



Information Sheet About Basic Internships and Practical Studies Semesters

Supervisors for the Practical Studies Semester

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1. Information Material and Forms

All forms and information sheets relevant for the practical studies semesters / the basic internship as well as the procedure for applying online for the internship can be found on the Ingolstadt University of Applied Sciences homepage. Here you will also find **step by step instructions** for applying online for "Internships During Studies".

**<https://moodle.thi.de/moodle/> → Hochschulweites Angebot →
Service Center Studienangelegenheiten → Referat Praktikum**

2. General Information

The practical studies semester and the basic internship form part of the course of studies and establish the link between theoretical studies and professional practice. The practical studies semester lasts for the entire semester including the lecture period, the basic internship must only be completed during non-lecture periods.

The training objectives and content of the practical studies semesters and basic internships are defined in the training plans which are a component of the respective degree course scheme. The training plan is also part of your training contract.

For more information about the preparatory internship, please see the information sheet "[Notes on Preparatory Internship](#)".

3. Legal Requirements for the Basic Internship / Practical Studies Semesters

Faculty of Electrical Engineering and Information Technology:

In the **B.A. degree courses Electrical Engineering and Information Technology** (study and examination regulations of 23.10.2007 and 25.07.2011), **Electrical Engineering and Electric Mobility** (study and examination regulations of 22.04.2013), **Aviation and Vehicle IT** (study and examination regulations of 22.04.2009 and 25.07.2011), **Information Technology** (study and examination regulations of 11.05.2009 and 25.07.2011), **Mechatronics** (study and examination regulations of 14.03.2008 and 25.07.2011), **User Experience Design** (study and examination regulations of 28.11.2013), **Business Information Systems** (study and examination regulations of 21.03.2013 (30.11.2015, 15.02.2016, 18.12.2017)) and **Artificial Intelligence a practical studies semester** must be undertaken as a fifth semester which involves a timeframe of 18/20 weeks.

Faculty of Mechanical Engineering:

In the **B.A. degree course Mechanical Engineering and Professional Training** (study and examination regulations of 28.07.2008) the **practical studies semester** usually takes place in the fifth semester and involves a timeframe of 20 weeks (see degree course scheme).

In the B.A. degree courses **Automotive Engineering** (study and examination regulations of 23.10.2007 and 23.04.2012), **Aeronautical Engineering** (study and examination regulations of 22.07.2010 and 23.04.2012), **Mechanical Engineering** (study and examination regulations of 23.10.2007), **Industrial Engineering** (study and examination regulations of 23.10.2007) and **Renewable Energies Technologies** (study and examination regulations of 25.07.2011 and 23.04.2012) a **practical studies semester** must be undertaken in the second stage of studies and involves a timeframe of 20 weeks.

Business School:

In the **B.A. degree course Business Management** (study and examination regulations of 10.07.2006 and 24.03.2009), the **basic internship** comprises a total of twelve weeks. It must be completed in the non-lecture periods by the start of the fourth studies semester. The individual sections of the basic internship should last at least four weeks. The **practical studies semester** of the intensified study course comprises a timeframe of 20 weeks and is accompanied by lectures.

In the **B.A. degree courses International Retail Management** (study and examination regulations of 03.12.2009 and 28.11.2011) and **Internationales Handelsmanagement** (study and examination regulations of 08.07.2005, 13.07.2009 and 28.11.2011), the **basic internship** comprises a timeframe of twelve weeks. It must be completed in the non-lecture periods up to the start of the fourth studies semester. The individual sections of the basic internship should last at least four weeks. The **practical studies semester** is offered optionally as a fifth or sixth semester and involves a timeframe of 20 weeks.

In the **B.A. degree courses International Management** (study and examination regulations of 25.06.2012) and **Digital Business** (study and examination regulations of 18.01.2016), the **basic internship** involves a timeframe of eight weeks. It must be completed in the non-lecture periods up to the start of the fourth studies semester. The individual sections of the basic internship should last for at least four weeks. The **practical studies semester** is offered optionally as a sixth semester and involves a timeframe of 20 weeks.

Faculty of Business Informatics:

In the **B.A. degree course Business Informatics** (study and examination regulations of 09.02.2009 and 28.11.2011) a **practical studies semester** must be undertaken as a fifth semester and involves a timeframe of 20 weeks.

4. Duration of the Practical Studies Semester

A practical studies semester including the lectures combined with practical work usually involves a continuous timeframe of 20 weeks. If there are any interruptions to the practical studies semester, the time and work lost must always be made up (§ 2 Para. 2 Clause 3 of the Framework Examination Regulations for Universities of Applied Sciences). More detailed information is contained in the respective study and examination regulations.

