

Official Notice No.

31/2026

20.07.2026

**Internship Regulations
for the degree programme
Mobility and Administration
(Bachelor of Science – B.Sc.)
Dual degree programme with integrated internships**

Pursuant to Secs. 20(2), 23(2) and 81(2)(1) of the Brandenburg Higher Education Act of 9 April 2024 (GVBl.I/24, No. 12), as last amended on 21 June 2024 (GVBl.I/24, No. 30) in conjunction with Secs. 14(3) of the Basic Regulations of the Technische Hochschule Wildau – Technical University of Applied Sciences, as set out in the notice of 21 August 2019 (Official Notices of Technische Hochschule Wildau No. 45/2019), last amended with effect from 22 August 2022 (Official Notices No. 29/2022) and the provisions of the General Regulations of the Technische Hochschule Wildau – Technical University of Applied Sciences of 4 July 2019 (Official Notices No. 42/2019), last amended on 29 May 2024 (Official Notices of the Technische Hochschule Wildau – Technical University of Applied Sciences No. 12/2024), in conjunction with Secs. 10 of the Study and Examination Regulations for the Bachelor's degree programme in 'Mobility and Administration' dated 20.07.2026 (Official Notices No. 29/2026), the Faculty Board of the Faculty of Engineering and Natural Sciences at Technische Hochschule Wildau – Technical University of Applied Sciences, by resolution of 8 June 2026, hereby issues the following Internship Regulations for the 'Mobility and Administration' degree programme, approved by the President of Technische Hochschule Wildau – Technical University of Applied Sciences by letter dated 9 June 2026:

Publisher:

The President

Technische Hochschule Wildau – Technical University of Applied Sciences

Public-law body

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Section 1

Principles and Objectives of the Practical Phases

The academic and practical study periods form a single unit. As a compulsory component of the Bachelor's degree programme in 'Mobility and Administration', the practical phases serve to impart professional knowledge and experience. During the practical phases, students are expected to consolidate the knowledge acquired during their degree programmes, learn to apply this knowledge in practice, and acquire further administration-specific qualifications and skills. The aim is to prepare them specifically for future work in public administration or for comparable roles within the State of Brandenburg. The close integration of academic and practical training is intended to ensure that the overall qualification profile sought through higher education is optimally achieved. Depending on their progress in their degree programmes, students are expected to apply the knowledge and skills acquired during their academic degree programmes to administrative practice, familiarise themselves with the necessary working techniques, and practise and apply the independent handling of administrative procedures. The training provided at the placement organisations should therefore be optimally aligned with the degree programme contents and course contents.

Section 2

Scope and Structure

- (1) The period of practical work experience shall have a total duration of 35 weeks of the standard duration of studies.
- (2) The practical part is divided into phases, with phases I and II lasting 11 weeks and phase III 13 weeks. To enable a proper assessment of the students' performance during the internship, the students' attendance for each practical phase must be no less than ten weeks.

Practical phases I and II serve to integrate the theoretical knowledge acquired in semesters one to four with practical experience in administration. In terms of content, they are linked to the topics of the modules completed up to that point in accordance with the study plan (transfer of theory to practice).

Practical phase III in the seventh semester builds on a more advanced level of theoretical knowledge and consolidate the knowledge and skills acquired during the degree programme in a practical context.

Section 3

Procedure for the practical phase, partner organisations

- (1) The internships are completed at the following bodies of the Public Administration in Brandenburg (partner organisations):
 - Ministry of Infrastructure and Regional Planning of the State of Brandenburg (MIL),
 - State Office for Construction and Transport (LBV),
 - Brandenburg State Roads Authority (LS).

- (2) The internship positions are allocated to students by the recruiting authority. They also decide on any change regarding the organisation where the internship is completed.
- (3) At the partner organisation, practical instruction is provided by trainers who
 - hold at least a Bachelor's degree or an equivalent degree,
 - hold a training certificate,
 - hold a post in the senior civil service or a comparable position, and
 - have at least three years' professional experience in the senior civil service or in a comparable position, preferably in the specific field of practice.

The training certification is obtained through a course at the Technische Hochschule Wildau – Technical University of Applied Sciences. The trainers are supervisors who guide and support the students in their work during the internship.

- (4) Completing an internship in another administrative body, in the private sector or with associations is only permitted with the consent of the appointing authority. Where an internship is undertaken outside the public administration in Brandenburg, a direct connection with public administration and the comparability of the performance assessment with that of internships within the public administration of Brandenburg must be ensured.

