

# **GUIDELINE ON THE PRACTICAL COMPONENTS OF STUDIES**

## **BACHELOR BUSINESS ADMINISTRATION & SERVICE MANAGEMENT**

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## 1. PRACTICAL STUDY COMPONENTS

The practical study semester is replaced here by continuously existing practical study components. These practical components begin in the 3rd semester and extend over several block phases up to and including the 7th semester. They are generally carried out as student employment and are supplemented by Practice Experience 1 to 4 and three modules for preparing the bachelor's thesis. The practical study components are an integral part of the study program, taking place in sections over five semesters, and serve the purpose of intensive professional qualification.

The practical study components are integrated into the degree program, regulated by the university, defined in terms of content, supervised, and prepared and accompanied by courses. They are usually completed in **a partner company** and are dedicated to clearly job-related activities.

In the specialization "Hospitality Management," the practical study components are completed in cooperating companies in the hotel and hospitality industry. It is intended that students work continuously in one company. A change of company is generally not planned.

The practical study components are regulated in the **study and examination regulations** for the bachelor's program Business Administration & Service

Management<sup>1</sup> at Deggendorf Institute of Technology in conjunction with the General Examination Regulations of Deggendorf Institute of Technology<sup>2</sup>.

Starting from the third semester, the practical study components and courses take place in an alternating format of on-site and online sessions. The specific arrangement will be announced before the start of the semester. More than 50% of the total workload is completed within the study program (on-site, online, practice projects, and self-study).

## **2. PREPARATION FOR THE PRACTICAL STUDY COMPONENTS**

To prepare both content-wise and organizationally for the practical study components, it is recommended to attend the course "Basic Skills for the Workplace" which covers key topics such as communication in a professional context, teamwork, and self-organization. Participation in this preparatory course is part of the curriculum and is strongly recommended to ensure a smooth transition into practical training.

## **3. PRACTICAL COMPONENTS**

### **3.1. Regulations for the Practical Study Components**

The general aim of the practical study components is to give students the opportunity at an early stage to apply the knowledge acquired during their studies in practice while simultaneously gaining insight into operational processes within a company. In doing so, students particularly improve their co-operation and communication skills and acquire problem-solving competence. The following admission requirements apply for entry into the 3rd semester and thus into the first practical study phase:

- Successful completion of 30 ECTS credits from the 1st semester

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<sup>1</sup> Available at <https://www.th-deg.de/en/dit/university-law>

<sup>2</sup> Available at <https://www.th-deg.de/en/dit/university-law>

- Proof of German language proficiency at level A2

If these requirements are not met, progression to the 3rd semester and thus entry into the practical study phase is generally not possible.

**Information regarding status and insurance** during the practical study components can be found on the website:

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

In connection with any existing employment as a working student, the specific insurance-related regulations must be observed.

### 3.2. Timeline of the Practical Study Components

Timeline for orientation:

- In the 2nd semester, i.e., before the start of the first practical study phase, an employment contract with a training company must be concluded. As a rule, the practical study phase takes place within the framework of a working student position. The university provides, as a supplement to the contract used by the company, a sample “training agreement” that includes program-specific regulations. It is important to ensure that the requirements outlined in section 3.1 are met.
- A company supervisor must be assigned by the employer.
- **At the beginning** of the 3rd semester, the module “Basic Skills for the Workplace” takes place as an introduction to the practical study phase. At the start of the first practical study phase, a **training plan** covering the entire period of practical components should be developed together with the company supervisor. The plan should list **tasks and activities** as well as the respective **learning objectives**. There is no prescribed format. Changes are possible but should be documented. Guidance on drafting a training plan can be found in Appendix A.
- **During** the practical study components (semesters 3–7), a **internship journal** must be kept.

- After each practical study phase, an **interim meeting** within the company with the supervisor is **recommended**. Adjustments to the training plan may be necessary.
- **At the end of all practical study components**, i.e., at the end of the 7th semester, a **reflection** together with the company supervisor in the form of a **final meeting** must take place. The reflection of the plan should later be incorporated into the internship report.
- **Upon completion of all practical study components**, the company must issue you a **work certificate**. In addition, you must prepare an **internship report**. Both documents must be submitted via Primuss.

### 3.3. Required evidence for the practical components of the programme

The following services and documents must be provided in order to successfully complete the practical study components:

#### **Before starting the first practical component:**

Before starting the first practical study component, an **employment contract** signed by the company/training organisation must be provided<sup>3</sup>. This will be approved by the internship coordinator.

The contract must be uploaded via the **PRIMUSS portal** and forwarded to the internship coordinator via workflow. After approval, an automatic confirmation will be sent by e-mail to the student and, if applicable, the training supervisor at the company.

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<sup>3</sup> If required, a template is available for download: <https://www.th-deg.de/en/students/documents#internship>

It should contain a brief description of the **area of work** or the planned activities.

