

GUIDELINE FOR THE PRACTICAL SEMESTER

BACHELOR INTERNATIONAL MANAGEMENT

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1. THE PRACTICAL SEMESTER

A practical study semester is a semester integrated into the degree program, regulated by the university, with defined content, supervised, and prepared and accompanied by courses. It is usually **completed in a company or other professional institution outside the university** and is dedicated to a clearly career-related activity.

The practical study semester is regulated in the **study and examination regulations** for the bachelor's degree program in Business Informatics¹ at the Deggendorf Institute of Technology in conjunction with the general examination regulations of the Deggendorf Institute of Technology².

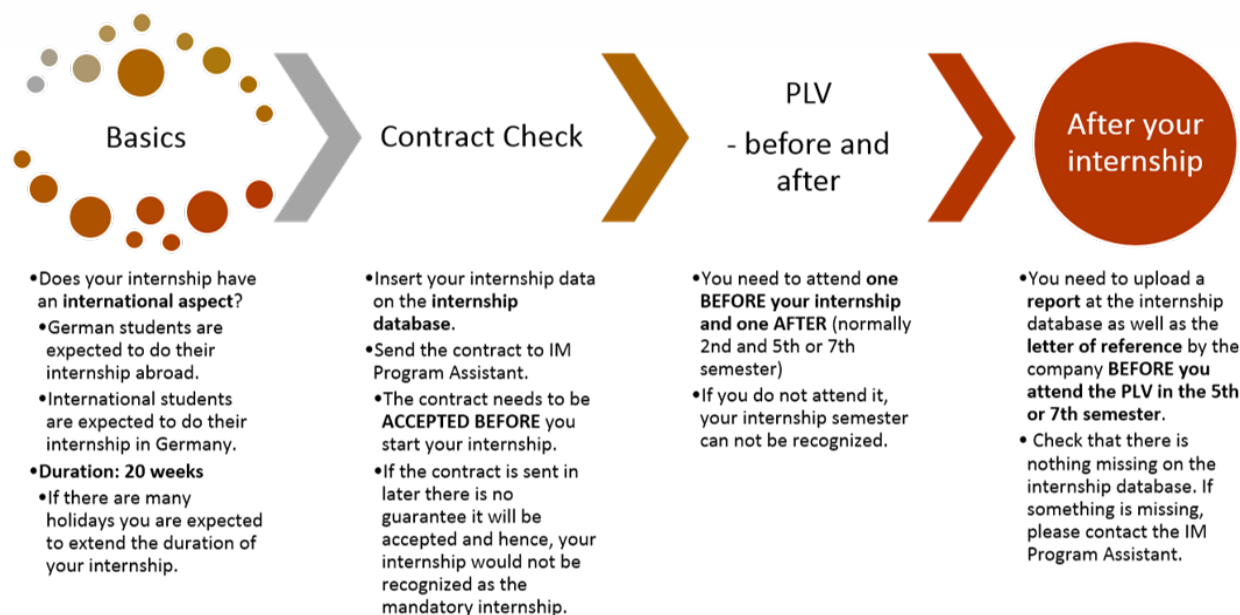
The practical semester, including the practical courses, usually covers a continuous period of at least 20 to a maximum of 24 weeks. This includes an **internship in a company lasting at least 20 weeks** and two so-called practical courses **(PLV), with two semester hours per week each**.

As an entrepreneurial university, THD specifically promotes self-employment and start-ups. We want to encourage students to be self-employed and to start their own start-up projects. In cooperation with the Startup Campus, we therefore recognize these activities as a mandatory internship if they are promoted and supervised by the THD Startup Campus or if equivalent promotion or supervision is recognized.