Section 4

Legal status of students, working hours, incapacity for work, hardship cases

- (1) During the internship period, the students remain members of Technische Hochschule Wildau – Technical University of Applied Sciences with all the associated rights and obligations.
- (2) During the practical phases, no module examinations or resits shall take place at Technische Hochschule Wildau – Technical University of Applied Sciences.
- (3) The internships are undertaken on a full-time basis in accordance with a training plan. The training plan is set out in Appendix 1 and forms an integral part of these regulations. Working hours during the internship period are governed by the working time regulations of the training organisation.
- (4) The students must forward a certificate of incapacity for work to the employing authority without delay. The collective agreement provisions of the employing authority apply to sick leave. The students must inform the training organisation immediately. Absences due to illness must, as a rule, be made up for.
- (5) If it is not possible to extend an internship, the appointing authority shall decide whether the duration of the internship completed and the tasks performed during that period were sufficient to achieve the qualification objective of the internship in question.

Section 5

Assessment

- (1) For each internship, the student receives a detailed assessment.

The overall mark for practical phases I and II is composed of the partial marks for the assessment of

1. practical performance,
2. the practical report and
3. the practical presentation

The overall mark is calculated as follows: 50 per cent for the practical performance, 25 per cent for the practical presentation and 25 per cent for the practical report.

Practical phase III does not include a practical report. The overall mark for Practical Phase III is composed of the partial marks for the assessment of

1. the practical performance and
2. the practical presentation

The overall mark for Practical Phase III is calculated as 75 per cent of the partial mark for the practical performance and 25 per cent of the partial mark for the practical presentation.

The assessment forms for practical performance (assessment sheets) must be used for the assessment. They form an integral part of these regulations as Appendix items 2 and 3.

- (2) For each internship, an assessment is drawn up by the supervisor at the training organisation. This assessment of practical performance must indicate whether the objective of the study module has been achieved. It must be discussed with the students. If it is anticipated that the student's internship performance will have to be graded as 'unsatisfactory', the student must be informed of their level of performance and the resulting consequences no later than six weeks before the end of the internship.
- (3) At the end of practical phases I and II, students shall produce an internship report.

The content of the internship report shall comprise a description of the specific area of work covered during the internship and a subject-specific section totalling 10 to 15 pages (DIN A4).

The description of the specific area of work covered during the internship should, in particular, outline the tasks, administrative structures, administrative procedures, business processes and the role within the organisation.

The technical section must include the problem statement, the scope of the tasks, the methodology, the key findings, and an assessment of the results achieved in relation to the task and the specialist field.

The internship report must be submitted no later than four weeks after the end of the relevant internship. The internship report is assessed by the supervisor, who awards a mark. This mark must be discussed with the students.

- (4) The practical presentation takes the form of an oral examination at the relevant training organisation and is conducted by the relevant supervisor. The presence of an assessor must be ensured. The assessor must hold a Bachelor's or equivalent degree. The practical presentation is assessed and awarded a mark by the supervisor. This must then be discussed with the students.

The subject of the practical presentation, which must last at least 15 minutes, is a specific case study, which may, for example, involve a description of how a specific administrative procedure was handled or the development of a proposed solution to a specific problem from the relevant field of practice.

- (5) Responsibility for quality assurance during the work-based learning periods is shared between the employing authorities and Technische Hochschule Wildau – Technical University of Applied Sciences. Each employing authority ensures quality during the work-based activities, whilst Technische Hochschule Wildau – Technical University of Applied Sciences guarantees that the trainers in the employing authorities consistently meet quality standards through certification and re-certification.
- (6) An internship is deemed to have been successfully completed if each component has been assessed as at least ‘satisfactory’.

Section 6

Entry into force

These internship regulations shall come into force on the day following their publication in the Official Notices of Technische Hochschule Wildau – Technical University of Applied Sciences.

