

Guideline for the Practical Study Semester

BACHELOR Building Products and Processes (BPP)

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1. The practical study semester

A practical study semester is an integrated part of the study program, regulated by the university, with defined content, supervision, and preparatory as well as accompanying coursework. It is typically completed in a company or another professional institution outside the university and is dedicated to a clearly career-oriented practical activity.

The practical study semester is regulated in the Study and Examination Regulations for the Bachelor's degree program *Building Products and Processes*¹ at Deggendorf Institute of Technology, in conjunction with the university's General Examination Regulations².

The practical part of the studies can be completed in companies in Germany. In exceptional cases, it may also be carried out abroad, provided that prior approval has been obtained from the Representative for the Practical Semester. The practical phases are an integral component of the overall standard study period and do not necessarily to be completed in one continuous block but may be carried out progressively

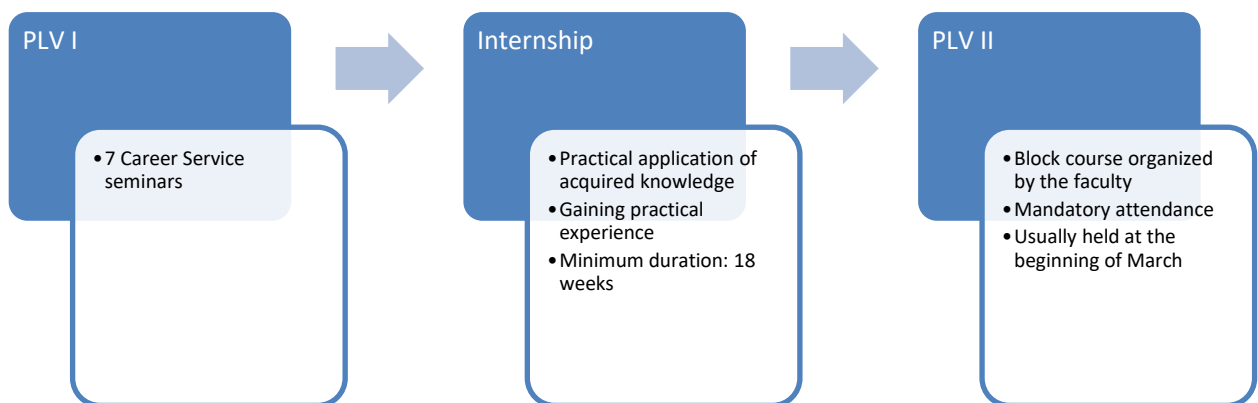
Generally, the internship must be completed within the study, not before. The purpose of an internship is the practical implementation of the knowledge gained during the courses. In addition, the internship should prepare the students to requirements for the profession and professional life. The experience of the internship will be used for the orientation during the study, because they form the key elements to enable the student to deal critically and constructively with the main relevant areas of the construction industry.

¹ Verfügbar unter <https://www.th-deg.de/hochschulrecht#spo>

² Verfügbar unter <https://www.th-deg.de/hochschulrecht#spo>

The required minimum duration of the practical semester is 20 weeks, and the maximum is 24 weeks (see Section 2(2) RaPO). This includes at least 18 full weeks of practical work (Internship), supplemented by two weeks of practice-oriented courses (PLV weeks).

The timeline of the practical study semester is therefore divided into the three parts shown in the following illustration:



2. Practice-Oriented Course (PLV)

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

2.1 Practice-Oriented Course I (PLV I)

The first practice-related course (PLV 1) consists of a total of seven seminars offered by the Career Service of Deggenndorf Institute of Technology.

The seminars can be freely attended during the study semesters. However, all seven seminars must be successfully completed no later than before the start of the internship semester.

Register for Career Service seminars [online](#). The offer of seminars varies each 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" "Building Products and Processes", at the latest two weeks before the beginning of the practical semester. <https://ilearn.th-deg.de/course/index.php?categoryid=178>

The 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 seminars before the start of the practical semester.

2.2 Practice-Oriented Course II(PLV I)

The practical study semester concludes with the Practice-Related Course II (PLV 2). This course is usually offered by the faculty as a block seminar once a year at the first half of March, allowing students to attend it in the directly after completing their industrial internship.

Registration for the 2nd PLV should take place at the latest during the exam registration period. The content of the course may vary. Students are generally informed via iLearn about the dates, topics, and registration details for the upcoming PLV.

Please note that attendance at PLV courses is mandatory. At the end of the 2nd PLV the final passing of the internship will only be determined after submission or uploading of all documents

3. The Internship

The general objective of the internship is to provide students with an early opportunity to apply the knowledge acquired during their studies in practice and to gain insight into operational processes within a company. In doing so, students particularly enhance their cooperation and communication skills and develop problem-solving competence.

A minimum number of ECTS credits must be earned in order to begin the internship. Please refer to the information in your respective study and examination regulations. And all seven seminars of PLV I have been successfully completed. The internship, as a mandatory component of the program, must cover a minimum duration of 18 weeks.

If the training objective is not compromised, missed periods of the internship do not have to be made up in exceptional cases where the interruption was beyond the student's control (e.g. company closure, illness) and the total number of missed days does not exceed five working days. In the case of military service, making up the missed time is waived if it does not exceed ten working days. Students must provide proof that they were not responsible for the interruption. If the interruption exceeds 5 or 10 working days respectively, the missed days must be made up in full. Any overtime worked may be credited toward such interruptions.

