

GUIDELINE FOR THE PRACTICAL STUDY SEMESTER

Electrical Engineering and Information
Technology – International (ETI)

as well as

Electromobility, Autonomous Driving and
Mobile Robotics – International (EMI)

as well as

Electronics Engineering for Artificial
Intelligence – International (EAI)

PROF. DR. BERND KUHN

Internship Coordinator for the Bachelor's Degree Program in
Electrical and Information Engineering – International (ETI) as well as
Electromobility, Autonomous Driving and Mobile Robotics – International
(EMI) as well as
Electronics Engineering for Artificial Intelligence – International (EAI)

As of March 12, 2026

1. THE PRACTICAL SEMESTER

A practical semester is an integral part of the degree program. It is regulated by the university, defined in terms of content, supervised, and prepared for and accompanied by courses. As a rule, it is completed **in a company or another professional institution outside the university** and is dedicated to activities that are clearly related to professional practice.

The practical semester is regulated by the study and examination regulations for the Electrical and Information Engineering – International (ETI) as well as Electromobility, Autonomous Driving and Mobile Robotics – International (EMI) ¹ as well as Electronics Engineering for Artificial Intelligence – International (EAI) at Deggendorf Institute of Technology, in conjunction with the General Examination Regulations of Deggendorf Institute of Technology Portal.²

The practical semester comprises a continuous period of generally at least 20 and up to 24 weeks, including the accompanying practical courses. This includes an **internship at a company for a minimum of 18 weeks** as well as two so-called Practice-Accompanying Courses (**PLV**), **each lasting one week**.

As an entrepreneurial university, the THD specifically supports self-employed activities and startups. We encourage students to pursue independent work and initiate their own startup projects. In cooperation with the Startup Campus, these activities are recognized as mandatory internships if they are supported and supervised by the THD Startup Campus, or if equivalent support and supervision are recognized.

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

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

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

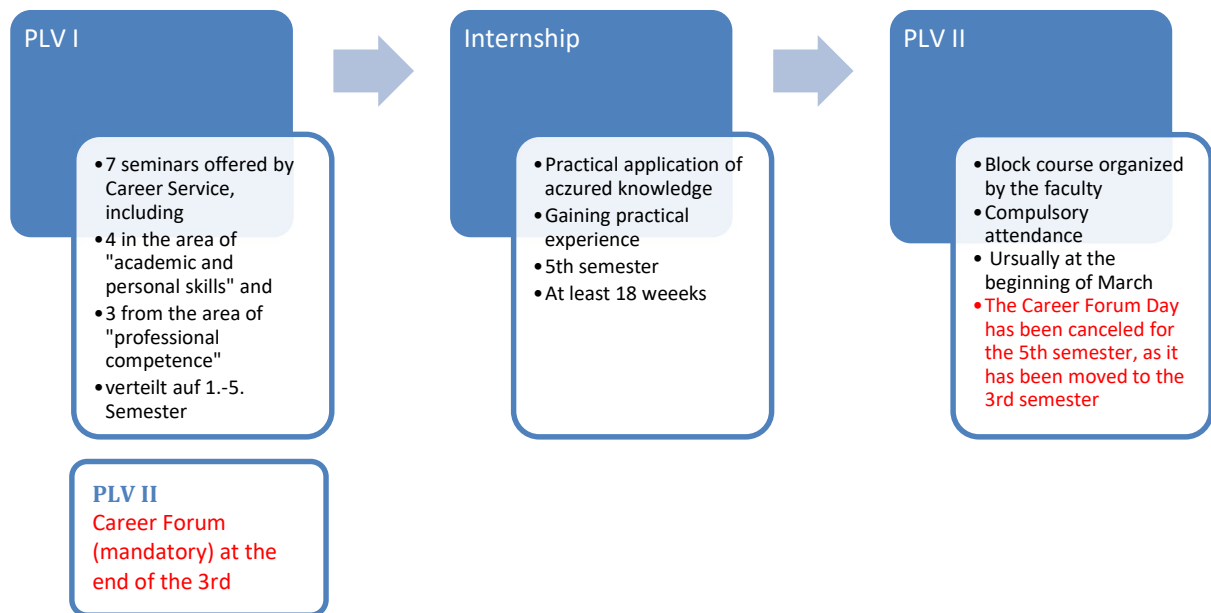


Abb. 2: Course selection from PLV 1 Seminar 4: One course of your choice from the "Academic and Personal Competencies" section

Please note that third-semester students are required to participate in the "Career Forum" during the last week of the semester.

Dual-track students may participate in the third semester, but it is not mandatory for them.

