Technische Hochschule Ingolstadt

Service Center
Studienangelegenheiten

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Öffnungszeiten:
Mo-Do 10-14 Uhr, Fr 10-12 Uhr

Geänderte Öffnungszeiten während der Semesterferien bzw. den vorlesungsfreien Zeiten

Notes on Pre-study internships for University Applicants

1. Basic Information Regarding Pre-study 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 https://www.thi.de/en/university/university-profile/organisation/legal-department/
The aim and content of the training in the pre-study 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 Pre-study Internship

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

NO Pre-study Internship

- **Aircraft and Vehicle Informatics**
- **Business Administration**
- **Business Administration (part-time)**
- **Business Information Systems**
- **Computer Science**
- **Digital Business**
- **International Management**
- **International Retail Management**
- **User Experience Desing**

6 Weeks

- **Electrical engineering and information technology**
- **Electrical engineering and electric mobility**
- **Mechatronics**

12 Weeks

- **Automotive Engineering**
- **Aerospace Engineering**
- **Mechanical Engineering**
- **Engineering and Business**
- **Engineering and Management**
- **Renewable Energy Technologies**

The pre-study 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 uploaded at the **student´s portal Primuss punctually and in the appropriate form**.

Advanced Semester B.A. degree courses (study and examination regulations before winter semester 09/10)
The pre-study 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 pre-study internship is replaced by the contract governing the appropriate dual studies course.

Please also see the information on the Internet at https://www.thi.de/en/university/university-profile/organisation/legal-department/

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.

Degree Courses Aerospace Engineering, Automotive Engineering, Electrical Engineering and Information Technology, Electrical Engineering and Electric Mobility, Engineering and Business, Engineering and Management, Mechanical Engineering, Mechatronics, Renewable Energy Technologies

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.

4. Form to Prove That the Pre-study Internship Has Been Completed

The third page of this information leaflet can be used as a "Confirmation of Completed Pre-study 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 uploaded at the **student´s portal Primuss punctually and in the appropriate form**.

Confirmation

of completed pre-study 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 _____

☐ full-time
☐ part-time_____working hours per week

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