# Degree course Health Informatics

- Representative for the practical semester -
Prof. Dr. Marcus Herntrei

## Information on the practical semester

### 1. Prerequisites

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.
Passing the practical semester and attaining at least 120 ECTS points is a prerequisite for taking the concluding modules with sector-specific orientation. (§ 7 Admission to the practical semester and further studies, Study and Examination Regulations 01.10.2017)

The internship must be completed within the study, not before. The purpose of an internship is the mobilization of the gained knowledge during the courses. In addition, the internship should prepare the requirements for the profession. The experience of the internship will be used for the orientation during the study, because they form the key elements to deal critically and constructively for the main relevant areas of tourism.

### 2. Length of internship

The minimum duration of the internship in the training company should be no less than 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 (see section 2(2) RaPo). The students themselves are to ensure that they comply with this. In case of problems or difficulties during an internship in Germany, students should contact the internship representative. If problems and difficulties arise during an internship abroad, students should contact the international internship representative from the Career Service. The internship representative must always be consulted before an internship agreement is terminated.

Who serve a at least 60 days internship in an EU country as well as Iceland, Liechtenstein, Norway or Turkey, can apply for a scholarship at the international office. Internship remuneration are the financial situation is not relevant. For further information:
https://www.th-deg.de/en/students/going-abroad#internship-abroad

### 3. Recognition of the practical semester

In individual cases, such as training in the relevant specialist area or relevant work experience, it is possible to partially or completely terminate the practical semester. The application for waiver or shortening of the practical semester is decided by the internship representative, the relevant documents must be enclosed. The application can be found at:
https://www.th-deg.de/en/students/documents-organisation#accordion-applications-ecri

**Criteria for recognition:**

- Minimum 2 years of work experience in a leadership role in the areas of software-development, systems administration or IT-project management or in medical-technical context:
  **The internship will be recognized.**

- Completed training as a qualified IT specialist for application development or system integration, IT-Management assistant, electronic technician for information technology, communication- or system technology, medical documentarist, medical documentation assistant and medical technical assistant (MTA):
  **The internship will be recognized.**

- Other minimum 2 year training in the areas computer sciences, information technology or medical technology:
  **The internship will be partially recognized. There are still 6 weeks to be completed.**

Approved applications must be submitted to the Course Assistant.

## 4. Internship administration

Students complete the whole process of the practical semester online on their own using the internship administration system (https://pmit-ext.th-deg.de/pv/). From the generation of the agreement to the internship evaluation.
For further information: https://www.th-deg.de/en/students/documents-organisation#internship
(VPN connection required!)
**Before participating** in the 1st seminar of the Career Service of the 1st PLV, **registration in the internship administration is mandatory.**

## 5. Training contract

Before the contract is concluded, the suitability of the training place is checked. This generally takes place in a discussion about the activities to be carried out when the employment contract is signed by the internship representative. The contract is generated online in the internship administration after entering the individual data of the student. **Company contracts must be submitted in copy**. The student must also enter the data in the internship database. The internship contract must be handed in at the beginning of the last week of lectures of the previous semester, otherwise it cannot be guaranteed that the contract can be signed before the start of the internship semester.
**The contracts must be submitted in triplicate and picked upon request by email.**
A copy signed by the student, the representative of the internship company and the internship representative must be handed in to the course assistant. The training company receives one copy and one copy remains with the student.
After signing by the representative of the internship company and the internship representative, the signed copy of the contract must be uploaded to the internship database.

## 6. Accident insurance

Students who complete the practical semester of their studies in a company are insured against accidents at work by law through the company's accident insurer.
If the practical semester is spent abroad, students are only insured against accidents at work during their study abroad, i.e. if the employment relationship has been established in Germany and the student is only temporarily employed by the company abroad. It does not matter whether the assignment is to a foreign branch of a German company or a foreign construction or assembly site.

If the practical semester of study is completed at a foreign company or a foreign branch of a German company abroad without a job relationship being established in Germany, there is no insurance against accident cover under German law.

The conclusion of a liability insurance policy by the students is recommended if the apprenticeship institution does not require such an insurance policy anyway or the liability risk is already covered by an insurance policy taken out by the training institution.

For further information: http://www.gesetze-bayern.de/Content/Document/BayVwV154526

## 7. Practice-oriented-courses (PLV)

In addition to 18 weeks in the trainings company, two weeks of practice-oriented courses (PLV weeks) must be completed as part of the practical semester.

The first PLV week consists of five Career Service seminars. PLVs are practical courses in the form of seminars (PLV) which are organized and held at the university. These must be completed before the start of the practical semester in the 5th semester. Every student must complete three seminars from the rubric "Study and Personal Competencies" and two seminars from the rubric "Career Competencies". Students can download the confirmation form for the seminars on iLearn.

Please print this confirmation form and take it to all Career Service PLV seminars and have it signed by the respective lecturers. Please upload the confirmation form in iLearn under Career Service, Course "Career Service PLV" "Health Informatics", at the latest two weeks before the beginning of the practical semester. Career Services will verify the form is accurate and complete. After verification, this information is passed on to the faculty so that the passing if the first PLV can be registered in the internship administration system. It is the student's responsibility to complete the five seminars before the start of the practical semester. Register for Career Service seminars at www.th-deg.de/seminare/ec. The offer of seminars varies each semester.

