



Information about the internship during the practical semester

Resilient Horticulture RH

summer term 2026



» Contact person
» RH

» praxissemester.praktikantenamt@hswt.de

» 08161 / 71-3571

» Katharina Klein

» ingrid.jositz-pritscher@paw.bayern.de

» 08161 / 71-3710

Monday - Thursday 8:30 -12:30
Tuesday additionally until 15:30

Further appointments by arrangement!

Praktikantenamt Weihenstephan

- Startseite
- Mitarbeiter
- Praktikumsbörse
- Studiengänge HSWT
- Studiengänge TUM
- Berufs- und Arbeitspädagogik
- Kurse und Lehrgänge
- Staatsdienst
- Versicherungen

Praktikantenamt Weihenstephan



Alte Akademie

Das Praktikantenamt Weihenstephan hat seinen Sitz in der alten Akademie auf dem Weihenstephaner Berg. Es berät und begleitet Studierende der Technischen Universität München an der School of Life Sciences und der Hochschule Weihenstephan-Triesdorf bei den in den Studienordnungen vorgeschriebenen betrieblichen Praktika.

Öffnungszeiten / Opening hours

Bitte nehmen Sie bevorzugt per Mail Kontakt mit uns auf! - Please contact us via email!

Montag, Mittwoch, Donnerstag: 8.30 Uhr-12.30 Uhr. Dienstag: 8.30 Uhr-15.30 Uhr
Für eine Einzelberatung machen Sie bitte einen Termin mit uns aus.

Monday, Wednesday, Thursday: 08:30-12:30 / Tuesday: 08:30-15:30
For individual consultation please make an appointment with us.

HSWT - Wir bitten Sie Ihre Anmeldeunterlagen zur Praxisprüfung bevorzugt per Mail einzureichen!

➤ praxissemester.praktikantenamt@hswt.de



So erreichen Sie uns: / How to find us:

Benutzen Sie an der 'Alten Akademie 1' den Eingang zur Cafeteria. Sie finden uns im 3. Stock.

Please take the entrance to the 'Cafeteria' at 'Alte Akademie 1'. You'll find us on the 3rd floor.

Kontakt

Sie erreichen uns immer auch per Mail. Ihre Dokumente können Sie auch gerne digital einreichen!

Praktikantenamt Weihenstephan
Alte Akademie 1
85354 Freising

Öffnungszeiten:
Mo, Mi, Do: 8.30 Uhr - 12.30 Uhr
Di: 8.30 Uhr - 15.30 Uhr
Fr: geschlossen

Telefonnummern der Mitarbeiter

E-Mail an die Mitarbeiter

Betriebe Landwirtschaft

Datenbank mit Ausbildungsbetrieben der bayerischen Landwirtschaft ➔

Ausbildungsbetriebe der Landwirtschaft in den Bundesländern ➔



Internship

Resilient Horticulture

When? 3rd semester

Length of time: 20 weeks, of which 18 weeks in the company

Internship contract:

- One copy each for the intern and the company; send a digital copy as a PDF to the internship office (praxissemester.praktikantenamt@hswt.de); Please only use postal service in exceptional cases
- **Contract submission to the internship office before the start of the internship**
- Complete contracts legibly; sign contracts and submit them on time!
- Company stamp
- » **Don't forget:**
- » **Timely registration for the practical exam**
- » **Timely submission of form for selecting a suitable internship organisation, confirmation of completion and internship report**
- »

Form for selecting a suitable internship organisation

The practical study semester is an essential part of the Master's programme in Resilient Horticulture at Weihenstephan-Triesdorf University of Applied Sciences. Regardless of whether the internship is to be undertaken in Germany or abroad, the choice of the internship organisation must be agreed with the internship supervisor at the HSWT. The officer for the practical semester is praxissemester.praktikantenamt@hswt.de. The choice of the organisation as a suitable placement venue is confirmed by the signature of the internship supervisor.

praxissemester.praktikantenamt@hswt.de

Name of student	Matriculation no.