The practical semester is thus divided into the three parts shown in the following figure:

¹ Available at <https://www.th-deg.de/hochschulrecht#spo>

² Available at <https://www.th-deg.de/hochschulrecht#spo>



2. PRACTICAL ACCOMPANYING COURSE (PLV I and PLV II)

As part of your international internship you are required to take part in a 4 SWS seminar offered at Deggendorf Institute of Technology. The first 2 SWS seminar (PLV 1) takes place at some point during the 2nd semester. The other 2 SWS are gained during the 5th or 7th semester (PLV 2). These courses are offered in an intensive format and are obligatory for all IM students. It is mandatory to attend both seminars and there is a mandatory attendance on all days. There is no exam at the end of the PLV week given that all students play an active role in the activities. The exact dates, course syllabus and term paper assignments vary from year to year. The information regarding the requirements will be posted on the website

The following documents should be uploaded to the Primuss portal prior to PLV 2:

- Written report of your internship

- Letter of reference/testimonial from the training company where you completed your internship verifying the length in weeks of the internship; your supervisor should also indicate in this letter the type of activities you performed and the quality of your performance ("Qualifiziertes Zeugnis")

3. INTERNSHIP

3.1 Regulations for the internship

The general aim of the internship is to give students the opportunity to apply the knowledge they have acquired during their studies in practice at an early stage and, at the same time, to familiarize themselves with the operational processes in a company. In particular, students improve their cooperation and communication skills and acquire problem-solving skills.

Enrollment in the practical semester, the semester abroad, and further studies may only take place once **at least 60 ECTS credits have been earned from modules IM-01 to IM-21**. Students who have not earned at least 60 ECTS credits before beginning their practical semester or semester abroad are required to consult with the academic advisor.

If the training objective is not compromised, **interruptions** to the practical training period may be waived in exceptional cases if the students are not responsible for them (e.g., company shutdown, illness) and the days missed due to the interruption do **not** exceed **a total of five working days**. In the case of military training, no make-up work is required if it does not exceed 10 working days. Students must prove that they are not responsible for the

interruption. If the interruptions extend beyond 5 or 10 working days, the total number of days missed must be made up. Overtime worked can be counted towards interruptions.

The mandatory internship in the International Management programme must have an **international context**. This requirement is fulfilled if the internship is either

- **completed abroad** (outside Germany), or
- completed within Germany at an **internationally operating organization**, company, or institution (e.g., ADIDAS, Continental, BMW, SIEMENS, international NGOs or organizations).

Information on status and insurance during the internship can be found on the website <https://www.th-deg.de/de/studierende/antraege-und-organisatorisches#praxissemester>.

The **content of the internship** should be in the field of business. Students should be involved in current projects within the company. Possible areas for an internship are:

- **Auditing & Accounting**
 - Preparing financial statements
 - Supporting auditing teams
- **Controlling / Management Accounting**
 - Preparing budget reports and variance analyses
 - Supporting financial forecasting and KPI monitoring
 - Assisting in cost-benefit analyses for projects
- **Marketing**
 - Conducting market research and competitor analysis
 - Supporting campaign planning and social media activities
 - Preparing presentations and reports on marketing performance.
- **Human Resources**
 - Assisting in recruitment processes and onboarding
 - Supporting employee training and development programs
 - Maintaining HR databases and preparing personnel reports
- **Logistics & Supply Chain Management**

- Planning and optimizing material flows and delivery schedules
- Supporting warehouse management and inventory control
- Assisting in supplier evaluation and procurement processes
- **Production & Operations**
 - Analyzing production workflows and identifying optimization opportunities
 - Supporting quality assurance and process documentation
 - Assisting in capacity planning and resource allocation

It is recommended that you contact the internship coordinator if you are unsure whether the content of the internship meets the requirements of the study and examination regulations.

3.2 Timeline of the internship

Timetable for orientation:

- **The internship agreement** must clearly state how the **internship content** relates to the field of study. In addition, a training supervisor must be assigned to you by the company.
- **At the end of the internship**, the training company must issue you with an **internship certificate**. You must also write an **internship report**.

3.3 Required documentation for the internship

The following achievements and documents must be provided as proof of successful completion of the internship:

Before starting the internship:

Before starting the internship, proof of **an internship/training contract** signed by the company/training company must be provided.³ This is approved by the internship coordinator.

