Notes on Preparatory Internship for University Applicants

1. Basic Information Regarding Preparatory Internships

University applicants who have not undergone any subject-related practical training (e.g. school leavers with A-Levels) or change the direction of their intended studies after finishing technical secondary school or higher vocational school must provide proof before their studies start that they have completed appropriate subject-related practical training or a practical activity (=preparatory internship) lasting at least six weeks that is relevant to their chosen course of studies provided that the respective study and examination regulations or other bye-laws of the Ingolstadt University of Applied Sciences do not specify otherwise. If possible, the relevant preparatory internship should be completed immediately prior to the course of studies beginning.

(Study and examination regulations as well as other bye-laws of the Ingolstadt University of Applied Sciences are available on the Internet at www.thi-ingolstadt.de → University → Organisation → Law Department).

The aim and content of the training in the preparatory internship are governed by the training plans for subject-related practical training at the technical secondary schools of the Free State of Bavaria (§ 9 para. 4 of the matriculation bye-laws of the Ingolstadt University of Applied Sciences).

2. Duration of Preparatory Internship

The duration of the preparatory internship is determined by the course of studies chosen (see the relevant study and examination regulations) and is organised as follows:

<table>
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<th>NO Preparatory Internship</th>
<th>6 Weeks</th>
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<tr>
<td>- Business Management</td>
<td>- Electrical Engineering and Information Technology</td>
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<tr>
<td>- Aviation and Vehicle IT</td>
<td>- Electrical Engineering and Electric Mobility</td>
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<td>- International Management</td>
<td>- Mechatronics</td>
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<td>- International Retail Management</td>
<td>- User Experience Design</td>
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<td>- Information Technology</td>
<td>- Business Informatics</td>
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The preparatory internship must be completed before the start of studies or during non-lecture periods (breaks / holidays) and at the latest by the beginning of the fourth study semester. Appropriate proof must be provided by e-mail to vorpraxis@thi.de punctually and in the appropriate form.

10 Weeks
- International Retail Management

5 weeks must be completed BEFORE the commencement of studies and the remaining 5 weeks during non-lecture periods and at the latest by the start of the third study semester. Appropriate proof must be provided by e-mail to vorpraxis@thi.de punctually and in the appropriate form.

12 Weeks
- Automotive Engineering
- Aeronautical Engineering
- Mechanical Engineering
- Technology of Renewable Energies
- Industrial Engineering
- Engineering and Management

4 weeks must be completed BEFORE the commencement of studies and the remaining 8 weeks during non-lecture periods and at the latest by the start of the fourth study semester. Appropriate proof must be provided by e-mail to vorpraxis@thi.de punctually and in the appropriate form.

Advanced Semester B.A. degree courses (study and examination regulations before winter semester 09/10)
The preparatory internship must be completed in accordance with the relevant study and examination regulations.

Dual studies (combined studies with apprenticeship or a study programme with an intensified internship)
The preparatory internship is replaced by the contract governing the appropriate dual studies course.

Please also see the information on the Internet at www.thi.de → All Programmes → University Bye-Laws
3. Providers / Content of Practical Placements

The purpose of the subject-related practical training is to teach the university applicant specific concepts and provide them with practical knowledge. As the university’s study programmes are not geared to industry sectors but to functional areas, an insight into the different functional areas should also be provided within the individual companies offering the practical placements.

A) Degree Course Business Informatics

- **Direction of study: Business, Administration and Administration of Justice** taught by technical secondary schools in the Free State of Bavaria or
- **Field of Information Technology:** Activities in the area of data processing (e.g. IT department or computer centre): it is desirable that the student obtains an insight into a sub-area of data processing and its fields of application and participates in specific tasks under supervision, or

  **Field of Business Management:** Insight into the commercial working methods of business and administrative enterprises (banks, retail, wholesale and international trade companies, industrial companies, transportation and insurance companies, business and tax consultants, public administration, etc.). This insight should encompass different operational functional areas such as corporate structure, organisation, commercial control, marketing and service provision (e.g. purchasing and warehousing, production, human resources management, accounting, financial management, data processing, taxes etc.).

B) Degree Course User Experience Design:

- **Direction of study: Design** taught by technical secondary schools in the Free State of Bavaria or
- **Field of Information Technology:** Activities in the area of data processing (e.g. IT department or computer centre): it is desirable that the student obtains an insight into a sub-area of data processing and its fields of application and participates in specific tasks under supervision, or
- **Field of Design:** Activities in the area of design (e.g. media design or product design): it is desirable that the student obtains an insight into a sub-area of design and its fields of application and participates in specific tasks under supervision.

C) Degree Courses Electrical Engineering and Information Technology, Electrical Engineering and Electric Mobility, Automotive Engineering, Aeronautical Engineering, Mechanical Engineering, Mechatronics, Renewable Energies Technologies, Industrial Engineering, Engineering and Management

Insight into the technical working methods of a metal-processing or electrical engineering company in accordance with the following model:

- **Direction of study: Engineering** taught by technical secondary schools in the Free State of Bavaria or
- **Field of Metal Technology:** The aim is that the student can independently carry out basic manual tasks involved in metal processing such as measuring, marking, filing, sawing, boring, threading and learn how to handle cutting and non-cutting fabrication procedures such as turning, milling, grinding, boring, planing as well as welding and hardening of steels, CNC-controlled turning and milling machines and control of pressurised air (pneumatics), or
- **Field of Structural Engineering:** Basic procedures in the construction industry such as reading plans, measuring and staking out a building, simpler formwork construction, masonry construction (carrying out interior and exterior plastering) and timber construction (marking and cutting-out of simple wooden elements and / or joints), or
- **Field of Electrical Engineering:** The aim is that the student can independently carry out tasks in electrical engineering processing such as measuring electrical variables, isolating cables and conduits, installing different circuits and electrical circuits as well as converting electricity into other forms of energy by way of electronic circuits and, for example, connecting electric motors and amplifying voltage using offset and microprocessor engineering.

D) Degree Course International Retail Management:

Holistic insight into the basic operational processes of a retail company taking into account the peculiarities of individual types of business. In particular the internship should focus on activities in sales, customer services, the service area, logistics, marketing and HR management. The areas of purchasing, financial management, accounting, controlling and IT should also be taken into account.

The Board of Examiners decides about the suitability of a company to provide students with practical training for the purposes of undertaking a degree course.

4. Form to Prove That the Preparatory Internship Has Been Completed

The third page of this information leaflet can be used as a “Confirmation of Completed Preparatory Internship” form. You can have this form completed and signed directly by the institution that provided your internship provided that this body has not already issued you with an alternative appropriate confirmation.

The correctly completed confirmation must then be sent by e-mail for review to vorpraxis@thi.de.
Confirmation
of completed preparatory internship

for submission to the Ingolstadt University of Applied Sciences

Ms/Mr ___________________________________________,

Born on ________________

Residing at ________________________________________

Completed in our company in the period from ________________ to ________________

a six-week* / twelve-week* / __________________-week* practical placement in a commercial* / technical* area
and in particular carried out the following tasks:

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

Place, date ________________________________  Signature and Company Stamp

*Delete as applicable