Name and address of internship organisation	Name, email address and phone number of internship supervisor at the company	Duration of internship

Date

SIGNATURE

Signature internship supervisor (HSWT)

- The practical study semester comprises a total of 18 weeks which must be spent on a placement. All students must participate in an accompanying course (4 hours per week/semester).
- The university will contact the supervisor at the company during the internship.
- The address of the host organisation must be provided to the Internship Office **before** the start of the contract. Internships will only be recognised from the date on which the Internship Office was informed of the host organisation's address.

We recommend that the internship in the winter semester begins between 1 and 15 August.

A copy of this form must be submitted:

- to the Internship Office together with the internship contract.
- to the university together with the final internship documents.

→ On page 2, you will find important information about the internship. For further details, please refer to the MRH internship moodle course room.

Dates/Deadlines in the practical study semester

- Start date: If the internship is to be undertaken during the winter semester, it should commence on **1 August, and no later than 15 August**. In the summer semester, it should commence on **15 February, and no later than 1 March**.
- Students must register for the internship examination via MyCampus during the exam registration period.
- Submission of a two-page proposal for the project work is required by **15 November/1 June**.
- The final internship documents (form for selecting a suitable internship organisation, internship report, essay on intercultural experiences, confirmation of completion of the internship) must be submitted via the internship moodle course room by **5 February/20 July**.
- The final examination usually takes place during the last week of the examination period.

Internship report

- When writing the internship report, the guidelines for academic writing must be followed. The facts described must be presented concisely, clearly and in a way that is easy to follow. The sources used must be cited in the text and listed in the bibliography.
- The internship report (approx. 15 pages) is divided into the following **three sections**:
 - 1) Description of the internship organisation (approx. 3-5 pages)
 - 2) Brief description of main activities carried out
 - 3) Report on the project carried out independently at the placement site (approx. 7-10 pages). If the results achieved as part of the project work are subject to company confidentiality, the intern shall merely describe the methodology of the approach.
- The report must also include the following elements:
 - List of sources and figures
 - Confirmation from the company acknowledging receipt and acceptance of the report and the presentation of the project work.
 - Declaration that the student has written the report independently and that the sources used are cited in the text and in the list of sources.
- Good internship reports analyse the strengths and weaknesses of the host organisation from the intern's perspective.
- The internship report must be signed by the company's internship supervisor and the intern.

A two-page essay on intercultural experiences must be submitted together with the internship report.

Internship examination

- The internship concludes with a 15-minute graded presentation. This should cover the company in around two slides and the project in around ten slides. A good presentation is based on subject expertise and effective use of visual aids.
- Attendance is compulsory.



Startseite

Mitarbeiter

Praktikumsbörse

Studiengänge HSWT

Triesdorf

Weihenstephan

Studiengänge TUM

Berufs- und Arbeitspädagogik

Kurse und Lehrgänge

Staatsdienst

Versicherungen

Studiengänge HSWT

Hinweise zum Praxissemester

Die Studienpraxis ist ein wichtiger Bestandteil des Studiums und verbindet Hochschule mit Berufspraxis. Im Praktikum sollen sich die Studierenden durch aktive Mitarbeit Grundkenntnisse aus dem Berufsfeld aneignen und durch Beobachtung und kritisches Hinterfragen berufspraktische Erfahrungen sammeln und Zusammenhänge erfassen.

HSWT - Wir bitten Sie Ihre Anmeldeunterlagen zur Praxisprüfung bevorzugt per Mail einzureichen !

E-Mail: praxissemester.praktikantenamt@hswt.de



Verträge und Formulare für Ihr Praxissemester finden Sie in der Navigation links unter Triesdorf oder Weihenstephan!

