



Internship office

## Guide for the Practical Study Semester

Bachelor programs				
Bachelor degree program	Typical timing of the internship	Number of weeks	Organization of the practical course	Internship coordinator
AR	6. Semester	20	Block weeks (see notice)	Prof. Peter
BI	5. Semester (only WS)	20	Block weeks (see notice)	Prof. Waibel
BR	5. Semester (full time) 9-10. Semester (part-time)	20	Distance-Learning-Course	Prof. Hörmann
BW	5. Semester	20	Block weeks (see notice)	Prof. Eschner
CE	5. Semester	22	1 Block week (split into two parts)	Prof. Legat
DB	5. Semester	20	lectures	Prof. Robeller
DS	6. Semester	20	Block weeks (see notice)	Prof. Dorn Prof. Schreck
E2D	5. Semester	20	Block weeks (see notice)	Prof. Schmidt
ET	6. Semester	20	fridays	Prof. Dietrich
IA	5. Semester	20	fridays (every two weeks)	Frau Rohm Prof. Teynor
IIS	5. Semester	20	fridays	Prof. Bensch
IM	5. Semester	20	Block weeks (see notice)	Prof. Eschner
IN	5. Semester	20	fridays	Prof. Bensch
IWI	5. Semester	20	Block weeks (see notice)	Prof. Dietrich
KD	5. Semester	20	Distance-Learning-Course	Prof. Bergmann
MA	5. Semester	20	Distance-Learning-Course	Prof. Hörmann
ME	5. Semester	20	fridays	Prof. Dietrich
MU	5. Semester	20	Distance-Learning-Course	Prof. Hörmann
SE	9. and 10. Semester	20	Block weeks (see notice)	Prof. Kirchmeier
SO	5. Semester	22	Block weeks (see notice)	Prof. Niebauer
TI	6. Semester	20	fridays	Prof. Bensch
WI	5. Semester	20	fridays	Prof. Bensch
WP	5. Semester	20	Kick-off Workshops, Distance-Learning-Course	Prof. Eschner

## SEARCHING FOR AN INTERNSHIP / CONTACTING A TRAINING COMPANY

If you expect to meet the requirements for entering the practical study semester **one semester before** your internship (see the current study and examination regulations, available at: <https://www.hs-augsburg.de/studien-und-pruefungsrechtliche-Vorschriften.html>), you should **start looking for a position at the latest one semester before** the official start of your internship semester - or even earlier. Tips for finding internships abroad can be found on the International Office's page: <https://www.hs-augsburg.de/international/Praktikum-im-Ausland.html>

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## COMPANIES AND INTERNSHIP POSITIONS

Current internship offers are published online at:

<http://jobboerse.hs-augsburg.de/index.php>

There are also frequently **last-minute offers** posted on the bulletin boards of the faculties!

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## REGISTERING THE INTERNSHIP WITH THE INTERNSHIP OFFICE

Registration deadlines for the practical semester are posted at the university. Use the university's **application form** and submit it either:

->stamped by the company or together with a copy of the written confirmation.

Submit the application to the Internship Office via E-Mail. Form available at:

<https://www.hs-augsburg.de/Binaries/Binary6962/antrag-prax.pdf>

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## NOTIFICATION OF COMPANY / STUDENT

Notification is sent by the university **after the exam period** (mid-August or end of February).

At that time, you will know whether you meet the requirements.

If yes, you will receive written confirmation from the university, and your **company will also be notified**.

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## INTERNSHIP CONTRACT

Deadline to submit the signed contract to the Internship Office:

Preferably together with the application for admission, but no later than 14 days after the start of the internship.

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## CANCELLATION

If you do **not meet the requirements**, don't forget to **promptly inform the company**.

You may try to have the internship position "frozen" for a later time.

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## START AND DURATION OF THE INTERNSHIP SEMESTER

You may start the internship **during semester break**.

Duration of the practical semester:

**-20 consecutive weeks** (22 for Social Work and Creative Engineering)

-In Mechanical Engineering and Environmental/Process Engineering: **20 weeks** (due to online instruction)

-In Business Psychology: **2 workshop days and online workshops**.

Your work must be **full-time (minimum 35 hours/week)** and follow your company's normal working hours.

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## ABSENCES

### Must be made up!

Otherwise, your internship may not be recognized.

If you are ill, notify your **company and the university** (only if illness affects a Friday or the block week).

**All sick days must be made up.**

Company holidays (e.g. Christmas to Jan 6) count as absence and must be made up.

**Public holidays do not** count as absences.

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## PRACTICAL COURSES

Depending on your degree, either held on **Fridays** or in **block sessions** (attendance mandatory).

These times do **not** count as absences - inform your company.

If you start your internship during semester break, you must still work on Fridays.

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## INTERNSHIP REPORT

Number of reports required depends on your **faculty**.

**Submit your report within 14 days** after the internship ends, unless your faculty sets a different deadline.

If two reports are required, follow the deadlines you receive from the Internship Office.

After company approval, have the report **signed by your supervisor** and submit it to the Internship Office or upload it to Moodle.

Use the official **cover sheet**.

Follow the formatting guidelines included in the instructions.

You can pick up the report from your faculty after it has been reviewed.

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## INTERNSHIP CERTIFICATE (COPY ONLY)

Must be submitted **within 14 days after completing your internship**, signed and stamped by the company.

(The form was sent to the company with your information package.)

If absences were compensated with overtime, **do not mention them in the certificate**.

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## RECOGNITION OF SUCCESSFUL COMPLETION

Responsibility: **Examination Board**

Requirements:

1. Internship certificate submitted (successfully completed)
  2. No unexcused absences
  3. Report(s) submitted
  4. Practical exams passed
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## EXAM DAYS

If you need to attend exams, request **leave from your company** and show a faculty certificate.

This does **not** count as absence.

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## ACCIDENT INSURANCE

According to § 2 Abs. 1 No. 1 SGB VII, you are **legally insured** against work-related accidents by the accident insurance of the company. This **does not** apply to internships at companies **based abroad**.

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## HEALTH, NURSING CARE, AND PENSION INSURANCE

You remain under **student health and nursing insurance** during your internship.

Internships completed during your studies are **exempt from pension contributions**.

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## LIABILITY INSURANCE

Taking out **personal liability insurance** is recommended, unless already covered by the company's insurance.

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## STUDENT FINANCIAL AID (BAföG)

If you receive Bafög, you must notify the **Financial Aid Office** about any remuneration you receive from the company.

Do this **before** the internship starts by submitting a certificate of earnings.

Office address: 86159 Augsburg, Eichleitnerstr. 30, Tel. 598-4930

This helps you avoid later repayment demands and other issues!

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**We wish you much success!**  
**Your Internship Office**

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