

FAQ Internship Semester

Health Informatics

How long does the internship semester last?

The internship in the training company should last for a minimum of 18 full weeks. Together with the two weeks of practice-oriented courses (PLV weeks), the required minimum duration of the internship amounts to 20 weeks.

When am I allowed to start my internship semester?

Attaining a minimum of 100 ECTS points based on the course of study so far is a prerequisite for admission to the 5th semester (practical semester). The limit is not applicable if the departmental student advisory service recommends otherwise in individual cases.

Is the internship paid?

That depends on the company. Go here for information on the minimum wage: https://www.bmas.de/SharedDocs/Downloads/DE/PDF-Publikationen/a765-mindestlohn-fuer-studierende.pdf?__blob=publicationFile&v=3

When do the PLV weeks take place?

The first PLV week consists of five Career Service seminars. The first PLV week involves practice-oriented courses which students must attend and complete before the beginning of the practical semester in the fifth semester. Registration for the Career Service seminars can be made via: <https://pmit-ext.th-deg.de/seminare/>.

The second PLV week is offered by the Faculty. The course offering and the times and dates will be announced in the iLearn course. You can register for the PLV in the corresponding iLearn course for the relevant semester.

Do I have to register for the PLV week exams in the Primuss?

No, registration via Primuss is not necessary. Information about a passed or failed PLV exam will be forwarded to the centre for studies by the Career Service and/or faculty.

Where do I have to hand in my internship agreement?

Course assistant HI, room EC 2.14, three copies. It must be signed by companies and students before it is handed in!

When is the final deadline for handing in the agreement?

The internship agreement must be handed in before the end of the examination period in the semester prior to the internship otherwise there is no guarantee that it will be signed before the beginning of the internship semester.

If you cannot comply with this deadline, please notify the course assistant HI early (before the semester break!), giving reasons. Enquiries in the semester break will be processed from beginning of October.

Am I allowed to have days absent?

The internship in the training company should last for a minimum of 18 full weeks. If the company grants you leave, the term of the agreement must be adjusted accordingly. You may have no more than three days of absence during the internship with the company. You may not have any days absent during the PLV weeks.

Do I have to take out accident insurance?

Go here for information:

<http://www.gesetze-bayern.de/Content/Document/BayVwV154526>

Is there a template for the internship agreement? Is there one for other languages as well?

The internship agreement is generated in the internship administration system. Go here for templates in different languages: <https://www.th-deg.de/de/studierende/antraege-und-organisatorisches#praxissemester>

Can companies' own agreements be used as well?

Companies' own agreements may be used as well. Companies' own agreements are to be handed in as copies.

Who processes the internship documents, and where?

The entire process of the internship semester is to be completed online by each student himself/herself using the internship administration database (<https://pmit-ext.th-deg.de/pv/>), from generating the agreement to assessing the internship.

I can't register in the internship administration system.

- [Change your password.](#)
- If this does not work, please contact rz-support@th-deg.de

When do I have to hand in the internship report?

March 15 (internship completed in the winter semester)

How should the internship report be organised?

The internship report should consist of five pages, not including the cover sheet, and be written using a word processing program (DIN A4, font: Verdana, font size: 10, line spacing: 1.5).

In what language does the internship report have to be written?

The internship report can be written in German or English.

Where do I have to hand in the internship report or internship certificate?

Both have to be uploaded as PDF files in the internship administration system.

What do I do if I don't receive my internship certificate on time?

As soon as you get your internship certificate from the company, please upload it as a PDF file in the internship administration system immediately.

Can I take part in examinations during the internship semester?

Yes, you can take part in examinations during the internship. Deadlines for possible re-examinations (second attempt: 6 months; third attempt: 12 months) also continue in the internship semester.

What do I do if the PLV week takes place during my internship?

The company must release you for the PLV week, but you do have to make up this time in the company.

Status reads "not passed" in the internship administration program?

You only receive the "passed" status in the internship administration program once you have successfully completed your first and second PLV week and your internship, and uploaded all your documents. Likewise, the ECTS points will not be entered in Primuss / grade sheet until you have completed the internship and both PLV weeks.

Where can I find information about the internship abroad?

You can find important information about the internship abroad here: <https://www.th-deg.de/en/students/going-abroad#internship-abroad>

Can my internship agreement be extended?

It is not possible for the university to extend the internship agreement.

From whom do I receive a certificate declaring that it is a compulsory internship?

You receive a certificate regarding the compulsory internship from the Centre of Studies.

You can find further important information in the internship regulations:

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

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