The contract must be uploaded via the **PRIMUSS portal** and forwarded to the internship coordinator via workflow. After approval, an automatic confirmation will be sent by email to the student and, if applicable, the training supervisor at the company.

Please note that the contract must clearly state **the specific duration** of the mandatory internship (see also section 3.1). It should contain a brief description of **the area of work** or the planned activities.

After completion of the internship:

Within one month of completing the internship, an internship certificate and an internship report must be uploaded via the PRIMUSS portal.

The internship certificate from the training company with proof of the duration of the internship should be a "qualified certificate" in which the activities are certified and the intern is recognized. The number of days absent must be listed.

The **internship report** should cover minimum five typed DIN A-4 pages (excluding the cover page). Use 1 ½ line spacing and font size 12. It has to be submitted exclusively via Primuss together with the letter of reference (see information above).

³ If required, a template is available for download: <https://www.thdeg.de/de/studierende/antraege-und-organisatorisches#praxissemester>

Your report should follow this format:

- cover page that includes your name, the semester in which you completed your internship, name and address of the organization, the start and finish dates of the internship
- description of the organization (one page)
- detailed report over your activities during your internship ▪ _You should indicate your activities and responsibilities as well as what knowledge and skills you gained from the experience. Specific details like project costs, resources at your disposal, etc. are not desired. You should rather describe what you actually did during your internship.
- evaluation of the internship and the enterprise

Important notes: You have to write the report in English.

Please use the workflow in your **PRIMUSS portal** to **submit the documents**.

4. SPECIAL REGULATIONS FOR DUAL STUDENTS (DUAL STUDIES)

The following special guidelines apply **only to dual students**:

- The mandatory internship is completed as part of the employment relationship with the company. As a rule, this is specified and approved in the training contract at the beginning of the program. After enrollment, dual students receive an automatically generated internship

file that contains the approved training contract as proof of the internship contract.

- An internship report must be prepared.
- Participation in PLV I and PLV II is required.

5. RECOGNITION OPTIONS

Upon request, periods of vocational training or practical professional activity can be credited toward the internship, provided that their content and objectives correspond to the training objectives of the practical semester. To this end, an **application for recognition** must be submitted to the internship coordinator by email or, in future, via the PRIMUSS workflow. This must be accompanied by all documents that describe the type, scope, and completion of the vocational training/professional activity in full (usually to be proven by certificates).

The following **non-binding** guidelines apply to the recognition of internships; the final decision rests with the internship coordinator:

- A complete waiver of the 18-week mandatory internship is possible if more than 12 months of relevant professional experience after completing vocational training (IT, business administration, industrial engineering) can be proven. A proportional reduction is not possible. Vocational training is a prerequisite.
- Working as a student trainee or completing a voluntary internship does not meet the requirements for an industrial internship and therefore cannot be recognized.
- Freelance work is always reviewed by the internship coordinator on a case-by-case basis.

APPENDIX

Checklist for passing the practical semester

The practical semester (30 ECTS) in the Bachelor's program in Business Informatics is considered passed if the following requirements have been completed and/or the following documents have been uploaded to PRIMUSS:

	Achievement	Deadline	Proof
<input type="checkbox"/>	Completion of PLV I	Before the start of the internship	Compulsory attendance (Confirmation provided directly by the lecturer)
<input type="checkbox"/>	Internship contract for the internship	Before starting the internship	Internship agreement (upload to PRIMUSS)
<input type="checkbox"/>	Internship report for the internship	1 month after the end of the internship	Internship report (upload to PRIMUSS)
<input type="checkbox"/>	Internship certificate for the internship	1 month after the end of the internship	Internship certificate (upload to PRIMUSS)
<input type="checkbox"/>	Completion of PLV II block course with compulsory attendance	After the internship, usually at the end of the 5th semester	Compulsory attendance (Confirmation provided directly by the lecturer)