Wildau, 16 June 2026

signed Prof. Dr. rer. nat. Ulrike Tippe

President

Technische Hochschule Wildau – Technical University of Applied Sciences

Appendices:

- Training plan
- Assessment forms I and II
- Assessment form III

Training plan for the internship ‘Mobility & Administration’ degree programme at Technische Hochschule Wildau – Technical University of Applied Sciences The training plan is drawn up by the training provider and discussed with the students at the start of the internship. During the assessment interview at the end of the internship, it should be clarified whether, and to what extent, the training objectives have been achieved.	
First name and surname of the student	
First name and surname of the supervisor	
Name of the training organisation	
Brief description of the internship	
Place of work	
Practical phase Tick the number of the practical phase to be completed.	☐ Practical phase I (5th semester) ☐ Practical phase II (5th semester) ☐ Practical phase III (7th semester)
Period	from: to:
Relation to modules The module contents can be found in the module handbook. Please tick only those modules that were already part of the degree programme at the time of the respective practical placement.	1st semester ☐ Basic functions in mobility and Logistics ☐ Usage requirements and participation procedures ☐ Constitutional and European law ☐ Fundamentals of political, administrative and social sciences ☐ Project management and academic work 2nd semester ☐ Fundamental principles and system elements in mobility and Logistics ☐ Selected examples of sustainable solutions ☐ Mobility policy and transport economics ☐ General Administrative Law ☐ Fundamentals of public finance 3rd semester ☐ Fair urban road design ☐ Management Accounting ☐ E-government ☐ Project module

	4th semester ☐ Collection and analysis of mobility data ☐ Effects of transport measures ☐ Fair road space design outside built-up areas ☐ Local public road transport, local transport planning ☐ Construction, planning and environmental law ☐ Public procurement law and grant management 6th semester ☐ Road traffic flow and control ☐ Mobility management ☐ Compulsory elective module I: _____ ☐ Compulsory elective module II: _____ ☐ Public transport and road law
Task description for the internship	
Training objectives for the internship (Learning and work objectives)	
Discussed with students on	

Signature of supervisor

Assessment form for practical phases I to II

TH Wildau – Technical University of Applied Sciences, INW faculty, 'Mobility & Administration' degree programme

General details

Students' first name and surname

Seminar group:

Recruiting authority:

Training organisation:

Practical phase: (please tick)

First attempt or retake:

Period: Specify start and end dates

Absences: excused and unexcused

☐ I

☐ II

☐ First attempt

☐ 1st retake

☐ 2nd retake

from

to

Calculations entered by the university

from

to

from

to

from

to

from

to

from

to

1. Assessment of practical performance

First name and surname of the supervisor			
Assessment criteria		Points Achieved	Maximum points
1_Knowledge/Understanding Relevant specialist knowledge is present, along with the ability to acquire and, where necessary, deepen knowledge independently			20
2_Skills Ability to apply knowledge: Students must recognise, in a specific situation, how the knowledge they have acquired can be used to help solve the specific problem. This area is divided into three sub-areas:			
a. Adherence to time limits and the task requirements			10
b. Overall quality of work These include, for example, oral and written expression, correct form, appropriateness, coherence, legality, diligence and reliability.			15
c. Compliance with subject-specific requirements The subject-specific requirements must be defined by the supervisor at the start of the practical placement and discussed with the students.			15
3_Social skills Communication skills, ability to work in a team and ability to take on board criticism, reliability			20
4_Independence Willingness to learn and work, problem-solving and judgement skills, decision-making ability, organisational skills, concentration and perseverance, quick on the uptake			20
Total marks for practical performance			100
Component mark for practical performance under Section 9 of the General Regulations			
Assessment interview		Date of review	
The assessment of the practical performance must be discussed with the students and must indicate whether the objective of the study module has been achieved, Section 5(2) PraktO.			
If it is anticipated that the student's internship performance will have to be assessed as 'unsatisfactory', the students must be informed of their level of performance and the resulting consequences no later than six weeks before the end of the practical placement, Section 5(2) PraktO.		Enter only if necessary	

Supervisor
Place, date, signature

Student
Place, date, signature

General details¹

Students' first name and surname

Seminar group:

Recruiting authority:

Training organisation:

Practical placement: (please tick)

First attempt or retake:

Period: (specify start and end dates)

☐ I ☐ II

☐ First attempt ☐ 1st retake ☐ 2nd retake
from to

2. Assessment of the practical report

First name and surname of the supervisor:	
Topic of the practical report:	
Date of submission	