The lectures combined with practical work are offered at the Ingolstadt University of Applied Sciences as blocks of classes (introductory and final block) lasting two weeks. The internship therefore comprises a full 18 weeks. To avoid problems with absenteeism, it is recommended to conclude an internship contract for 20 weeks!

In the event of ILLNESS, you must submit a medical certificate (in duplicate) immediately to the Service Centre for Student Affairs and inform your training company immediately. If the internship is interrupted due to illness for a total of more than five working days, all the missed working days must be made up.

In the case of company holidays, short-time work and other operational impediments, the contractual period must be extended as appropriate.

5. Authorisation to Complete Basic Internships / Practical Studies Semesters

There are no particular prerequisites which must be fulfilled before starting basic internships.

The prerequisites for entry to the practical studies semester are detailed in the respective study and examination regulations.

Faculty of Electrical Engineering and Information Technology:

In the **B.A. degree courses Aviation and Vehicle IT** (study and examination regulations of 22.04.2009 and 25.07.2011) and **Information Technology** (study and examination regulations of 11.05.2009 and 25.07.2011) only those students who have passed all examinations in the first stage of studies and who have achieved at least 25 credit points from subjects taken in the first two semesters of the second stage of studies are authorised to undertake the practical studies semester.

In the **B.A. degree courses Electrical Engineering and Information Technology** (study and examination regulations of 23.10.2007 and 25.07.2011), **Electrical Engineering and Electric Mobility** (study and examination regulations of 22.04.2013), **User Experience Design** (study and examination regulations of 28.11.2013) and **Mechatronics** (study and examination regulations of 14.03.2008 and 25.07.2011) only students who have successfully completed the preparatory internship in accordance with § 3 Para. 3 of the study and examination regulations in conjunction with § 7 of the matriculation bye-laws of the Ingolstadt University of Applied Sciences and have passed all examinations and provided all the necessary evidence of academic achievement in the first stage of studies and achieved at least 20 credit points from subjects taken in the first two semesters of the second stage of studies are authorised to undertake the practical studies semester.

Faculty of Mechanical Engineering:

In the **B.A. degree courses Renewable Energies Technologies** (study and examination regulations of 25.07.2011 and 23.04.2012) and **Automotive Engineering** (study and examination regulations of 23.10.2007 and 23.04.2012) only those students who in all examinations and evidence of academic achievement material to passing and which accompanies studies of the first and second semester have achieved at least the grade "Fair" and who has achieved at least 20 credit points from the second stage of studies are authorised to undertake the practical studies semester.

In the **B.A. degree courses Automotive Engineering** (study and examination regulations of 23.10.2007 and 25.07.2011 and 23.04.2012), **Aeronautical Engineering** (study and examination regulations of 22.07.2010 and 23.04.2012), **Mechanical Engineering** (study and examination regulations of 23.10.2007 and 23.04.2012), **Mechanical Engineering and Professional Training** (study and examination regulations of 28.07.2008 and 23.04.2012) and **Industrial Engineering** (study and examination regulations of 23.10.2007 and 23.10.2007) only those students who have achieved at least the grade "Fair" in all examinations and with regard to all evidence of academic performance required in the first stage of studies and have achieved at least 20 ECTS credit points from the compulsory modules of the second stage of studies are authorised to undertake the practical studies semester.

Business School

In the **B.A. degree course International Retail Management** (study and examination regulations of 03.12.2009 and 21.05.2012) entry to the practical studies semester requires in addition to achieving the full complement of credit points from the first and second studies semester that the student achieves at least 20 ECTS credit points from the third and fourth studies semester as well as the successful completion of the basic internship.

In the **B.A. degree course Internationales Handelsmanagement** (study and examination regulations of 08.07.2005, 28.07.2008, 13.07.2009 and 26.05.2014) entry to the practical studies semester requires in addition to achieving the full complement of credit points from the first and second studies semester that the student achieves at least 20 ECTS credit points from the third and fourth studies semester as well as the successful completion of the basic internship.

In the **B.A. degree course International Management** (study and examination regulations of 27.05.2013 and 26.05.2014) entry to the practical studies semester requires that the student has achieved the full complement of credit points from the first stage of studies as well as the achievement of at least 20 ECTS credit points from the third and fourth studies semesters as well as the successful completion of the basic internship.

Faculty of Business Informatics:

In the **B.A. degree course Business Informatics** (study and examination regulations of 28.11.2011 and 21.01.2013) only those students who have achieved at least the grade "Fair" in all examinations and with regard to all evidence of academic performance required in the first studies semester and have achieved at least 20 ECTS credit points from the compulsory modules of the second stage of studies are authorised to undertake the practical studies semester.

