

## **FAQ Internship Semester**

### **International Tourism Management / Health & Medical Tourism**

#### **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. The maximum duration of the internship is 24 weeks.

#### **When can I start my internship semester?**

You must have completed all 6 the required PLV-1 seminars before you can start the internship - so start early (one semester before is too late). You do not have to achieve a certain number of ECTS points to start an internship.

#### **Is the internship paid?**

That depends on the company. You can find information about the minimum wage here: <https://www.bmas.de/DE/Service/Publikationen/Broschueren/a765-mindestlohn-fuer-studierende.html>

#### **When do the PLV weeks take place?**

The first PLV week consists of six Career Service seminars. The first PLV week consists of practice-oriented courses that students must attend and complete by the start of the internship semester in the fifth semester. Registration for the Career Service seminars takes place via: <https://pmit-ext.th-deg.de/seminare/>

The second PLV week is offered by the faculty. The course programme and dates will be announced in the iLearn course [ITM-B: Internship & PLV-2](#).

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

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

#### **When is the deadline for submitting the contract?**

The internship contract must be drawn up in Primuss by the end of the lecture period of the semester in which the internship is to be completed, otherwise approval by the start of the internship semester cannot be guaranteed.

If you are unable to meet this deadline, please contact the ITM course assistant in good time (before the semester break!), stating your reasons. Requests during the semester break will be processed again from the beginning of October.

**Can I have days off?**

The internship at the training company should last at least 18 full weeks. If the company grants you leave of absence, the duration of the agreement must be adjusted accordingly. You may not have more than three days of absence during the internship at the company. During the PLV

**Who processes the internship documents and where?**

The entire process of the internship semester is to be completed by each student online via Primuss / My Studies.

**When do I have to submit in the internship report?**

March 15, if the internship was completed in the winter semester,  
October 1, if the internship was completed in the summer semester.

**How should the internship report be structured?**

The internship report should be consists of five pages of text (without cover page and table of contents) and should be written using a word processing programme (DIN A4, font: Verdana, font size: 10, line spacing: 1.5) and must include a table of contents and all references.

**In which language must the internship report be written?**

The internship report can be written in German or English.

**Where do I have to submit the internship report or internship certificate?**

Both must be uploaded as a PDF file in the online internship administration (Primuss).

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

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

**Can I take exams during the practical semester?**

Yes, you can take part exams during the internship. The deadlines for possible re-exams continue to run during the practical semester (second attempt: 6 months; third attempt: 12 months).

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

The company must release you from work for the PLV week, but you must make up this time in the company. In justified exceptional cases, you can attend a Bavarian Virtual University (<https://www.vhb.org/>) course in the fields of tourism, health and management.

**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 contract be extended?**

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

**Who will issue me with a certificate stating that this 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/Studierende/Antraege-und-Organisatorisches/Praxissemester/richtlinien-itm-en.pdf>

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