Allgemeine Hinweise zur Studienpraxis finden Sie über Ihren Studiengang auf der Website der Hochschule Weihenstephan-Triesdorf:

Standort: Weihenstephan

- › Agribusiness AB
- › Bio-Lebensmittel & Business BB
- › Bioprocessinformatik BP
- › Biotechnologie BT
- › Brau- und Getränketechnologie BG
- › Forstingenieurwesen FI
- › Gartenbau GB
- › Landschaftsarchitektur LA
- › Landschaftsbau und -management LB
- › Landwirtschaft - Weihenstephan LW

Kontakt

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85354 Freising

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Ausbildungsbetriebe der Agrarwirtschaft in den Bundesländern

Internship Contract¹

.....
.....
..... (place of internship)

represented by Ms/Mr

and Ms/Mr(intern),

..... (matriculation number)

..... (birth date)

agree on the following contract, subject to agreement by the university,
which must be obtained by the student intern, for the implementation of the

internship semester / formative internship in the
Bachelor's degree programme at university of applied sciences Weihenstephan-Triesdorf.

Section 1 Legal relationship

(1) Ms/Mr

is employed as an intern from to

Section 4 Probationary period

The internship begins with a probationary period. This period lasts for one month.

Section 5 Weekly working hours during the internship

The attendance hours for interns are usually equivalent to the standard regular weekly working hours of tariff employees at the place of internship. Working hours may differ in accordance with legal regulations on employment conditions for under-age employees.

Section 6 Obligations of the place of internship

1The place of internship is obliged to ensure that interns can access and learn the information, knowledge, skills or experience required to meet their internship objective.

2In particular it is obliged to...

1. ...train and supervise the intern during the period agreed in Section 1 (1) of this contract and in accordance with the appended internship plan as well as the further provisions pursuant to Section 2. In particular, the student intern shall work in the following departments/fields:

.....

.....

.....

Contractual agreements

Working time regulations: customary in company (usually 8 h/d - 40 h/week).

Vacation: No entitlement to holidays – Contract extension!

Remuneration: by agreement (no entitlement to compulsory internship)

usually payroll tax liability, if applicable annual payroll tax adjustment

Confidentiality clause – Confidentiality: but according to the contract the company is obliged to provide data for the report

Absences: Report absences immediately, make up for absences (illness) for more than 5 days (Info to internship office)

Contract changes: report to the internship office by email

Student status

- During your practical semester you retain your student status, as it is a compulsory part of your studies (see study and examination regulations - SPO). mandatory internship
- Since the practical semester is a mandatory professional internship during your studies social security contributions are not required, regardless of your salary level.

Accident insurance

- **In Germany** you have **statutory accident insurance** = Berufsgenossenschaft.
- You are automatically covered by the accident insurance of the company



Health insurance

- **Health insurance** - always necessary
- Contact the health insurance company and let them know that you are doing a mandatory internship. Tell them also if you prolong the internship by a voluntary part.





Information about the internship RH

Liability insurance is highly recommended !

Clarify whether the company is insured !

To discuss absolutely with the human resources department of the company .



Labor law and insurance

Liability insurance

- ✓ Recommended for negligent damages during the internship towards the company and towards third parties
- ✓ Private liability insurance usually excludes damage during the internship
- ✓ Internship liability insurance from Versicherungskammer Bayern, specifically for Weihenstephan students
- ✓ Conclusion of contract after payment of insurance premium

Antrag/Versicherungsschein – BLOCKPOLICE

Haftpflichtversicherung für Studenten der Hochschule Weihenstephan-Triesdorf
und der Technischen Universität München-Weihenstephan

Name und Anschrift des Studenten (Versicherungsnehmer)

Name, Vorname		Geburtsdatum	
Straße, Hausnummer			
Postleitzahl	Ort	Excess on insurance !	Telefon

