



Information on having vocational training programmes and job experience counted towards the basic internship and practical semesters

1. Periods of vocational training or job experience counted as credits

1.1 Periods that can be counted as credits towards the basic internship or practical semester

According to § 9 APO THI in conjunction with § 4 RaPO and Art. 63 BayHSchG, students can **apply** to have the skills acquired in the course of a relevant and successfully completed vocational training or school education programme, other advanced studies or practical job experience counted as credits towards a basic internship or practical semester, providing they are equivalent.

The skills to be credited (learning outcomes) must be equivalent to the training objectives and content of the relevant degree course (§ 9 Section 4 APO THI).

The crediting of knowledge and skills acquired outside of higher education can amount to a maximum of half of the achievable ECTS credit points in bachelor's degree programs. (Art. 61 Section 3 Sentence 2 No. 4 BayHSchG in conjunction with § 9 Section 3 APO THI).

According to § 3 Section 3 No. 4 RaPO, it is the responsibility of the Examination Commission to make decisions as to whether professional experience or school education can be recognised as being relevant and equivalent. The practical semester coordinator should be consulted before the Examination Commission arrives at a decision (§ 9 Section 4 APO THI).

The deadline for taking the bachelor's examination (§ 8 Section 3 RaPO) is determined based on mandatory inclusion of any credited practical semesters or study semesters and deduction of any leave-of-absence semesters granted. If the internship, which is part of the practical study semester, will be credited, a full study semester will be added.

If creditable practical experience is acquired during a work-study bachelor's degree course, the application must be made immediately after completion of all of the periods of practical experience (§ 9 Section 4 APO THI).

Please note: students who study a dual study course have to complete their internship in the dual company, if they want to get it credited and it was completed in another company, the dual status will be lost.

1.2 Examinations in the case of credited periods or practical experience

The examinations held at the end of the practical semester are degree-related performance assessments of a special kind which serve to determine whether students have successfully completed the practical semester, including the courses which accompany the period of practical experience. The examinations are generally held at the end of the practical semester (§ 17 APO THI).

Recognition of the practical semester does not include the examinations taken as part of the courses accompanying the period of practical experience: the latter must be taken even if vocational training or job experience is counted as a credit (§ 9 Section 4 APO THI).

2. Application procedure

2.1 Application deadline

The application to have periods of practical experience counted as credits towards the practical semester or practical degree phases (=basic internship) is to be submitted together with the application for matriculation or change in degree course as a digital form to the Service Center for Study Affairs. According to §9 Section 1 APO THI, the application has to be carried out within the first academic year.

2.2 Application form

You will find the relevant application form for digital completion in Primuss at: My study – transfer of credits and transfer of internship

Please follow all mentioned steps!

In the case of dual degree students, we also require evidence that the company agrees to the practical period being shortened.

You will receive written notification of the decision from THI within approx. 4 - 5 weeks.

3. Continued studies in the case of credited periods

According to § 9 Section 6 APO THI, credit decisions are always made on the condition that this does not lead to the student being entitled to access a university teaching programme that is equivalent to the advancement in studies demonstrated by the credited activities. For this reason, the degree course can only be continued in the theoretical study semester following the credited practical semester if such a theoretical semester is available.

Since the practical degree phases are to be completed between semesters of the basic course of studies, the waiver may not impact on the student's advancement to the next higher semester, apart from the award of credit points.

As soon as an exemption has been issued, no additional internships of the same kind (basic internship or practical semester) can be recognised and confirmed as mandatory internships. In this case, such additional internships would be voluntary.

4. BAföG grants

Information on the extent to which whole or partial exemption from practical semesters impacts on your BAföG grant is available from the Erlangen-Nuremberg Student Association, Hofmannstr. 27, 91052 Erlangen, Tel. 09131/8917 – 0. It is possible that your eligibility period may be shortened - one reason being that, due to exemption, you are unable to continue your studies directly because no study programme exists; for this reason you should be sure to clarify all issues in this connection before submitting your application!