



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 in **Primuss**.

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

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