



# Internship Checklist

## 1. Step: Different types of internships & working permit regulations

- Compulsory internship (prescribed in the study and examination regulations)
  - The internship semester in the Bachelor's degree programs is a mandatory internship!
  - Generally exempt from social security contributions
- Voluntary internship (not in study and examination regulations, pre-/post-internship)
  - Generally subject to social insurance contributions
  - ! Please note your personal work permit regulations and contact the responsible supervisor or the immigration office.

## 2. Step: Internship guidelines of the faculty

- Participation in 1st PLV should be completed
- Depending on the degree program:
  - 1st PLV of the Career Service: Recognition of Career Service seminars as PLV
  - 1st PLV of the faculty: specific to the degree program, all information can be found in the internship guidelines of the respective degree program
  - Confirmation of successful completion of the 1st PLV is submitted via Primuss in both cases
- Note the duration of the mandatory internship (regular min. 20 - max. 24 weeks incl. PLV)
- Observe requirements for internship company and internship position

## 3. Step: Internship search

- Research internship openings and apply to several companies
  - ! Start: usually 4-6 months before the start of the internship (at the start of previous the semester: March/April or October/November)
  - ! Prepare individual & customised application documents for each company!
  - Support offered by DIT's Career Service (<https://www.th-deg.de/career>)
    - Online job board ([career.th-deg.de](https://career.th-deg.de)) and weekly career newsletter
    - Counselling, help with application documents, interview preparation
- After you accepted an internship: Conclude internship contract with the company
  - ! Pay attention to additional salary limits for social insurance and BAföG



# Checkliste Praktikum

## Step 4: Approval of the internship supervisor & internship administration

- Register internship via PRIMUSS internship administration (My studies / Internship administration)  
(<http://www.primuss.de/portal-thd>)
- Upload required documents  
(Automatic transmission to the internship coordinator)
- Dual students (from the start of WS 24/25) do not have to create an internship file. All other required documents must be uploaded (e.g. confirmation PLV, internship report, etc.)

## Step 5: Completion of internship

- Upload further documents that are required after the internship (visible in PRIMUSS)
- ! *The ECTS credits are credited as soon as the internship supervisor confirms that the internship semester has been completed.*

### HELPFUL LINKS

**Internship guidelines:** <https://www.th-deg.de/en/students/documents#internship>

**PRIMUSS:** <http://www.primuss.de/portal-thd>

### CONTACT

(FOR QUESTIONS ABOUT THE 1ST PLV OF THE CAREER SERVICE & INTERNSHIP SEARCH)

#### Career Service

B-Building, B218 / 219

✉ [career-service@th-deg.de](mailto:career-service@th-deg.de)

☎ 0991 3615-223

### CONTACT

(FOR QUESTIONS ABOUT THE INTERNSHIP ADMINISTRATION)

#### Centre for studies

B-Gebäude, B005 / 006

<https://www.th-deg.de/en/study-with-us/advice-support/centre-for-studies>