The students themselves are to ensure that they comply with this. 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.

For students planning to complete an internship of at least 60 days in an EU country, as well as in Iceland, Liechtenstein, Norway, or Turkey, it is possible to apply for a scholarship through the International Office. The amount of internship remuneration or the student's financial situation is not relevant. For further information:

<https://www.th-deg.de/en/students/going-abroad#internship-abroad>

In all cases, the contents of the internship should be related to the field of study program **Building Products and Processes (BPP)**. Students should be actively involved in the company's ongoing projects.

Possible areas for the internship include:

- Building product development and innovation
- Sustainable construction and material technologies
- Building performance assessment and optimization
- Product management and marketing in the construction sector
- Digital design, modeling, and building information management (BIM)
- Construction process management and quality assurance
- Climate adaptation, resilience, and life-cycle assessment of buildings
- Facility management and building operation
- Real estate development and project planning

The connection to the field of study must be clearly evident from the description of the tasks, and the internship must be distinguishable from simple auxiliary work.

Therefore, it is recommended that students contact the Representative for the Practical Semester if there is any uncertainty as to whether the internship content meets the requirements of the Study and Examination Regulations.

3.1 Online Administration of Internship

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 if the required minimum number of ECTS credits is achieved*)
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:
 - 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.

3.2 internship 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.

The contract is created online in the Primuss internship management system. The DIT contract template must be used. The internship contract must be created at the beginning of the last week of lectures of the previous semester, as otherwise it cannot be guaranteed that the contract can be approved before the start of the internship semester.

Freelance work may qualify; however, it is always reviewed by the Representative for the Practical Semester, and the decision is made on a case-by-case basis.

3.3 Accident insurance

Students that are completing the practical semester 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

3.4 Partial Waiver of the Practical Semester

In individual cases, such as prior training in the relevant field or proven professional experience, it is possible to partially waive or shorten the practical semester. The decision on such an application is made by the

Representative for the Practical Semester, and all supporting documents must be submitted with the application.

The following represent examples of possible criteria for partial waiver:

- At least 2 years of professional experience in areas such as:
 - Drafting or technical drawing
 - Materials testing for construction materials
 - Construction management or site supervision

- Completed vocational training in areas such as:
 - Skilled trades within the construction industry
 - Trade of building materials and products
 - Manufacturing of building materials and products

The internship can be partially recognized up to maximum of 12 weeks. A further 6 weeks of practical work must be completed. Approved applications must be submitted to the course assistant.

3.5 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) Internship certificate:

The internship report should include the cover sheet (see appendix), a table of contents and up to 10 pages of text and be created using a word processing programme (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 "BPP-B: Internship & PLV-2".

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.

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 reregistration fee. In addition, any deadlines for re-examinations continue to run.

The representative for the practical semester, Prof. Dr. Ahmed Khoja, can be contacted by e-mail (Ahmed.khoja@th-deg.de) or by telephone at +49 991/3615 8928.

Pfarrkirchen, Oct 31, 2025

Internship representative
Prof. Dr-Ing. Ahmed Khoja

Annexes

- Training plan
- Cover sheet template for the internship report

• Annex A

Training plan for the practical semester in the degree in Building Products and Processes

The training plan should indicate

- what you will do in the company and when, and
- what you will learn from it or be able to do after completing the internship (so-called learning outcomes).

The training plan should cover the entire duration of the internship without gaps but can and should be broken down into specific time periods (e.g., individual weeks or months) to make tasks and learning outcomes more concrete.

Learning outcomes are to focus on what the student has achieved and can actually demonstrate at the end of the internship. It is better to list a manageable number of significant learning outcomes rather than many superficial ones.

Time frame: 20 weeks (including 2 weeks of practice-oriented courses)

I. Practical training

Training objectives:

Overview of the working methods in the following areas / companies from the following sectors

- Building product development and innovation
- Sustainable construction and material technologies
- Building performance assessment and optimization
- Product management and marketing in the construction sector
- Digital design, modeling, and building information management (BIM)
- Construction process management and quality assurance

- Climate adaptation, resilience, and life-cycle assessment of buildings
- Facility management and building operation
- Real estate development and project planning

Training content:

- Insight into the activities
- Independent work in the sub-areas

II. Practical-oriented courses (PLV)

Study objective:

To provide a foundation for the knowledge acquired in practice about modern working methods in the execution, planning of buildings or building product manufacturers of an organization, a company or an administration by combining theory and practice. Reflection on practical experience.

PLV-weeks:

The courses of the first PLV week to be laid down are determined by the Career Service. The course area of the second PLV-week is determined by the faculty in the curriculum. It should be closely related to the practical training and in connection with the curriculum of the previous semesters.

III. Areas of activity

The students are to be introduced to concrete tasks in their future work by active participation in economic, organizational and process regulating tasks. The opportunity for active and independent cooperation can be given in the following fields of activity:

- Work in the above- mentioned activities
- Introduction to the work tasks and operational processes

Annex B

Building Products and Processes Internship report

Personal details

Surname :

First name:

Street:

Postcode, place:

Student ID No:

Start of studies:

Internship company

Company name:

Street:

Postcode, place:

Contact person:

Email / Phone :

Internship period

Internship from _____ to _____

Duration in weeks: _____

The focus of my internship was on the department / function

Date, signature of the student