Name und Anschrift des Praktikumsbetriebes

Firma		089 / 2160 – 781080	
Straße, Hausnummer			
Postleitzahl	Ort		Telefon

Semesterbeginn/
Semesterende

0 Uhr

0 Uhr

HV 76559

Zahlungsweise

Bitte überweisen Sie den Gesamtbetrag spätestens einen Tag vor Semesterbeginn mit den anhängenden Überweisungsträgern direkt an den Bayerischen Versicherungsverband Versicherungsaktiengesellschaft. Der Versicherungsschutz beginnt ab Semesterbeginn, frühestens 1 Tag nach der Beitragsüberweisung. Der Versicherungsschutz beginnt gleichwohl zum angegebenen Semesterbeginn, wenn Sie nachweisen, dass Sie eine Nichtzahlung des Beitrags nicht zu vertreten haben. Bitte bewahren Sie die Unterlagen sorgfältig auf!



Praktikantenamt Weihenstephan – Internship Department

2026

Information on labour law and insurance issues during internships

Preliminary remark on language use: According to Article 3(2) of the Constitution, women and men have equal rights. All masculine personal and functional designations in these notes apply equally to women and men.

1. Working hours, holidays and remuneration

for an internship at the university –

- **Technische Universität München- School of Life Sciences (TUM)**
- **Hochschule Weihenstephan-Triesdorf (HSWT)**

▪ Enrolled students – internship during their studies

The main objective of an internship is to acquire as much knowledge, skills, experience and understanding of



Information about the internship RH

IMPORTANT:

The exemption from social security contributions applies only to the 18 weeks of the compulsory internship required as a part of the degree program.

If you wish to extend your internship, the mandatory internship will automatically become a voluntary internship, for which both the employee and the employer are required to pay social security contributions. You should obtain a separat contract für the voluntary internship.

Internship abroad

Get guaranteed approval from your internship supervisor!

Language and professional skills?

Clarify insurance coverage!

Clarify funding opportunities!

Consider the lead time!

Contact person: International Office Funding and Career Service
(IFC), Martina Dietrich, martina.dietrich@hswt.de

DAAD-Insurance package, health insurance, accident and liability insurance

Information about internship abroad: International Office - Weihenstephan-Triesdorf University of Applied Sciences

Accident insurance coverage only applies, if the contract was concluded in Germany – and the German company sends the intern abroad!

Information about the internship RH

Financial - BAföG

www.bafoeg-digital.de

Possible BAföG for
studying abroad

Form 02 is partially completed by the company (internship placement). (Internship semester in Germany)

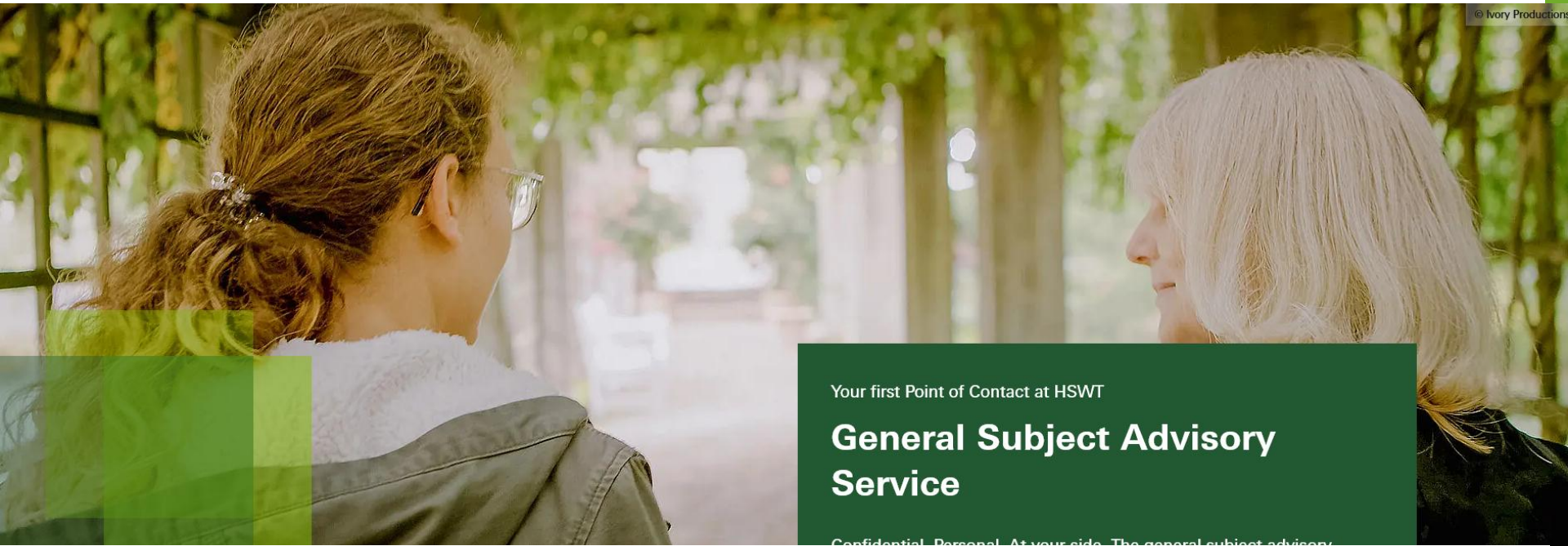
Form 06 (for abroad) is partially completed by the Internship Office.

