

Practical project – Information for students

Practical Project Officer

The practical project officers are the contact persons for all questions concerning job search and recognition of companies and contracts.

Legal status of students

Students are still enrolled in the practical project with all rights and obligations. They must re-register in the same way and on the same date as for a theoretical study semester.

BAföG

Practical projects are generally eligible for BAföG funding in accordance with § 2(4) BAföG.

Remuneration or benefits in kind that are paid or granted during the practical project are usually credited in full to the funding. BAföG recipients should contact their BAföG officer in good time to clarify individual questions. Practical projects abroad can also be funded.

Practical project abroad

The preparation of a practical project abroad usually takes a longer period of time than a practical project in Germany (often up to one year). Further information (e.g. on scholarships) is available on the website of the [International Office](#).

Admission to the practical project

Only those who fulfil the requirements are admitted to the practical project. These are regulated in the practical project regulations, which are available on the homepage of the Business School. Exceptions can be approved by the respective examination board in justified individual cases upon written application.

Practical project places

Students must look for a suitable practical project place themselves in good time. The practical project officers and the professors of the individual degree programmes are there to help them.

The application for a practical project place should be just as convincing as a later application for a job.

The training place must be recognised by Trier University of Applied Sciences. The contract needs to be countersigned by the supervising professor.

Practical project contract

The contract is submitted by the student in duplicate to the supervising professor for signature. Each contract partner receives one copy. One copy is to be handed over to the Business School (practical project officer). The model contract prepared by Trier University of Applied Sciences can be used, but a number of companies will use their own contracts. The amount of remuneration is to be freely agreed between the student and the company.

An activity plan should be attached to the contract.

Procedure of the practical project

(1) Application for a practical project place

Sample training contracts are available at on the internet.

(2) Search for a supervising professor.

This person declares that he/she will take over the supervision by signing the "Application for Admission to the Practical Project" (available on the internet).

(3) Hand in the signed application and the copy of the contract to the Practical Project Officer .

(4) Examination for admission by the practical project officers.

Only students are admitted,

In the **Business Administration** and Business **Informatics** degree programme:

- for which the basic internship has been recognised and
- who have participated in and completed all examination and study achievements of the Bachelor Examination Regulations of the 3rd semester.

In the **International Business** degree programme **(PO 2016)**:

- for which the basic internship has been recognised and
- who have acquired a total of at least 120 ECTS credits and have successfully completed all modules of the first three semesters according to the study plan at the time of submitting the application

In the **International Business** degree programme **(PO 2021)**:

- who have achieved at least 120 ECTS points. The practical project should be completed in the seventh semester following the year abroad.

(5) Completion of the practical project in the company.

(6) Submission of the practical project recognised by the company to the supervising professor for recognition.

(7) If applicable, presentation by the student in the course "Nachbereitung des Praxisprojekts".

(8) The recognition of the practical project results from the recognition of the practical report and the recognition of the unit in accordance with the practical project regulations.

Notes on writing the practical report

The practical report contains:

- Cover sheet according to sample (see below)
- Representation of the field of application

(Company with presentation of the main areas of work, department, position of the department in the company, cooperation with other departments, etc.)

- Presentation of the processed tasks in a logical structure

(e.g. system description, familiarisation, problem analysis and solution)

- Appendix, if applicable

(Copies of programme systems, technical papers on the subject, etc.)

- Summary

Please also note:

- When drafting your report, the duty of confidentiality must be observed.
- The cover sheet must be signed by the company (if possible with company stamp).
- The practical report is handed in to the supervising professor.

Example for the cover sheet of your practical report:

<h2>Practical report</h2>	
YOUR NAME	
Matriculation number 1234567	
Practical semester from ... to	
Practical project site	
Company show house	
PO Box or Street	
12345 sample village	
On-the-job support:	Mr./Ms NN Division ABC-123 Phone: 09876 / 54321
Acknowledged:	<i>[Signature of the supervisor in the company]</i>
Supervision of the FH:	Prof. Dr. NN Trier University of Applied Sciences Phone: 0651 / 8103-0
Acknowledged:	<i>[Signature of the supervisor at the university of applied sciences]</i>