# Notes on Pre-study internships for University Applicants

## 1. Basic Information Regarding Pre-study Internships

University applicants who have not undergone any subject-related practical training (e.g. school leavers with A-Levels) or change the direction of their intended studies after finishing technical secondary school or higher vocational school must provide proof before their studies start that they have completed appropriate subject-related practical training or a practical activity (=preparatory internship) lasting at least six weeks that is relevant to their chosen course of studies provided that the respective study and examination regulations or other bye-laws of the Ingolstadt University of Applied Sciences do not specify otherwise. If possible, the relevant preparatory internship should be completed immediately prior to the course of studies beginning.

(Study and examination regulations as well as other bye-laws of the Ingolstadt University of Applied Sciences are available on the Internet at [https://www.thi.de/en/university/university-profile/organisation/legal-department/](https://www.thi.de/en/university/university-profile/organisation/legal-department/)

The aim and content of the training in the pre-study internship are governed by the training plans for subject-related practical training at the technical secondary schools of the Free State of Bavaria (§ 9 para. 4 of the matriculation bye-laws of the Ingolstadt University of Applied Sciences).

## 2. Duration of Pre-study Internship

The duration of the pre-study internship is determined by the course of studies chosen (see the relevant study and examination regulations) and is organised as follows:

### NO Pre-study Internship
- Aircraft and Vehicle Informatics
- Business Administration
- Business Administration (part-time)
- Business Information Systems
- Computer Science
- Digital Business
- International Management
- International Retail Management

### 6 Weeks
- Electrical engineering and information technology
- Electrical engineering and electric mobility
- Mechatronics
- User Experience Design

### 12 Weeks
- Automotive Engineering
- Aerospace Engineering
- Mechanical Engineering
- Engineering and Business
- Engineering and Management
- Renewable Energy Technologies

---

The pre-study internship must be completed before the start of studies or during non-lecture periods (breaks / holidays) and at the latest by the beginning of the fourth study semester. Appropriate proof must be uploaded either with the application documents or at the student’s portal Primuss punctually and in the appropriate form.

## Advanced Semester B.A. degree courses (study and examination regulations before winter semester 09/10)

The pre-study internship must be completed in accordance with the relevant study and examination regulations.

## Dual studies (combined studies with apprenticeship or a study programme with an intensified internship)

The pre-study internship is replaced by the contract governing the appropriate dual studies course.

Please also see the information on the Internet at [https://www.thi.de/en/university/university-profile/organisation/legal-department/](https://www.thi.de/en/university/university-profile/organisation/legal-department/)
3. Providers / Content of Practical Placements
The purpose of the subject-related practical training is to teach the university applicant specific concepts and provide them with practical knowledge. As the university’s study programmes are not geared to industry sectors but to functional areas, an insight into the different functional areas should also be provided within the individual companies offering the practical placements.

A) Degree Course User Experience Design:
- **Direction of study: Design** taught by technical secondary schools in the Free State of Bavaria or
- **Field of Information Technology**: Activities in the area of data processing (e.g. IT department or computer centre): it is desirable that the student obtains an insight into a sub-area of data processing and its fields of application and participates in specific tasks under supervision, or
- **Field of Design**: Activities in the area of design (e.g. media design or product design): it is desirable that the student obtains an insight into a sub-area of design and its fields of application and participates in specific tasks under supervision.

B) Degree Courses Aerospace Engineering, Automotive Engineering, Electrical Engineering and Information Technology, Electrical Engineering and Electric Mobility, Engineering and Business, Engineering and Management, Mechanical Engineering, Mechatronics, Renewable Energy Technologies,

Insight into the technical working methods of a metal-processing or electrical engineering company in accordance with the following model:
- **Direction of study: Engineering** taught by technical secondary schools in the Free State of Bavaria or
- **Field of Metal Technology**: The aim is that the student can independently carry out basic manual tasks involved in metal processing such as measuring, marking, filing, sawing, boring, threading and learn how to handle cutting and non-cutting fabrication procedures such as turning, milling, grinding, boring, planing as well as welding and hardening of steels, CNC-controlled turning and milling machines and control of pressurised air (pneumatics), or
- **Field of Structural Engineering**: Basic procedures in the construction industry such as reading plans, measuring and staking out a building, simpler formwork construction, masonry construction (carrying out interior and exterior plastering) and timber construction (marking and cutting-out of simple wooden elements and / or joints), or
- **Field of Electrical Engineering**: The aim is that the student can independently carry out tasks in electrical engineering processing such as measuring electrical variables, isolating cables and conduits, installing different circuits and electrical circuits as well as converting electricity into other forms of energy by way of electronic circuits and, for example, connecting electric motors and amplifying voltage using offset and microprocessor engineering.

4. Form to Prove That the Pre-study Internship Has Been Completed
The third page of this information leaflet can be used as a “Confirmation of Completed Pre-study Internship” form. You can have this form completed and signed directly by the institution that provided your internship provided that this body has not already issued you with an alternative appropriate confirmation. The correctly completed confirmation must then be uploaded **either with the application documents** or at the **student’s portal Primuss** punctually and in the **appropriate form**.
Confirmation
of completed pre-study internship

for submission to the Ingolstadt University of Applied Sciences

Ms/Mr ________________________________.

Born on ____________________________

Residing at ________________________________

Completed in our company in the period from ____________________________ to

☐ full-time
☐ part-time _________ working hours per week

a six-week* / twelve-week* / ____________-week* practical placement in a commercial* / technical* area
and in particular carried out the following tasks:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Place, date ____________________________  Signature and Company Stamp

*Delete as applicable