The seminars are available at: www.th-deg.de/seminare

2. PRACTICAL TRAINING COURSE I (PLV I)

The first Practice-Accompanying Course (PLV I) consists of a total of seven seminars offered by the Career Service of Deggendorf Institute of Technology.

The seminars can be completed freely between the 1st and 5th semester. However, all seven seminars must be successfully completed no later than before the start of the internship in the 6th semester.³ Students select four seminars from the category **“Study and Personal Skills”** and three seminars from the category **“Professional Skills”** in any order.

The seminars are available at: www.th-deg.de/seminare

The following seminars may **not be taken** in the Bachelor's program in Electrical and Information Technology (ET) or in the program in Electromobility, Autonomous Driving, and Mobile Robotics (EM) due to overlap with the curriculum:

SAP Introduction Course, Scientific Methods/Scientific Work, and Project Management.

Registration for Career Service seminars is done at www.th-deg.de/seminare. **A maximum of four seminar registrations per semester is allowed!**

After attending each seminar, students receive a signature from the instructor on the **confirmation form**. For online seminars, students receive a signature from the Career Service afterwards. The completed confirmation form must

³ The internship coordinator decides on exceptions upon request

be independently uploaded in full to the internship database in the **PRIMUSS-Portal⁴** **no later than two weeks before the start of the 6th semester.**

The Career Service checks the confirmation form for accuracy and completeness. Once verified, the checkbox for **"PLV 1 completed"** will be marked. Students are responsible for completing all seven seminars before the start of the internship.

The program-specific form for confirming Career Service seminars can be found in **iLearn** at:

<https://ilearn.th-deg.de/course/index.php?categoryid=178>

⁴ <https://www.primuss.de/portal-thd> My Studies > Internship Management

3. INTERNSHIP

3.1 Regulations for the Internship

The general objective of the internship is to give students the opportunity early on to apply the knowledge acquired during their studies in practice, while at the same time becoming familiar with the operational processes within a company. In doing so, students particularly improve their cooperation and communication skills and acquire problem-solving competence.

Entry into the internship requires that **at least 139 ECTS credit points have been obtained** and **that all seven seminars of PLV I have been completed**⁵.

Upon request, the examination board may minimum number of ECTS credits can be reduced to 119 if the that the internship offers supports this.

The internship, as a mandatory internship, lasts at least 18 weeks.⁶

If the training objective is not compromised, make-up for interruptions of the practical period may exceptionally be waived if the students are not responsible for these interruptions (e.g., company closure, illness) and the total absence days due to the interruption do not exceed five working days. In the case of military service, make-up is waived if it does not exceed 10 working days. Students must provide evidence that they are not responsible for the interruption. If the interruptions exceed 5 or 10 working days, the missed days must be made up in full. Overtime worked can be credited against the interruptions.

⁵ For different regulations for dual students, see the following explanations.

⁶ If an internship (without PLV weeks) lasting more than 22 weeks is desired, the additional weeks can be completed as a "voluntary internship." The internship contract must clearly indicate which period is considered a "mandatory internship" and which is considered a "voluntary internship."

Information on status and insurance during the internship can be found on the website:

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

The **focus of the internship** should be in the field of electrical and information technology or electromobility. The internship is intended to introduce students to the engineer's role and working methods through specific tasks and to provide insight into the company's technical, organizational, personnel, and social structure. Students should be involved in the company's current projects.

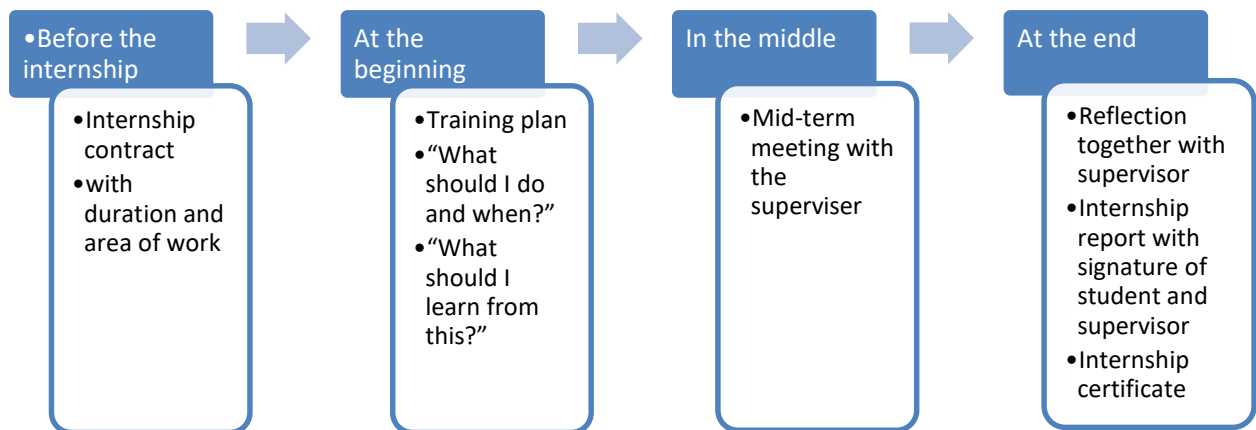
The **relevance to the field of study** must be evident from the job description, and a **distinction from support roles⁷ must be clear**.