**During the practical study components:**

During the practical study components, students must keep an internship journal (§ 5 (3) study and exam regulations BAS). This serves as a reflective documentation of the activities, experiences and learning progress in the partner company.

The internship journal must be kept continuously and submitted via iLearn at the end of each month or at the beginning of the last lecture block week of the respective semester.

A template for the internship journal is provided by the university and should serve as a guide for the content and formal design.

**After completing the last practical part of the course:**

**Within one month** of completing the last practical part of the course, a work reference and an internship report must be uploaded via the PRIMUSS portal.

The **internship report** should comprise 10 A4 pages in addition to the cover sheet (font: Verdana, font size: 10, line spacing: 1.5). It must be submitted as a PDF file.

The internship report should have the following structure:

- Cover sheet (with name, matriculation number, training company, contact details of supervisor, period)
- Brief description of the training company and the specific area of work in the practical study components (approx. 1 page)
- Detailed, individual activity report on the practical study components. This should describe the specific activities you carried out as an intern (**'what I did'**) and the knowledge and skills you acquired (**'what I learned'**). Gen-

eral comments, e.g. on the company's processes or products, are not desired; instead, a compact and precise description of what you actually worked on and learned in the company is required. You can use the training plan (see Appendix A) as a guide and, if necessary, also present a target/actual comparison.

- The internship report must be **signed** by the student and the company supervisor.

Please use the **workflow** in your **PRIMUSS portal** to submit the documents.

#### **4. COMPLETION OF THE PRACTICAL STUDY COMPONENTS**

The practical study components are concluded with the seminar 'Bachelor Thesis Tutorial'. It serves to reflect on practical experience and supports students in defining a topic for their final thesis together with the company.

Please note that **attendance** at the final seminar is **compulsory**.

A confirmation of participation must be uploaded to PRIMUSS.

## APPENDIX A

### GUIDELINES FOR FORMULATING A TRAINING PLAN

The training plan should outline

- **what you will be doing in the company and when**, and
- **what you will learn from this** or what you will be able to do after completing the practical part of your studies (known as learning outcomes).

The training plan should cover the entire period of the practical study components without gaps, but can and should be **broken down into specific periods (e.g. individual weeks or months)** in order to make activities and learning outcomes more concrete.

Learning outcomes focus on what the student has achieved and can actually demonstrate at the end of all practical study components. It is better to list a **manageable number of important learning outcomes** than many superficial ones. Ideally, you should formulate each learning outcome in one sentence.

The following outline can be used as a guide for wording:

1. Activity (Period, location and description of activity)	▶	2. Learning outcomes (description and classification according to levels of knowledge)
„Mr / Ms ... will be employed in the department X from ... to ....		
There, he / she supports the reception team in welcoming and looking after guests, checking them in and out, and processing reservations and telephone enquiries ...	... and is then able to ...	... in the process, he / she learned how to deal professionally with guests in various situations and developed an understanding of service-oriented work.
He / she gains insight into the use of industry-specific hotel software.		... and is then able to perform basic functions such as room booking, guest data maintenance and invoicing independently.



## APPENDIX B

### Checklist for passing the practical components

The practical components of the Business Administration and Service Management programme are considered passed if the following requirements have been met and/or the following documents have been uploaded to PRIMUSS:

	Performance	Deadline	Proof
<input type="checkbox"/>	Employment contract	Before starting the first practical part of the course	<b>Employment contract</b>  (Upload to PRIMUSS)
<input type="checkbox"/>	Practical Experience 1	At the end of the first practical part of the course.	<b>Project work &amp; internship journal</b> (Upload to iLearn)
<input type="checkbox"/>	Practical Experience 2	At the end of the second practical part of the course.	<b>Project work &amp; internship journal</b> (Upload to iLearn)
<input type="checkbox"/>	Practical Experience 3	At the end of the third practical part of the course.	<b>Project work &amp; internship journal</b> (Upload to iLearn)
<input type="checkbox"/>	Practical Experience 4	At the end of the fourth practical part of the course.	<b>Project work &amp; internship journal</b> (Upload to iLearn)

<input type="checkbox"/>	Bachelor Thesis Tutorial	At the end of the fifth practical part of the course.	<b>Academic achievement in the grade sheet</b>	
<input type="checkbox"/>	Internship report	One month after completion of the last practical study component	<b>Internship report</b> (Upload in PRIMUSS)	
<input type="checkbox"/>	Employment reference	One month after completion of the last practical study component.	<b>Employment reference</b> (Upload to PRIMUSS)	
<input type="checkbox"/>	Completion of the final seminar (block event with compulsory attendance)	After the internship, usually at the end of the 6th semester.	<b>Compulsory attendance</b> (confirmation provided directly by the lecturer)	