*Whether these prerequisites have been fulfilled can only be determined at the earliest after the meeting to determine grades and therefore on the day of the announcement of the grades. **The assignment of the student to the practical semester then takes place on the day after the grades have been announced. The internship therefore must not start before the day following the day when the grades are disclosed:** in the winter semester therefore the earliest the internship can begin is 01.08. and in the summer semester 16.02. of any year.*

6. Choice of Training Provider / Company Offering Internship

In the semester before your practical semester, you should apply in good time for your internship because companies usually make arrangements for taking on trainees a few months in advance. As a student, you are primarily responsible yourself for finding a suitable host for your internship. However, the Careers Service at the Ingolstadt University of Applied Sciences offers you many support options for searching for suitable companies as well as a broad range of services to help you draw up your application:

You will find contact details of companies and current offers of internships in the company list in the internship application section of the website. There for example you can filter by companies already recognised as being suitable for your degree course in Germany and abroad. Further offers are advertised to you in the online job portal jobboerse.thi.de/index.php. Should you wish to complete your practical semester in a company which has not yet been recognised according to the company list for your area of study, the company can be recognised by way of a data entry form which you can obtain from the Internship Registration Office.

An application should include a cover letter, an up-to-date CV as well as certificates and a current grades transcript. In the information portal of the Careers Service you will find sample applications and sample CVs which you can use as guides. The event programme of the Careers Service includes workshops on the topic of applications every semester. You can also have your documents checked by the Careers Service who will carry out a personal check of your application dossier.

More detailed information is available on the homepage of the Ingolstadt University of Applied Sciences at: www.thi.de → Service → Careers Service → Service for Students → Applying for an Internship

7. Training Contract

Form, Content and Approval of the Training Contract

The training contract must be completed in full and signed by both contractual partners. The details provided must in particular clearly show the duration of the internship as well as the name, address and telephone number of the Training Supervisor and the training venue. This applies in particular if the venue where the internship is to take place differs from the headquarters of the training provider who concluded the contract.

If the training contract form provided by the Ingolstadt University of Applied Sciences is not used, any alternative contractual form used must in particular contain the regulations in accordance with § 106 Para. 1 Clause 3 of the Bavarian Colleges and Universities Law in conjunction with the appendix on the enforcement provisions for practical studies semesters at state universities of applied sciences in Bavaria.

On submitting the completed training contract and before the internship starts, the agreement of the supervisor responsible for the practical studies semesters must be obtained. In particular for insurance purposes, you must therefore send scanned copies of the completely filled out and signed training contract as well as the **printout of "Internships During Studies" form from the online application screen** as soon as possible to praktikum@thi.de usually at the latest two weeks before the start of the practical study periods.

Payment

For the practical semesters, you have no legal claim to payment from the training provider. Nevertheless many companies do in fact offer interns payment. Note however in this case that any payment you receive for services is calculated in accordance with the Federal Assistance Training Act.

Procedure If Admission Requirements for the Practical Semester Are Not Met

Should you not be admitted to the practical semester because you have failed to pass the requisite examinations, please do not forget to withdraw any training contracts which have been concluded. In mutual agreement with the company, try to postpone the internship. Please note that it is then necessary to conclude a new training contract which must be submitted again in good turn to the University of Applied Sciences for approval.

8. Internship Report and Certificate from the Training Provider

The successful completion of a practical studies semester / basic internship requires the following evidence to be provided in addition to the examinations passed alongside practical work:

Internship Report

In order for the completed practical periods to be credited, you must obtain countersigned reports (see [Report Form](#)) from the training provider and send **scanned copies of them to praktikum@thi.de**. The reports should document which working areas you became acquainted with and which specialist knowledge you obtained. The [guidelines](#) for drawing up internship reports (there may be separate faculty regulations on the intranet and / or on the pages of the above-mentioned Internship Supervisors) must be observed here.

Certificate from the Training Provider

The company providing the training is obliged at the end of the internship to draw up a certificate attesting to the practical training undertaken in the practical studies semester and / or basic internship (see [Certificate Form](#)). Please also send a **scanned copy of this certificate to praktikum@thi.de**.

Questionnaire on the Internship Position (only for students undertaking the Business Management degree course)

To continue the maintenance of the internship database, it is absolutely essential that you submit the carefully filled out Questionnaire on the Internship Position together with the report and certificate.

→ **The internship report together with the cover letter and certificate from the training provider must be sent immediately after the internship has been completed by e-mail to praktikum@thi.de!**

9. Lectures Combined with Practical Work

The **lectures combined with practical work** presented in the following overview usually last two weeks. The block courses are always held in the form of an introductory block (before the start of the semester) and a final block (at the end of the semester). Please observe the more detailed regulations in the study and examination regulations for the respective degree course that apply to you.

For details on the study programme and the exact dates of the lectures / classes, please refer to the notices in the Moodle area of the faculty.