It is recommended that you contact the internship coordinator if there is any uncertainty as to whether the internship's content aligns with the requirements of the study and examination regulations.

⁷ This also distinguishes the internship from a working student position.

3.2 Timeline of the internship

Timetable for orientation:



- The **internship contract** must clearly show the **relevance of the internship** content to the field of study. In addition, a training supervisor from the company must be assigned to you.
- **At the beginning** of the internship, a **training plan** for the entire duration of the internship should be developed together with the training supervisor at the company. The plan should indicate what you are supposed to do at which time and what you are expected to **learn** from it. There is no required format. Changes are possible but should be documented. Guidance on how to formulate a training plan can be found in Appendix **A**.
- A **mid-term meeting** with the training supervisor within the company is **recommended**. If necessary, adjustments to the training plan may be required.
- **At the end of the internship**, a reflection must be conducted together **with the training supervisor** in the form of a **final meeting**. The **reflection** on the plan should later be incorporated into the internship report.

- **At the end of the internship**, the company must issue you an **internship certificate**. In addition, you are required to 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 organization must be provided.⁸ This will be approved by the internship coordinator.

The contract must be uploaded via the **PRIMUSS portal** and forwarded to the internship coordinator via workflow. Once approved, an automatic confirmation will be sent by email to the student and 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 include a brief description of the **area of work** or the planned activities.

⁸ If necessary, a template is available for download: <https://www.th-deg.de/en/students/documents#internship>

After completion of the internship:

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

The **internship certificate** issued by the training company, which must include proof of the duration of the internship, should be a “qualified certificate” that certifies the activities performed and recognizes the intern's achievements. The number of days absent must be given.

The **internship report** should comprise at least 6 and no more than 10 DIN A4 pages (font size 12, line spacing 1.5) in addition to the cover sheet. It must be submitted as a PDF file.

The internship report should have the following structure:

- Cover sheet (with name, student ID number, training company, supervisor's contact details, period)
- Brief description of the training company and the specific area of work covered by the internship (approx. 1 page)
- Detailed, individual activity report on the internship. This should describe the specific activities you carried out as an intern (“**what I did**”) and the knowledge and skills you acquired (“**what I learned**”). General comments, e.g., on the company's processes or products, are not desired; instead, provide a concise and precise description of what you actually worked on and learned during the internship.
You can use the training plan (see Appendix A) as a guide and, if necessary, also present a target/actual comparison.
- The internship report must be **signed** by the student and the company supervisor.

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

The **internship coordinator for the** Electrical and Information Engineering – International (ETI) as well as Electromobility, Autonomous Driving and Mobile Robotics – International (EMI) as well as Electronics Engineering for Artificial Intelligence – International (EAI) **degree programs** is:

Prof. Dr.-Ing. Bernd Kuhn

E-Mail: bernd.kuhn@th-deg.de

Office hours: upon request via email

The following person is responsible for you at the **study center**:

Study program ETI, EMI und EAI

Erva Abou-Rhaile: B 005

Phone: +49 (0)991-3615-8226

E-Mail: erva.abou-rhaile@th-deg.de

Office hours: Mo-Fr: 09:00 Uhr - 12:00 Uhr, Mo-Thu: 12:45 Uhr – 15:00 Uhr

4. PRACTICAL TEACHING COURSE II (PLV II)

The Practical Training Course II marks the conclusion of the practical training semester. These courses are typically offered by the faculty as a **block course** once a year, **one week before the start of the summer semester (early March)**, so that students can take them immediately following their industrial internship, still during the 5th semester.

You will present the contents of your internship to your fellow students in a short presentation. Other contents of the courses may vary. You will usually be informed by the program assistant via email about the dates, content, and registration options for the next PLV.

Please note that attendance for PLV courses is **mandatory** and that a **performance assessment** is optional. Please ask the PLV lecturers about the form of the performance assessment.

