4mpicbs.nsf/application](https://s-lotus.gwdg.de/mpg/mlnp/interns4mpicbs.nsf/application)

**May I apply via email instead?**
*Generally, no.* As stated above, we ask you to only use our online form. In the rare case that you have problems with this form, please try to open the website in another web browser.

Contact

If you have remaining questions that are answered neither in this document nor on our website, please direct your questions to our internship coordination:

**Our online form can be found here:**
[https://s-lotus.gwdg.de/mpg/mlnp/interns4mpicbs.nsf/application](https://s-lotus.gwdg.de/mpg/mlnp/interns4mpicbs.nsf/application)

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Good luck with your application!

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