Mrs. Larissa Müller - Maximus-von-Imhof-Forum 5 – 08161/71-249

Monday: 11:00 – 12:00

Tuesday, Wednesday: 13:00 – 14:00





Your first Point of Contact at HSWT

General Subject Advisory Service

Confidential. Personal. At your side. The general subject advisory



Gender & Diversity

Living openness & promoting diversity

Learning, working, living together: Together, we create the framework conditions for this by promoting equal opportunities at HSWT. We develop strengths from diversity.

Gender & Diversity

Obligations of the contracting parties

The training provider undertakes to:

- ❖ To enable student to participate in accompanying courses
- ❖ To support the students to prepare a project work.
- ❖ To appoint a training officer.
- ❖ To review and sign the report to be prepared by the student.
- ❖ To issue a confirmation of completion, which covers the success of the training in accordance with the respective requirements of the training objective and indicates the period of the practical training completed and any absences.

Obligations of the contracting parties

The student undertakes to conduct in accordance with the purpose of the training , in particular:

- ❖ To take advantage of the training opportunities offered and to adhere to the daily training time that corresponds to the usual working hours of the training position.
- ❖ To carefully carry out the tasks assigned within the framework of the training plan.
- ❖ to comply with the instructions of the training center and the persons appointed by it.
- ❖ To observe regulations applicable to the training location, in particular work regulations and accident prevention regulations as well as regulations on confidentiality.
- ❖ To prepare a report in a timely manner in accordance with the relevant university guidelines, outlining content and progress of the practical training.
- ❖ To report his/her absence to the training centre / training officer immediately.

Objectives of the internship:

Expanding social skills through integration in the company structure, responsible performance of assigned tasks, and impeccable interaction with colleagues, superiors and customers.

- ❖ Observe, recognise connections
- ❖ Actively participate, deepen knowledge
- ❖ Conscious critical questioning
- ❖ Gaining practical professional experience

Deepen theory and practice!

conflicts in the internship

What to do in case of problems?

1. Conversation with the person concerned
2. Conversation with operations manager/contact person
3. Contact with internship supervisor (HSWT)/internship office

A termination that does not involve the university does not mean that the completed practical period will be recognized!



