



CHECKLIST FOR INTERNSHIPS

1. Step: Different types of internships & working permit regulations

- Compulsory internship (prescribed in the study and examination regulations)
 - The practical semester in the Bachelor's degree programmes is a compulsory internship!
 - As a rule, free of social insurance
- Voluntary internship (not prescribed in the study regulations, pre/post internship)
 - Usually requires social insurance
 - ! Please mind your personal working permit regulations: For voluntary internships / mini jobs the 120 full days/ 240 half days apply. You must not exceed the limit without explicit permission of the foreigners office. Please contact the responsible supervisor!

2. Step: Internship guidelines of the faculty (see th-deg.de/en/students/documents#internship)

- Complete 1st PLV (compulsory course)
- Depending on the degree programme: Career Service Seminars can be credited as PLV
 - Upload the completed and signed PLV form
- Please note the duration of the compulsory internship (usually 18 weeks)
- Check the DIT requirements for the internship company and the internship itself

3. Step: Internship search

- Research internship openings and apply to several companies
 - ! Start: usually 4-6 months before the start of the internship (at the start of previous the semester: March/April or October/November)
 - ! Prepare individual & customised application documents for each company!
 - Support offered by DIT's Career Service (www.th-deg.de/en/students/career)
 - Online job board (career.th-deg.de) and weekly career newsletter
 - Counselling, help with application documents, interview preparation
- After you accepted an internship: Conclude internship contract with the company
 - ! Pay attention to additional salary limits for social insurance and BAföG



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4. Step: Signature of the internship supervisor & upload to internship management system

- Identify internship supervisor for degree programmes
(www.th-deg.de/en/students/documents#internship)
- Let the internship supervisor sign the contract
 - Consider the number of copies required
 - Dual students: use already signed contract from the Primuss Portal
- Upload signed contract to the [internship management system](#)

5. Step: Internship follow-up

- Upload internship certificate to the internship management system
- Write internship report and upload to the internship management system
Tipp: documenting your tasks in a daily diary entry during the internship helps you to be prepared for writing the report.
- Take 2nd PLV (Information and organisation by the faculty)

! ECTS points will be credited in the Primuss Portal as soon as both PLVs have been passed and all documents have been uploaded to the internship management system.

CONTACT

Career Service

B Building, B218 / B219

✉ career-service@th-deg.de

☎ +49 991 3615 223

Deggendorf Institute of Technology

Dieter-Görlitz-Platz 1

94469 Deggendorf

Germany