

Degree in Building Products and Processes

- Representative for the practical semester - Prof.

Dr. Alexander Siebel

Information on the practical semester

1. Prerequisites

The practical phases an inclusive component of the entire standard period of study and do not have to be completed in one period but can be completed on an ongoing basis. The practical part of the studies can be completed in companies in Germany or abroad (§ 8 Practical academic achievements StPrO as of 01.10.2022).

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.

Criteria for recognition:

At least 2 years of professional experience in the following areas:

- Draughtsman
- Materials tester for building materials
- Construction management, supervision

Completed training as a specialist in the following areas:

- Skilled trades in the construction industry
- In the trade of building materials and products
- Manufacturers of building materials and products

The internship is partially recognised. A further 6 weeks of practical work must be completed.

Approved applications must be submitted to the course assistant.

4. Online internship administration

The entire internship process is handled via the online internship administration (Primuss / My Studies).

1. Log in to your personal PRIMUSS account.
2. Go to „My Study“ and then to „Practice term administration“.
3. “Register new internship” (Registration is only possible with at least 90 ECTS).
4. Internship company:
Search for your internship company.
If the company is included in the list, please select it.
If it is not yet in the list, select the last option in the drop-down menu and create the data for your internship company.
5. Company contact:
Please enter the contact details of your contact person or supervisor at your internship company.
6. Duration of internship:
Start and end of the internship
7. Upload Documents:
 - Certificate PLV-1
 - Contract (Upload your internship contract AFTER it has been signed by the company and yourself!)
 - Internship report (Upload after the internship in the company)
 - Certificate (Upload after the internship in the company)
8. Registration:
Submit
After successful submission, you will see a green box with the message: "*The internship has been successfully registered and forwarded for processing. You can view the status at any time in the overview.*"
After registration, the internship representative will receive the contract for approval. If the contract is approved, the student and the internship supervisor at the company will automatically receive the approval by e-mail. There is no need to send it again, the program will send an automatic approval. If the company requires a document to be signed manually, please contact the Study Centre.
9. Registered Internships:
You can check the status of your internship at any time.

As soon as both PLV weeks have been successfully completed and your internship report and the internship certificate from the company have been uploaded, the documents will be checked. takes place. Subsequently, 30 ECTS are entered in Primuss for the practical semester.

5. Training contract

The suitability of the internship position is checked before the contract is signed. This is usually done in a discussion about the activities; the weekly consultation hours should be used for a discussion with the internship representative.

The contract is created online in the Primuss internship management system. The DIT contract template must be used. The internship contract must be created at the beginning of the last week of lectures of the previous semester, as otherwise it cannot be guaranteed that the contract can be approved before the start of the internship semester.

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: https://www.gesetze-bayern.de/Content/Document/BayVV_2210_4_1_WK_13582-1

7. Practice-oriented-courses (PLV)

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

PLV-1 consists of seven 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. 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" "Building Products and Processes", 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 of the first PLV can be registered in the internship administration system. It is the student's responsibility to complete the seminars before the start of the practical semester. Register for Career Service seminars [online](#). The offer of seminars varies each semester.

PLV-2 takes place after completing the practical semester and is offered in the form of a block course, the date will be announced in the iLearn course [BPP-B: Internship & PLV-2](#).

Registration for the 2nd PLV should take place at the latest during the exam registration period. Please note the current dates in the iLearn. 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

- Oct 1 if the internship was completed in the summer semester
- March 15 if the internship was completed in the winter semester

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 include the cover sheet (see appendix), a table of contents and five pages of text and be created using a word processing programme (DIN-A-4, font: Verdana, font size: 10, line spacing: 1.5).

The internship report should have the following structure:

- Characterization of the company (1-2 pages)
- Detailed activity report on the internship: This should describe the trainee's activities during the internship as well as the knowledge and skills that the trainee acquired during the internship; general explanations are not desired, but a description of what the trainee actually did during the internship.
- Final evaluation and possible recommendation of the internship and the training company to other students.

The internship report can be written in German or English. The complete report must be uploaded as a PDF file in the internship administration system in Primuss and in the iLearn course "[BPP-B: Internship & PLV-2](#)".

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).

Dates:

The required documents are to be submitted to the online internship administration system in full by the following dates:

The required documents must be submitted in complete form as PDF files in the online internship administration (Primuss) and iLearn 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. In addition, any deadlines for re-examinations continue to run.

The representative for the practical semester, Prof. Dr. Alexander Siebel, can be contacted by e-mail (alexander.siebel@th-deg.de) or by telephone at +49 991/3615 8876. In addition, regular office hours are offered to request a registration.

Pfarrkirchen, June 17, 2024

Internship representative

Prof. Dr. Alexander Siebel

Attachments

Training plan

Cover sheet template internship report

Training plan
for the practical semester in
the degree in Building Products and Processes

Time frame: 20 weeks (including 2 weeks of practice-oriented courses) When:
integrated in studies, or in the 5th semester

I. Practical training

Training objectives:

Overview of the working methods in the following areas / companies from the following sectors

- Product development
- Quality testing or quality management
- Construction operations, management or costing
- Planning and preparation of certificates

Training content:

- Insight into the activities
- Independent work in the sub-areas

II. Practical-oriented courses (PLV)

Study objective:

To provide a foundation for the knowledge acquired in practice about modern working methods in the execution, planning of buildings or building product manufacturers of an organization, a company or an administration by combining 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:

- Work in the above- mentioned activities
- Introduction to the work tasks and operational processes

Deggendorf Institute of Technology Degree Course:

Building Products and Processes

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

Date, signature of the student