Conflicts in the internship

➤ You are entitled to:
**time confirmation of previous
internship time**

Solutions

- Contract can be terminated by mutual agreement after prior consultation with the university
- Contract can be terminated unilaterally after prior consultation with the university:
 - (§ 10 contract)
- 1. If you abandon or change your training objectives, you will be given **2 weeks' notice**
- 2. **For important reasons: at any time, without notice**

Suchbegriff eingeben



Praktikantenamt Weihenstephan

- Startseite
- Mitarbeiter
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- Studiengänge HSWT
- Triesdorf
- Weihenstephan**
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Weihenstephan

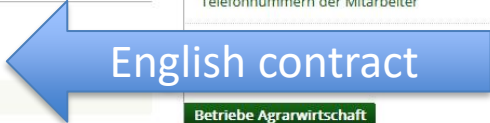


Hier finden Sie alle für das Praxissemester benötigten Formulare.

Praktikumsverträge

Bitte wählen Sie den benötigten Vertrag aus!

- > Vertrag deutsch 220 KB
- > Vertrag englisch 203 KB



Formulare

Hier finden Sie die speziell für Ihren Studiengang benötigten Formulare. Wählen Sie Ihren Studiengang in Weihenstephan!

- AB AI BB BG BT FI GB KS LA LB LM LW ME SP UW MRH

Master Resilient Horticulture

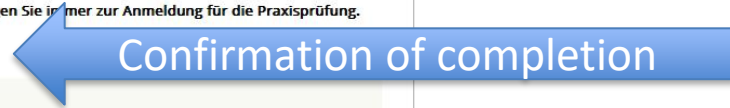
Bitte senden Sie dem Praktikantenamt Ihren Praktikumsvertrag per Mail. Please email your internship contract to the Internship Department.

Weitere Informationen liegen noch nicht vor. Further information is not yet available.

Zeitnachweis / Zeugnis

Einen Zeitnachweis/Zeugnis benötigen Sie immer zur Anmeldung für die Praxisprüfung.

- > Zeitnachweis - deutsch 212 KB
- > Zeitnachweis - englisch 210 KB



Bitte reichen Sie Ihre Unterlagen zum Praxissemester per Mail ein ! E-Mail: praktiksemester.praktikantenamt@hswt.de

Sonderfälle

Sonderfälle - Splitting des Praxissemesters, Auslandspraktika, Erlass von Praxiszeiten oder Prüfungen - klären Sie bitte vorher mit Ihrem/r zuständigen Praxisbeauftragten ab.

Kontakt

Praktikantenamt Weihenstephan
Alte Akademie 1
85354 Freising

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CONFIRMATION of completion/stay

(issued by the internship company - institution)

Mr / Mrs

born on

student ID number:

is student of the Hochschule Weihenstephan-Triesdorf.

Course of study:

The student completed the internship at

company, institution, department

address

email

in the time from

to

(=

weeks)



company, institution, department

address

email

in the time from _____ to _____ (= _____ weeks)

successfully.

During the practical training the student became acquainted with the following **key aspects**:

Absence (days off work: illness, other reasons):

place, date

signature instructor

company stamp

- **Registration for the internship examination via mycampus (online) from 16 October to 17 November 2026**
- **Submission of the following documents via moodle no later than Friday, 5. February 2027:**
 - **Confirmation of Completion**
 - **Form for selecting a suitable internship organisation**
 - **Internship report/project**
 - **Essay on intercultural experiences**



AGRIBUSINESS (auch dual)



BIO-LEBENSMITTEL & BUSINESS



AGRARTECHNIK (auch dual)



**ERNÄHRUNG UND
VERSORUNGSMANAGEMENT
(auch dual)**



BIOPROZESSINFORMATIK



BIOTECHNOLOGIE



**INGENIEURWESEN
WASSERWIRTSCHAFT (auch dual)**



**KLIMANEUTRALE
ENERGIESYSTEME (auch dual)**

Good luck with
your practical
semester!



**BRAU- UND
GETRÄNKETECHNOLOGIE (auch
dual)**



**FORSTINGENIEURWESEN (auch
dual)**



LANDWIRTSCHAFT (auch dual)



**LEBENSMITTELMANAGEMENT
(auch dual)**

