

# INTERNSHIP GUIDELINE

PROGRAM OF STUDY: INTERNATIONAL MANAGEMENT

Information regarding the practical semester (*Praktisches Studiensemester*)

## Summary

The conditions for the international internship are set forth in the academic rules and regulations (*Studien- und Prüfungsordnung*) for the bachelor course of International Management of Deggendorf Institute of Technology (*Technische Hochschule Deggendorf*) (see below). These conditions also comply with the academic regulations for Bavarian Universities of Applied Sciences (*Rahmenprüfungsordnung für Bayerische Fachhochschulen*) (here in particular § 11, IV). Please adhere to these regulations.

The key points of the regulations concerning the required internships for the International Management Bachelor program are listed below (in German), followed by detailed comments in English.

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## 1. GENERAL INFORMATION AND REGULATIONS

### 1.1. PRACTICAL SEMESTER

Das praktische Studiensemester umfasst 20 Wochen. Die praxisbegleitenden Lehrveranstaltungen ergeben sich aus der Anlage zu dieser Satzung.

- (1) Die Ausbildungsziele und -inhalte des praktischen Studiensemesters werden im Studienplan geregelt.
  
- (2) Ist das Ausbildungsziel nicht beeinträchtigt, wird von der Nachholung von Unterbrechungen der Praxiszeit ausnahmsweise abgesehen, wenn der Student diese nicht zu vertreten hat (z.B. Betriebsruhe, Krankheit) und die durch die Unterbrechung aufgetretenen Fehltage sich insgesamt nicht über mehr als 5 Arbeitstage erstrecken. Bei der Ableistung einer Wehrübung wird von der Nachholung abgesehen, wenn diese nicht mehr als 10 Arbeitstage umfasst. Der Student muss nachweisen, dass er die Unterbrechung nicht zu vertreten hat. Erstreckt sich die Unterbrechung auf mehr als 5 bzw. 10 Arbeitstage, so sind die Fehltage insgesamt nachzuholen. Geleistete Überstunden können auf Unterbrechungen angerechnet werden.

### 1.2. ADDITIONAL REGULATIONS

- (1) You may not begin the international internship until you have successfully completed the course requirements in the academic regulations (StPO).
  
- (2) The minimum length of the internship within the training company must be **20 fulltime weeks (net of holidays)**. You are responsible for providing proof of compliance with the minimum standards.
  
- (3) The international internship is not considered to be completed until all required documents have been uploaded in the Primuss portal, and you have passed the two PLV seminars.
  
- (4) If you took part in a business training program or have extensive work experience you may apply to the Director of Student Internships to have it recognized as your international internship, provided the content and goals of your training program resemble the content and goals of the student

internships. In this case you need to submit a written request to the Director of Student Internships to have your training program recognized. Include all supporting documents. These should completely describe the nature and scope of the training program and any certificate you received upon its completion.

### 1.3. PLV-SEMINARS FOR INTERNATIONAL INTERNS (PLV = PRAXISBEGLEITENDE LEHRVERANSTALTUNG)

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 2<sup>nd</sup> semester. The other 2 SWS are gained during the 5<sup>th</sup> or 7<sup>th</sup> 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")

## 2. PROCESS INFORMATION FOR THE INTERNATIONAL INTERNSHIP

### *International internship contract*

Before commencement of the international internship, you need to negotiate a contract with a company or another organization that offers an international internship.

A contract can be created through Primuss or you can also use the company's contract, if they offer one to you. In any case you have to enter the details of your contract in the Primuss portal.

Before commencement of the international internship, this contract needs to be approved by the Director of Student Internships in order to ensure the accordance of the internship with the current study regulations (**international aspect and minimum of 20 weeks net of holidays**). The contract is checked and approved directly via Primuss (upload of the contract).

After approval of the internship in Primuss, a confirmation email is automatically sent to the person at the internship company (usually the supervisor).

Please make sure that the international aspect to your internship is identifiable in your contract. If necessary, please add an internship description.

### ***Internship via Primuss***

The entire process of the internship semester must be completed by each student via Primuss. Information/instructions for the administrative process via Primuss can be found in the internet and in iLearn.

### ***Successful completion of the international internship***

Once the internship has ended, the following documents need to be uploaded in Primuss:

- written report of the 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")

### **Important notes:**

You should submit all documents **prior** to the start of the PLV 2, since these documents are the admission requirements for the exam at the end of the PLV 2.

Be aware that you won't get the ECTS for the practical semester until all documents and both PLVs are complete. If all required steps are not completed in time, there can be delays in crediting your practical semester.

### **3. INTERNSHIP REPORT**

Your 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).

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.

### **4. MISCELLANEOUS**

You can contact the Director of Student Internships or the IM Program Assistant.

## **5. EDUCATION PLAN FOR THE INTERNATIONAL INTERNSHIP IN THE PROGRAM „INTERNATIONAL MANAGEMENT“**

### 5.1. GENERAL INFORMATION

Time period: 20 weeks (net of holidays)  
Temporal location: 4th or 5th semester

### 5.2. PRACTICAL EDUCATION

#### ***Goal of education:***

Gaining competencies in problem solving in international management through the successful design and implementation of process-regulating concrete tasks. The practical education **should be abroad** whenever possible. In the case, that the practical education takes place within Germany, it is **absolutely necessary that there is a concrete and intensive relation to international activity.**

#### ***Contents of education:***

The students should work independently and self-responsible on tasks and partial tasks of which the degree of difficulties should correspond to the status of education and the future tasks as an international expert.

### 5.3. PRACTICE ATTENDANT COURSES

Leading to an emphasized way of looking at problems by using examples of the practical activity under special consideration of case studies, decision making and creativity techniques with the integration of theory and practice.

The objective is the exchange of experiences, instructions and advice, and the deepening and securing of knowledge. Especially through short presentations of the students about their practical work and experience abroad, the subsequent questions and discussions shall facilitate the learning process.

The teaching portfolio is in tight relation to the practical education, to the experience acquired abroad and-to the syllabus of the previous course of study.