

Guideline for the Practical Study Semester

BACHELOR
INDUSTRIAL ENGINEERING (IE)

Prof. Dr. Sascha Kreiskott

Representative for the practical semester Bachelor Industrial Engineering

Stand: October 2026

1. Prerequisites for the practical study semester

The practical phase (internship) is an obligatory component of the study program and must be absolved within the duration of the study program. It should be completed in one uninterrupted time period but can be completed on an ongoing basis or in several time intervals after approval of the representative of the internship.

The internship should be completed with companies in Germany or the EU (§ 9 Practical academic achievements StPrO). Foreign companies and locations as well as internships in other institutions than companies require prior approval by the internship representative. An employment contract in between the company/internship institution and the student must be closed, which covers the full internship period.

The internship must be completed within the study program after the formal prerequisites are met (finished PLV-1 seminars courses (seven seminars) and more than 120 ECTS – please refer to chapters 4 and 7), not before.

The purpose of an internship is the first longer application of gained competencies and to build skills in professional interaction within companies and teams. In addition, the internship will be one of the first relevant proofs of experience in the CVs of the students.

2. Duration of the internship

The mandatory duration of the internship in the training company is between 18 to 26 full weeks (excluding the PLV courses which add appr. 2 weeks (see section 2(2) RaPo)). The students have to ensure to comply with this. Internships having a longer duration than the said 26 weeks need to be contractually segmented into the obligatory part ("Pflichtpraktikum") and a voluntary part ("Freiwilliges Praktikum"). The duration of each part has to be stated in the contract.

In case of problems or difficulties during an internship in Germany, students should contact the internship representative. If problems and difficulties arise during an internship abroad, students should contact the international internship representative from the Career Service. The internship representative must always be consulted before an internship agreement is terminated.

Internships of more than 60 days in an EU country as well as Iceland, Liechtenstein, Norway or Turkey might be eligible for scholarships, for which students can apply for at the international office. Internship remuneration and the financial situation are not relevant for the application. For further information: <https://www.th-deg.de/en/students/going-abroad#internship-abroad>

3. Scope of the internship

The internship is intended to gain first "on the job" experience as an engineer. Students are required to get involved in activities or projects, which are suited for junior engineers. Pure support, administrative or operative tasks which do not require an engineering degree do not qualify for the internship.

4. Online internship administration

The entire internship process is handled via the online internship administration (Primuss / My Studies).

1. Log in to your personal PRIMUSS account.
2. Go to „My Study“ and then to „Practice term administration“.
3. “Register new internship” (Registration is only possible with at least 120 ECTS).
4. Internship company:
Search for your internship company.
If the company is included in the list, please select it.
If it is not yet in the list, select the last option in the drop-down menu and create the data for your internship company.
5. Company contact:
Please enter the contact details of your contact person or supervisor at your internship company.
6. Duration of internship:
Start and end of the internship
7. Upload Documents:
 - Certificate PLV-1
 - Contract (upload your internship contract AFTER it has been signed by the company and yourself!)
 - Internship report (Upload after the internship in the company)
 - Certificate (Upload after the internship in the company)
8. Registration:
Submit
After successful submission, you will see a green box with the message:
"The internship has been successfully registered and forwarded for processing. You can view the status at any time in the overview."

After registration, the internship representative will receive the contract for approval. If the contract is approved, the student and the internship supervisor at the company will automatically receive the approval by e-mail. There is no need to send it again, the program will send an automatic approval. If the company requires a document to be signed manually, please contact the Study Centre.

9. Registered Internships:

You can check the status of your internship at any time.

As soon as both PLV weeks have been successfully completed and your internship report and the internship certificate from the company have been uploaded, the documents will be checked. takes place. Subsequently, 30 ECTS are entered in Primuss for the practical semester.

5. Training contract

The suitability of the internship position is checked before the contract is signed. This is usually done in a discussion about the activities; the weekly consultation hours should be used for a discussion with the internship representative.

A contract in between the student and the company is required. The university/faculty is not a contractual partner (unless supplying employment). The contract must be uploaded into the Primuss internship management system. The DIT contract template can be used if the company cannot create a contract of their own. The internship contract must be uploaded at least one week prior to the desired start of the internship.

6. Accident insurance

Students who complete the practical semester of their studies in a company are insured against accidents at work by law through the company's accident insurer.

If the practical semester is spent abroad, students are only insured against accidents at work during their study abroad, i.e. if the employment relationship has been established in Germany and the student is only temporarily employed by the company abroad. It does not matter whether the assignment is to a foreign branch of a German company or a foreign construction or assembly site.

If the practical semester of study is completed at a foreign company or a foreign branch of a German company abroad without a job relationship being established in Germany, there is no insurance against accident cover under German law.

The conclusion of a liability insurance policy by the students is recommended if the apprenticeship institution does not require such an insurance policy anyway or the liability risk is already covered by an insurance policy taken out by the training institution.