The second PLV week takes place after completing the practical study semester and is offered in the form of a block course, the date will be announced in the iLearn course. Registration for the 2nd PLV should take place at the latest during the exam registration period. Please note the current dates in the iLearn course for the respective semester. At the end of the 2nd PLV the final passing of the internship will only be determined after submission or uploading of all documents.

Preparing for the PLV week

The formal prerequisites for taking part in the PLV-week, the exact dates and the content of the course will be announced in time in the iLearn course.

Examinations concerning the PLV weeks

Examinations are held for each PLV week, and the type of examination is determined by the respective lecturer (e.g. presentations, seminar papers, etc.). The students' work is rated as a "pass" or a "fail". Grades are not awarded. Furthermore, daily attendance is compulsory.

## 8. Complete documents for the practical semester

In order to credit the internship, the following documents must be submitted online via the internship administration system.

a) Complete internship report:

The internship report should consist of five pages in addition to the cover sheet (see attachment) and be written using a word processing program (DIN-A-4, font: Verdana, font size: 10, line spacing: 1.5).

The internship report should contain the following structure:
- Characterization of the training company (1-2 pages)
- Detailed activity report on the internship: The student's activities as an intern and the knowledge and skills acquired by the student during the internship should be presented; general explanations are not desired, but rather a description of what the student actually did during the internship.
- Final evaluation and possible recommendation of the internship and the training company for other students.

The internship report can be written in German or English. The complete report can be uploaded as a PDF file to the internship administration system.

b) Internship certificate:

The internship certificate issued by the training company (including evidence of the length of the internship) is supposed to be a "**qualified certificate**" in which the activities have been certified and the intern is evaluated. The certificate must also be uploaded as a PDF and can be submitted if it is not yet available on the dates mentioned (see below).

c) Internship placement-evaluation:

The trainees must give an evaluation of their company and place. The evaluation must be made online using the form in the internship administration system.

Dates:

The required documents are to be submitted to the internship administration system in full by the following dates:
- March 15 (internship in the winter semester)

The required documents must be submitted in complete form as PDF files in the internship administration after completion of the internship. The 30 ECTS points will only be credited after all internship documents have been uploaded to the internship administration and the two PLV weeks have been passed.

## 9. Others

During the practical semester, students are not exempt from the re-registration fee.

Please also refer to the FAQ's at:
https://www.th-deg.de/en/students/documents-organisation#accordion-internship-ecri

The representative for the practical semester, Prof. Dr. Marcus Herntrei, can be contacted by e-mail (marcus.herntrei@th-deg.de) or by telephone at +49 991/3615 8842. In addition, regular office hours are offered to request a registration.

Pfarrkirchen, November 25th 2019



Internship representative
Prof. Dr. Marcus Herntrei

**Attachments**
Training plan
Cover sheet template

# Training plan
for the practical semester in
## the degree in Health Informatics

Time frame:   20 weeks (including 2 weeks of practice-oriented courses)
When:          5th semester

## I.      Practical training
Training objectives:
Overview of working methods in or at:
- IT-development of health products,
- IT-supported health care,
- providers in the area of healthcare IT services or consulting companies as well as the healthcare industry.

Further insight into the complexity of IT and health-related processes. Knowledge of modern working methods for solving daily challenges. Introduction to IT- and health-relevant action competence, as well as introduction to the activity as a health computer scientist through independent cooperation in developmental, organizational and/or operational and process-regulating concrete tasks and acquisition of problem-solving competence.

Training content:
Depending on their future areas of competence, the students should work on tasks and carry out sub-tasks independently and on their own responsibility, the degree of difficulty of which is appropriate to their level of training and the later assignment of tasks. This can be done in central offices, staff departments or project groups according to the areas of work described in point III.

## II.     Practical-oriented courses (PLV)
Study objective:
To consolidate the knowledge acquired in practice about modern work processes in the development of health technology products as well as in IT and health-relevant areas of an organisation, a company or in administrative offices by linking theory and practice. Reflection on practical experience.

PLV-weeks:
The courses of the first PLV week to be laid down are determined by the Career Service. The course area of the second PLV-week is determined by the faculty in the curriculum. It should be closely related to the practical training and in connection with the curriculum of the previous semester.

## III.    Areas of activity
The students are to be introduced to concrete tasks in their future work by active participation in economic, organizational and process regulating tasks. The opportunity for active and independent cooperation can be given in the following fields of activity:
- Training at companies producing medical technology and medical software
- Training for organisations, authorities, associations and service providers in the health sector
- Training in IT-relevant industrial and service companies in the healthcare sector
- Training in health promotion and prevention
- Training in the field of health management

Deggendorf Institute of Technology

Faculty: European Campus Rottal-Inn

Degree Course: Health Informatics

# Internship report

**Personal details**

Sur name: _____

First name: _____

Street: _____

Postcode, place: _____

Student ID No: _____ Start of studies:_____

**Internship company**

Company: _____

Street: _____

Postcode, place: _____

Contact person: _____

**Internship period**

Internship from _____ to _____ = Duration in weeks: _____

The focus of my internship was on the department / function

_____

_____

(e.g. development department of medical products and software, system administration in health care facilities, health and medical administration, consulting in the health care sector, etc.)

_____
Date, signature of the student