Examinations at the end of the lectures combined with practical work

The type of examinations and evidence of academic achievement at the end of a practical studies semester are set out in the study and examination regulations of the Ingolstadt University of Applied Sciences and / or are defined by the faculty in the degree course scheme. Reference is expressly made to the fact that the determination of the successful completion of a practical studies semester / basic internship requires, in addition to completed practical periods, that in **all** required evidence of academic achievement either the rating "Passed Successfully" or at least the grade "Fair (4.0)" is achieved.

Participation Confirmations

Some companies request that their interns provide evidence of participation in the lectures combined with practical work. In this case, please contact the lecturer who is giving the lectures combined with practical work and present your completed "Participation Confirmation" form for signing.

10. Exemption from Practical Studies Semester

In certain circumstances, you can apply to be exempted from a basic internship or practical studies semester by means of a form. The information sheet "Information on Crediting of Vocational Training / Professional Activity to Practical Studies Semesters / Basic Internships" provides more detailed information on this. The following however always applies: attendance at the lectures combined with practical work and taking the practical examinations is compulsory.

11. Status of the Students

During the practical studies semester, you remain a student of the Ingolstadt University of Applied Sciences. In your training centre, you are obliged to comply with the instructions of that centre and of the people it has commissioned to provide the training to achieve the training objective and to observe the ordinances which apply to the training centre (e.g. work regulations, accident prevention regulations, provisions governing confidentiality). The daily working hours correspond to the standard working hours in the training centre.

12. Insurance

Accident Insurance

Statutory accident insurance cover is only provided for students who complete their compulsory internship in Germany. Students who complete the practical semester and / or the basic internship abroad must therefore ensure themselves that they have sufficient cover.

Liability Insurance

Insurance companies regard practical training undertaken during a course of studies as being the same as a professional activity. You must yourself always pay for damage done for example to devices. Standard personal liability insurance does not apply here. It is therefore urgently recommended that before completing a compulsory internship you find out about specific forms of liability insurance. The insurance services company BEV GmbH, Oedenberger Str. 159, 90941 Nuremberg (Telephone 0911/24415 - 0) offers a special range of products for students attending universities of applied sciences. Application forms can be downloaded from their Internet address <http://www.bev.de> and then go to "For Interns". The offer also applies to theoretical studies semesters.

Pension and Unemployment Insurance

By decree of the Federal Social Court of 17.12.1980 (File ref: 12 RK 10/79), it is set down in a legally-binding manner that you are not subject during the compulsory internship to have compulsory insurance in place in accordance with the rules which apply to dependent employees. There is therefore no obligation on you as a student (nor in the prescribed practical studies semester) to take out pension and unemployment insurance.

Health Insurance

With regard to health insurance for students, you are subject to the provisions of § 5 Para. 1 No. 9 of the fifth book of the Social Security Statute Book (SGB V). According to this, there is no obligation on your part to contribute to health insurance in accordance with the provisions for health insurance for dependent employees.

Practical Studies Semesters Abroad

In particular other insurance provisions apply here. In particular clarify any questions relating to grants, health, accident, social and liability insurance in good time before the contract is concluded or before the start of your training. For questions regarding organisation of as well as help for applications, visas etc. for practical studies semesters abroad, please contact the International Office, Ms. Eva Ilic, Room Z 454, Telephone 0049 - (0)841/9348 - 7691.

13. Participants in Combined Studies with Apprenticeship

For participants in combined studies with apprenticeship, the same regulations basically apply as for students not participating in a combined studies with apprenticeship programme, with the following exceptions:

Before the practical studies semester begins, a signed form attesting to the completed online application must be sent by e-mail to praktikum@thi.de. It is not necessary to resend the dual contract.

At the end of the practical semester in addition to the certificate issued by the company, a summarising report created in accordance with the guidelines for drawing up the internship report, which has been signed by the Training Supervisor of the company, must be sent as a scanned copy to praktikum@thi.de to check that the practical studies semester has been successfully completed.

The legal provisions which apply based on the contract concluded with the company affiliated to the combined studies with apprenticeship programme remain unaffected.

14. Part-Time B.A. Degree Courses (Institute for Continuing Education)

For the students of B³ the same rules apply as for full-time students, with the following exceptions:

Before the practical studies semester begins, a signed form attesting to the completed online application as well as a confirmation / secondment contract from the hosting company must be sent by e-mail to praktikum@thi.de. The confirmation should at least contain information on the duration of the practical placement, the type of activity and the department involved.

At the end of the practical semester in addition to the certificate issued by the company, a summarising report as well as the cover sheet, which has been signed by the Training Supervisor of the company, must be sent as scanned copies to praktikum@thi.de to check that the practical studies semester has been successfully completed.

Information on practical training periods which can be credited and were undertaken alongside studies is provided under Point 10.