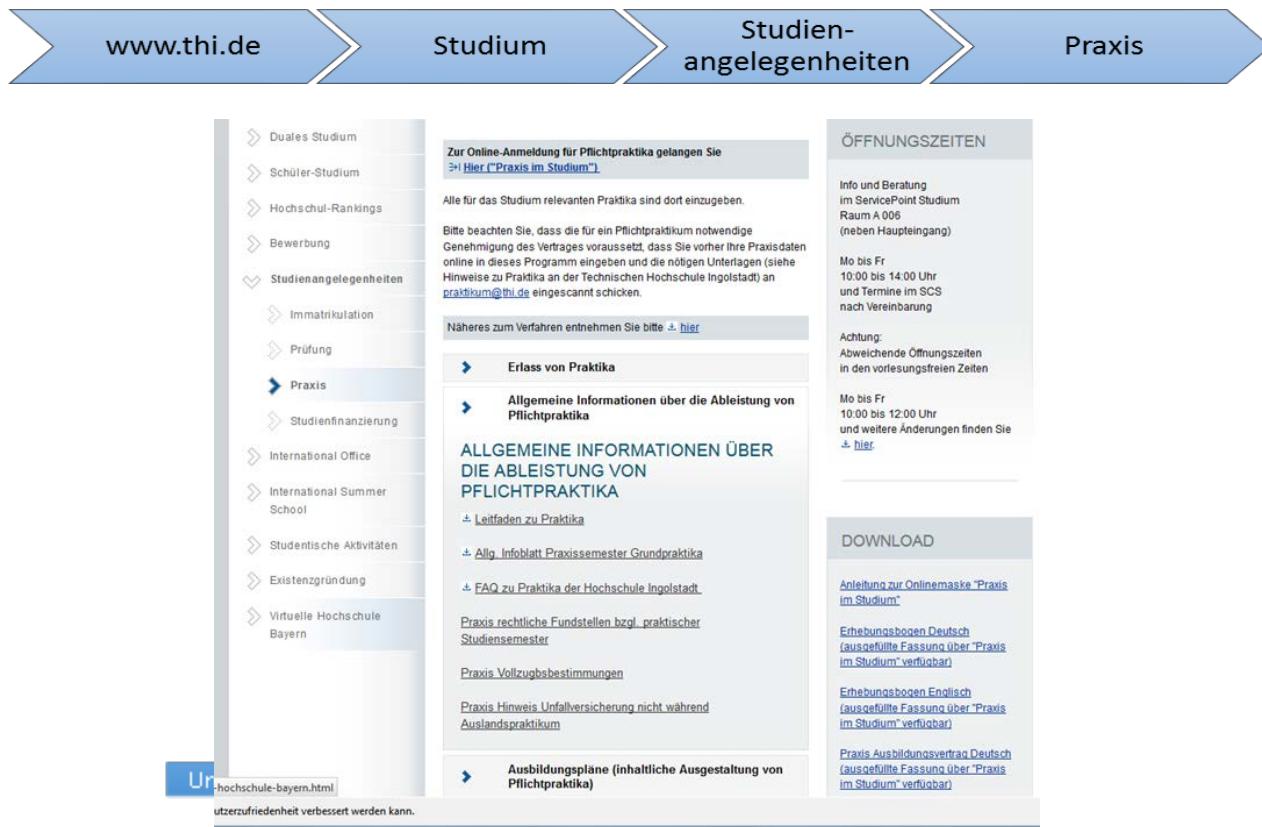


Information Sheet on Online Registration for “Internships During Studies”



Step by step to registration for an internship

REFERAT PRAKTIKUM



In Zusammenarbeit mit dem CSIO und dem Service Center Studienangelegenheiten (Referat Praktikum) hat das Rechenzentrum der Technischen Hochschule Ingolstadt ein Programm zur Online-Anmeldung des Praxissemesters erstellt.

Zur Online-Anmeldung für Pflichtpraktika gelangen Sie [Hier \("Praxis im Studium"\)](#).

Alle für das Studium relevanten Praktika sind dort einzugeben.

Bitte beachten Sie, dass die für ein Pflichtpraktikum notwendige Genehmigung des Vertrages voraussetzt, dass Sie vorher Ihre Praxisdaten online in dieses Programm eingeben und die nötigen Unterlagen (siehe Hinweise zu Praktika an der Technischen Hochschule Ingolstadt) an praktikum@thi.de eingescannt schicken.

Näheres zum Verfahren entnehmen Sie bitte [hier](#).



Anmeldung

*Kennung:

*Passwort:

Der Browser speichert einige Ihrer Daten auf Ihrem Rechner als Cookies ab.

- Wenn möglich am Ende vorbereiten.
- Auf öffentlichen Rechnern sollten Sie zur Sicherheit alle Zwischenabreiche (Cache) löschen und alle Browsercookies schließen, wenn Sie die Dienste benötigt haben.
- Speichern Sie von Ihrem Computer erzeugte PDF-Daten ab. (z.B. auf einem USB-Stick)
- Hinweis zum Internet-Explorer: Der Kompatibilitätsmodus muss eingeschaltet sein, und die Sicherheitsstufe darf nicht auf hoch eingestellt sein, damit Sie volle Funktionsumfang erhalten.

The service contains the search for a **company which can offer you an internship**, the **registration process** and **information on the structure of the internship**. You can enquire about the status of your internship documents on the online screen. A status text is displayed following successful registration which is updated in the event of changes.

The online registration should be printed out at the end and signed and sent as a scanned document to **praktikum@thi.de**.

Submitted scans of the internship documents (Contract [Cont] as well as the report and the certificate [RaC]) must be named as follows as **one file!** before and after the internship: Degree Course_Type of Internship_Type of Document_Surname_First Name (e.g. Mechanical Engineering_PS_Cont_Smith_Max.pdf).

The following applies to practical studies semesters:

Please send the signed internship contract to **praktikum@thi.de**.

If you do not receive a contract from the company offering you the internship, you can also use the template generated by the online application. This should also then be printed out, signed by the company and sent to **praktikum@thi.de** as a scanned document.

If the company you have chosen is not in the list of companies offering internships, at the end of the online registration print out the "data entry form" and have it signed by your company. Then send the scan together with the scan of the contract in a separate file to **praktikum@thi.de**. The data entry form is then forwarded together with your contract to the responsible Internship Supervisor for approval.

The following applies to basic internships:

In the case of **basic internships**, only **one final report describing all sub-sections** is required which you submit after completing **all the required weeks** (notes on drawing up the internship report can also be viewed under "Information on Internships" on the online screen). **Contracts** governing parts of basic internships are **not necessary**; you can check the criteria on the homepage under the Training Plans tab **yourself!**

Please be very careful to observe the specifications about drawing up the report and in particular the information about the scope of the report and the description of activities!

Please submit the internship report immediately after your internship has come to an end to your internship company and have them sign and apply a company stamp to the "Cover Sheet for the Internship Report" (Location: Information on internships on the online screen).

Please direct any content-based questions to the professor who is supervising your internship (an overview by degree course can be found on the university homepage under Studies / Student Affairs / Internships / Internship Committees).

The internship certificate must contain information relating to an **evaluation of your performance!**

Please only send the report and certificate together as scanned copies to praktikum@thi.de! It is not possible to evaluate them on their own!