

# Checklist for the practical semester

In this checklist you will find a summary of the important information on your practical semester. You will also find the most frequently asked questions (FAQs) on page 3.

All information and forms can also be found at [www.th-ab.de/praxissemester](http://www.th-ab.de/praxissemester)

## 1. Before the internship

- Entry requirements fulfilled?**  
 In all degree programmes, a minimum number of ECTS credits is specified to start the practical semester. You can find this for your degree programme in the [study and examination regulations](#). Please refer to the [curriculum](#) for recommendations on the timing of the practical semester.
- Search for a training company**  
 The [curriculum or module handbook](#) provides information on the training objectives of the practical semester.  
 Start looking for suitable internships at an early stage. The [Career Service](#) can also help you with your internship search and application. You can find current vacancies in the [university job exchange](#).
- Internship abroad?**  
 Practical semesters can also be completed abroad. If you are planning an internship abroad, you can get advice from the International Office and Career Service on organizational matters such as finding a position and funding opportunities. You can find more information on [internships abroad](#).
- Duration of the internship**  
 Your practical semester is required to last at least 20 weeks and at most 26 weeks.  
 Internships exceeding 26 weeks will not be approved as a practical semester.
- Applying for approval of the training position**  
 Send the [application for approval of the training position](#) by e-mail to [praktikum@th-ab.de](mailto:praktikum@th-ab.de)  
 The Study Office (student administration) will forward your application to the internship coordinator for approval. Please allow sufficient time for your application to be approved, especially during the semester break.  
  
 Once your application has been processed, you will receive a letter of approval and a certificate of the compulsory internship to present to your employer.  
  
 After approval, you can conclude the contract with the training company.
- Submit the contract to the Study Office**  
 After approval, you can conclude the contract with the training company ([sample contract from the university](#) or the company's own contract).  
  
 Send the contract as a scan by e-mail to [praktikum@th-ab.de](mailto:praktikum@th-ab.de) !
- Practical courses**  
 Schedule the practical courses (PLV) before/after the internship (see [SPO/curriculum of your degree programme](#)) and register online.



## 2. During the internship

- Internship coordinator**  
If questions or problems arise during the internship, contact your [internship coordinator](#).
- Status and examinations**  
During the practical semester, you remain a student at the university with all rights and obligations. You should therefore read your university emails and campus information regularly and adhere to the deadlines and dates, e.g. for online re-registration.  
  
The training company must release you from work to take repeat examinations. If you are unable to meet examination deadlines, e.g. due to completing the practical semester abroad or illness, you must apply to the Study Office for an extension to the deadline.
- Social security status, insurance policies**  
Please note that for internships lasting more than 26 weeks, you are no longer covered by student social and accident insurance for the period beyond the prescribed 26 weeks.  
  
Before signing the contract, please clarify whether you are covered by the training company's liability insurance and, if in doubt, take out your own liability insurance. For practical semesters abroad, health, accident and liability insurance coverage must be taken out by the student.

## 3. After the internship

- Internship report**  
After the internship, a practical report must be prepared and submitted to the Study Office within 6 weeks – by email to [praktikum@th-ab.de](mailto:praktikum@th-ab.de). It is in your own interest to adhere to the deadlines. Please use the [internship report cover sheet](#) (with guidelines for preparation).
- Internship certificate**  
Please have this [internship reference](#) (in addition to a more extensive reference) issued by your training company and forward it by email to [praktikum@th-ab.de](mailto:praktikum@th-ab.de) at the Student Office.
- ECTS credits**  
Once your internship report has been checked and you have submitted the internship reference, the ECTS credits will be added to your grade overview as quickly as possible.

## Contact us

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### Study Office

Email: [praktikum@th-ab.de](mailto:praktikum@th-ab.de)  
Tel.: 06021 / 4206 352

Building 1 / Room E 02

### Our opening hours

Tue, Wed, Fri 8:30 – 12:00  
Mon 13:00 – 15:30  
Thu 13:00 – 16:30

During the semester break  
Tue, Fri 8:30 – 12:00



## Frequently asked questions (FAQs)

### 1. Which documents do I have to submit?

#### Before the internship:

- ✓ Send [application for approval of the training position](#) by email to [praktikum@th-ab.de](mailto:praktikum@th-ab.de)
- ✓ You must then submit the signed internship contract ([sample contract from the university](#) or the company's own contract) by email to [praktikum@th-ab.de](mailto:praktikum@th-ab.de)

#### After the internship:

- ✓ Submit internship report (see [cover sheet internship report](#)) by email ([praktikum@th-ab.de](mailto:praktikum@th-ab.de)) to the Study Office.
- ✓ Submit the [internship reference](#) to the Study Office.

### 2. When will I receive a certificate for the compulsory internship?

Once your application for approval of the training position has been processed, you will receive a letter of approval and a certificate of the compulsory internship for submission to the employer.

### 3. Can I also do the internship part-time?

The internship must be completed full-time, unless there are special reasons why the internship can only be completed part-time (health or family reasons). In these cases, the duration of the internship is extended accordingly.

### 4. Can I divide the internship into sections?

The internship must always be completed in one company. If it is necessary to change internship companies, please contact us.

### 5. Am I entitled to vacation during the internship?

There is generally no entitlement to vacation during the contract period. However, if the contract period is at least 20 weeks, the university assumes that the training objective will not be impaired by any vacation arrangements. Vacation days do not have to be made up.

### 6. What happens if I am absent during the internship?

In general, absences must be made up. If the educational objective is not impaired, it is not necessary to make up for interruptions if the student is not responsible for them and no more than five work days are missed during the practical semester due to the interruption. If the interruption extends to more than five work days, the missed working days must be made up in total.

### 7. Can professional skills be credited towards the practical semester?

Under certain conditions, professional skills (vocational training and/or professional activity) can be credited towards the practical semester. [The examination board of the relevant degree programme](#) decides on the crediting. The [application](#) must be submitted by the end of the fourth semester.

### 8. What must the internship report include?

The scope of the report is regulated by the study and examination regulations (SPO) and/or the module handbook of the degree programme. If there is no regulation, the report must be at least 10 A4 pages with at least 40 lines per page (including cover sheet and table of contents). You will find further information on the [cover sheet of the internship report](#).