A PDF version of your presentation shall be uploaded to PRIMUSS after the block course. No further documents need to be uploaded for the PLVs. The results will be sent to the Study Center by the lecturer.

5. SPECIAL REGULATIONS FOR DUAL STUDENTS (DUAL STUDIES)

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

- PLV I is regulated differently, see below.
- 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 course of study. 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 II is required.

Special regulations for dual students for PLV I:

Die The PLV I for dual students consists of three parts⁹:

1. Career Service seminars (1st and 2nd semester):
Three freely selectable seminars from the field of study and personal skills (see above for restrictions)
2. Reflection among dual students (once per semester from the 1st semester to the 4th semester)
3. Reflection with a professor (in the 2nd semester and in the 4th semester).

After confirmation of participation in the Career Service seminars and reflections by the Career Service on the confirmation form (see ilearn

⁹ Further information on all three parts can be found in the corresponding iLearn course "Practical Reflection Workshop for Dual Students – Electrical Engineering": <https://ilearn.th-deg.de/enrol/index.php?id=23658>

course Career Service PLV at <https://ilearn.th-deg.de/course/index.php?categoryid=178>), PLV I is considered passed. The completed confirmation form must be uploaded to the PRIMUSS workflow as proof of PLV I.

Further information on all three parts can be found in the corresponding iLearn course "Practical Reflection Workshop for Dual Students – Electrical Engineering".

6. RECOGNITION OPTIONS

Upon request, periods of vocational training or practical professional experience may be credited toward the internship, provided that their content and objectives correspond to the training objectives of the practical semester. 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 the internship; 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 can be proven after completing vocational training (IT, business administration, computer science). 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 the industrial internship and therefore cannot be recognized.
- Freelance work is always reviewed by the internship coordinator on a case-by-case basis.

Recognition for **PLV I** seminars is also possible under certain conditions. To do so, an application for recognition of exam credits must be submitted to the Career Service.¹⁰ For PLV I seminars, industrial **certificates** outside the university sector can be recognized if they are relevant to the subject, have

¹⁰ Available at: <https://www.th-deg.de/en/students/documents#forms>/Applications and enrollment documents

the necessary time commitment and level, are generally no more than 5 years old, and do not overlap (too much) with the content of the curriculum.

Please note that recognition of PLV II is generally not possible.

APENDIX A

GUIDELINES FOR FORMULATING A TRAINING PLAN

The training plan should outline,

- **what you will be doing in the company and when**, furthermore
- **what you will learn from this**, or what you will be able to do after the internship (known as learning outcomes) is completed.

The training plan should cover the entire period of the internship without gaps, but can and should be broken down into specific periods (i.e., individual weeks or months) in order to make activities and learning outcomes more concrete.

Learning outcomes 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 important learning outcomes** than many superficial ones. Ideally, you should formulate each learning outcome in one sentence.

The following scheme can be used as a guide for formulation:

1. Activity (period, location, and description of activity)	▶	2. Learning outcomes (description and classification according to levels of knowledge)
"Mr./Ms. ... will be assigned to department X from ... to ...		
There, he/she works on surveying actual processes in workshops with ...	... and is then able to ...	... implementing processes in BPMN notation in the Signavio process modeling tool.
He/she gains insight into the mapping of business processes in the SAP standard software ...		... to distinguish between different mapping methods for processes in standard software."

APENDIX B

Checklist for passing the practical semester

The practical semester (30 ECTS) in the Bachelor's programs in Electrical and Information Engineering – International (ETI) as well as Electromobility, Autonomous Driving and Mobile Robotics – International (EMI) as well as Electronics Engineering for Artificial Intelligence – International (EAI) is considered passed if the following requirements have been met and/or the following documents have been uploaded to PRIMUSS:

	Service	Deadline	Proof
☐	Completion of the seven PLV I seminars offered by Career Services	Before the start of the internship	Completed confirmation form (upload to PRIMUSS)
☐	Internship contract for the internship	Before starting the internship	Internship contract (Upload in PRIMUSS)
☐	Internship report	1 month after the end of the internship	Internship report (Upload in PRIMUSS)
☐	Short presentation of the internship content	after PLVII block course	Presentation (Upload to PRIMUSS)
☐	Internship certificate	1 month after the end of the internship	Internship certificate (upload to PRIMUSS)
☐	Completion of PLV II block course with compulsory attendance	After the internship, usually at the end of the 5th semester	Compulsory attendance and, if applicable, proof of performance (confirmation provided directly by the lecturer)