For further information: https://www.gesetze-bayern.de/Content/Document/BayVV_2210_4_1_WK_13582-1

7. Practice-oriented-courses (PLV)

In addition to the minimum 18 weeks in the internship company, two weeks of practice-oriented courses (PLV weeks) must be completed as part of the practical semester.

PLV-1 consists of seven Career Service seminars. PLVs are practical courses in the form of seminars (PLV) which are organized and held at the university. These must be completed before the start of the practical semester. Students can download the confirmation form for the seminars on iLearn. Please print this confirmation form and take it to all Career Service PLV seminars and have it signed by the respective lecturers. Please upload the confirmation form in iLearn under Career Service, Course "Career Service PLV" "Industrial Engineering", at the latest two weeks before the beginning of the practical semester. Career Services will verify the form is accurate and complete. After verification, this information is passed on to the faculty so that the passing of the first PLV can be registered in the internship administration system. It is the student's responsibility to complete the seven seminars before the start of the practical semester. Register for Career Service seminars online. The offer of seminars varies each semester.

PLV-2 takes place after completing the practical semester and is offered in the form of a block course, the date will be announced via Mail.

Preparing for the PLV week

The formal prerequisites for taking part in the PLV-week, the exact dates and the content of the course will be announced in time in the iLearn course.

Examinations concerning the PLV weeks

Examinations are held for each PLV week, and the type of examination is determined by the respective lecturer (e.g. presentations, seminar papers, etc.). The students' work is rated as a "pass" or a "fail". Grades are not awarded. Furthermore, daily attendance is compulsory.

8. Complete documents for the practical semester

In order to credit the internship, the following documents must be submitted online via the internship administration system.

a) Complete internship report:

The internship report should include the cover sheet (see appendix), a table of contents and five pages of text and be created using a word processing program (DIN-A-4, font: Verdana, font size: 10, line spacing: 1.5).

The internship report should have the following structure:

- Characterization of the company (1-2 pages)
- Detailed activity report on the internship: This should describe the trainee's activities during the internship as well as the knowledge and skills that the trainee acquired during the internship; general explanations are not desired, but a description of what the trainee actually did during the internship.
- Final evaluation and possible recommendation of the internship and the training company to other students.

The internship report can be written in German or English. The complete report must be uploaded as a PDF file in the internship administration system in Primuss and in the iLearn course.

b) Internship certificate:

The internship certificate issued by the training company (including evidence of the length of the internship) is supposed to be a "qualified certificate" in which the activities have been certified and the intern is evaluated. The

certificate must also be uploaded as a PDF and can be submitted if it is not yet available on the dates mentioned (see below).

Dates:

The required documents are to be submitted to the online internship administration system in full by the following dates:

- Oct 1 if the internship was completed in the summer semester
- March 15 if the internship was completed in the winter semester

The required documents must be submitted in complete form as PDF files in the online internship administration (Primuss) and iLearn after completion of the internship. The 30 ECTS points will only be credited after all internship documents have been uploaded to the internship administration and the two PLV weeks have been passed.

9. Others

During the practical semester, students are not exempt from the re-registration fee. In addition, any deadlines for re-examinations continue to run. The representative for the practical semester, Prof. Dr. Sascha Kreiskott, can be contacted by e-mail (sascha.kreiskott@th-deg.de). In addition, regular office hours are offered to request a registration.

Pfarrkirchen, October 19th, 2026

Internship representative
Prof. Dr. Sascha Kreiskott

Annex

- Proof of mandatory internship

Technische Hochschule Deggendorf • Dieter-Görlitz-Platz 1 • 94469 Deggendorf

Zur Vorlage bei Praktikumsunternehmen

Ihre Nachricht vom

Telefon-Durchwahl

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E-Mail

sascha.kreiskott@th-deg.de

Unser Zeichen

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Ort, Datum

PFARRKIRCHEN,
08.10.2026

Praxissemester Bachelor-Programme Fakultät European Campus Rottal-Inn

Sehr geehrte Damen und Herren,

alle Praxissemester der Bachelorprogramme der Fakultät European Campus Rottal-Inn sind rechtlich als Pflichtpraktika anzusehen. Die Links zu den Praktikumsregularien und Studien- und Prüfungsordnungen finden Sie auf unserer Webseite (<https://www.th-deg.de/ecri>). Das Praktikum in den Studiengängen Industrial Engineering und Energy Systems Engineering umfasst **mindestens** 18 Wochen in Vollzeit – eine längere Praktikumszeit ist genauso möglich. Die maximale Länge des Praktikums (als Pflichtpraktikum) beträgt 24 Wochen.

Bei Rückfragen stehen wir Ihnen gerne zur Verfügung!

Mit freundlichen Grüßen

Prof. Dr. Sascha Kreiskott
Prodekan, Praktikumsbeauftragter

Technische Hochschule
Deggendorf – European
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