

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/>)

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

- Artificial Intelligence
- Aircraft and Vehicle Informatics
- Autonomous Vehicle Engineering
- Bio-Electrical Engineering
- Business Administration
- Business Administration (part-time)
- Business Information Systems
- Computational Life Sciences
- Computer Science
- Digital Business
- Global Economics and Business Management
- International Management
- International Retail Management
- Technical Design (for students who started before WS 20/21)
- User Experience Design

6 Weeks

- Electrical engineering and information technology
- Electrical engineering and electric mobility
- Mechatronics
- Engineering and Business
- Engineering and Management
- Robotics
- Technical Design (for students who start WS 20/21 or later)

8 Weeks

- Aerospace Engineering
- Automotive Engineering
- Energy Systems and Renewable Energies
- Engineering Sciences
- Mechanical Engineering

The pre-study internship must be completed **before the start of studies**. It is also possible to complete the pre-study internship during non-lecture periods (breaks / holidays) at the latest by the **beginning of the fourth study semester** unless there are no other study regulations for the study program. Appropriate proof must be uploaded during the study 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/ Providers / Content of Practical Placements](https://www.thi.de/en/university/university-profile/organisation/legal-department/Providers/ContentofPracticalPlacements)

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.

Degree Courses Aerospace Engineering, Automotive Engineering, Electrical Engineering and Information Technology, Electrical Engineering and Electric Mobility, Energy Systems and Renewable Energies, Engineering and Business, Engineering and Management, Engineering Sciences, Mechanical Engineering, Mechatronics, Robotics, Technical Design

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 (not valid for study course Technical Design): 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 (not valid for study course Technical Design): 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,

Additionally valid **ONLY** for **Engineering and Management, Engineering and Business and Engineering Sciences**:

- Field of IT: Pre-study work experience or internships in the area of Information technology and software engineering will be acknowledged for the study programs WI and EGM (similar to work experience or internships in the areas of mechanical, engineering or electrical engineering). The following IT related tasks and activities will be acknowledged: programming and testing of software; requirement engineering for software; administration of enterprise software and IT networks; analysis, formatting and processing of company relevant data; analysis and redesign of business processes; installation and implementing of software, including IT project management; use of advanced software for digital engineering, e.g. CAD; use of advanced software in the area of digital factory/"Industry 4.0".

Additionally valid **ONLY** for **Technical Design**:

- Direction of study: Design taught by technical secondary schools in the Free State of Bavaria **or**
- Field of Woodworking: Machining and processing wood, wood-based and other materials (sawing, milling, planing, turning), setting up, operating and maintaining tools, devices, machines, systems and devices; Manufacture of parts and assembling into products, treatment and refinement of surfaces (painting, staining), implementation of assembly and disassembly work
- Field of Model making: Creation of production documents, processing of materials and auxiliary materials, definition of production processes, setting up, operation and maintenance of tools, devices, machines and technical facilities; Use of computer-aided manufacturing processes, production of models, molds or model facilities, production of samples, prototypes or production facilities, modification and repair of models, model facilities or production facilities, application of test procedures

3. 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 be uploaded **during the study** 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