



Information sheet on the basic internship self-check

Check the following details independently before commencing any basic internship period in order to ensure that it will be recognised:

Periods:

The basic internship lasts a total of either 12 weeks (for the degree courses Business Administration, International Retail Management), 10 weeks (International Trade Management) or 8 weeks (International Management, Digital Business). It is to be completed **between semesters** no later than the start of the 4th study semester (or 5th study semester in the case of International Trade Management). Each individual phase of the basic internship should last at least four weeks.

Areas of activity:

Generally speaking, two areas of business activity are to be experienced such as sales, customer consultation, service and logistics (International Trade Management focus area) or else purchasing, materials management, finance and accounting, human resources, organisation, marketing and sales (Business Administration focus area). Further details are set out in the degree course syllabus or module handbook available on Moodle.

Company requirements:

Students should be able to complete an internship in a selection of the areas of activity listed. The supervisor at the training centre should possess at least the qualification acquired by completing the degree course. There should be no fewer than five staff employed in the business area of the company. Exceptions can be recognised by the internship coordinator. The degree course syllabus or module handbook (both accessible in Moodle) provide further details, in particular regarding the degree courses in International Trade Management and International Retail Management.

Before doing the basic internship:

Please register **online** via Moodle → University-wide programme → SCS → Internship Office Online registration for mandatory internships and print out the completed **registration form**. Then sign the form and send it to praktikum@thi.de. Neither an internship contract or a survey form have to be submitted.

Dual degree students are also required to register.

After completing the basic internship:

Internship report and reference:

An **internship report with the relevant cover sheet** referring to the **complete internship period** is to be signed by the training centre and sent directly (in colour!) after completion of the entire internship period to praktikum@thi.de. I have enclosed an **internship reference** for the various periods here as a PDF scan.

Templates and information sheets are to be found on Moodle at → University-wide programme → SCS → Internship Office → Processing internship documents.

If you have any questions regarding formalities, please feel free to consult the Service Center for Academic Affairs in Building A Entrance Hall, Room A006 or write an e-mail to praktikum@thi.de.

For any questions concerning the internship itself, please consult your professor in charge of coordinating internships (you will find a list by degree courses in Moodle → University-wide programme → SCS → Internship Office → Internship bodies).