Assessment criteria	Points achieved	Maximum points
1_Content requirements (70 points in total) The five content-related requirements must be addressed within the relevant section of the practical report.		
a. Introduction Presentation of the placement area and its tasks, introduction to the topic, contextualisation of the work within the broader framework		10
b. Definitions Definition of key terms relating to the administrative procedure in question		10
c. Methodology Presentation and description of the approach taken to fulfil the task, e.g. tools, strategy, effectiveness, results-orientation		10
d. Outcome Clear presentation of the work output, practical applicability		10
e. Discussion Reflection on the work output		30
2_Formal requirements The guidelines set out by TH Wildau for the preparation of the practical report apply. Tutors may specify different guidelines. These must be set out in writing and provided to the students for the preparation of the report. The specified formal requirements must be adhered to. These include, for example, guidelines on formatting, spelling, tables of contents, citation styles and deadlines.		20
3_Structure of the report and use of technical terminology A structured, coherent organisation of the report, including any figures, tables or other visualisations used; use of precise and correct technical terminology		10
Total marks for the practical report		100
Partial mark for the practical report Section 9 General Regulations		

Supervisor

Place, date, signature

Student

Place, date, signature

¹ For archiving purposes, the general information must be reproduced in several places.

General details

Students' first name and surname

Seminar group:

Recruiting authority:

Training organisation:

Practical phase: (please tick)

First attempt or retake:

Period: (specify start and end dates)

☐ I

☐ II

☐ First attempt from

☐ 1st retake to

☐ 2nd retake

3. Assessment of the presentation

Supervisor's first name and surname		Panel member First name and surname	
Topic of the presentation, in line with the practical report:			
Date of oral examination	Time of presentation Secs. 5(3) of the Practical Training Regulations		Confirmation that a discussion took place ☐
	Start	End	End of oral examination Time
Make a brief note of the topics discussed during the oral examination, highlight any specific points, and attach any further details as an appendix if necessary			
Assessment criteria			Points Achieved
1_Content and structure of the presentation (45 points in total)			Maximum marks
a. Content factually accurate and comprehensive presentation of the context, description of the problem, analysis of the problem and development of findings or alternative courses of action, linking theory and practice, answering questions, use of examples, focused discussion			25
b. Structure Structure, logical organisation, coherence and clarity, appropriate weighting of main and sub-points, appropriate focus of content, adherence to time limits			20
2_Social and communicative competence Clear sentence structure, appropriate choice of words, appropriate use of technical terminology; appropriate manner of speaking and use of voice: in terms of clarity, volume, intonation, variation and speaking pace; appropriate use of gestures and facial expressions, natural delivery, engagement with the audience			15
3_Appropriate visual aids appropriate medium for illustrating the topic; where relevant, other suitable means of visualisation, e.g. diagrams or tables			15
4_Discussion following the presentation Students' ability to provide information on the subject area, the accuracy of the answers given, the ability to contextualise their own findings within the subject area, and their ability to defend or demonstrate insight into their own findings			25
Total marks for the practical presentation			100
Partial mark for practical presentation, Section 9 of the General Regulations The assessment must be discussed with the students, Section 5(3) of the Practical Training Regulations.			

Supervisor
Place, date, signature

Examiner:
Place, date, signature

Student:
Place, date, signature

General details

Students' first name and surname

Seminar group:

Recruiting authority:

Training organisation:

Practical phase: (please tick)

First attempt or retake:

Period: (specify start and end dates)

☐ I

☐ II

☐ First attempt

☐ 1st retake

☐ 2nd retake

from

to

4. Calculation of the mark for the practical section

Partial marks		Partial mark (carried over from pages 1 to 3)	Weighting Secs. 5(1) PraktO
1.	Practical work		50 %
2.	Practical report		25%
3.	Practical presentation		25%
4.	Grade for the practical section Calculation: (Sub-mark 1 × 50 + Sub-mark 2 × 25 + Sub-mark 3 × 25) : 100, The result is rounded to one decimal place. The mark is determined in accordance with Secs. 5(1) of the Practical Training Regulations (PraktO) in conjunction with Secs. 9 of the General Regulations.		

Supervisor:

Place, date, signature

Student:

Place, date, signature

Appendix:

If applicable, continuation of details regarding the practical presentation from page 3:

Assessment form for Practical Placement III

General details

Students' first name and surname

Seminar group:

Recruiting authority:

Training organisation:

Practical phase: (please tick)

First or repeat attempt:

Period: Specify start and end dates

Absences: excused and unexcused

☐ III

☐ First attempt

☐ 1st retake

☐ 2nd retake

from

to

Calculations entered by the university

from

to

from

to

from

to

from

to

from

to

1. Assessment of practical performance

First name and surname of the trainee	
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Assessment criteria	Points Achieved	Maximum marks
1_Knowledge Relevant specialist knowledge is demonstrated, along with the ability to acquire and, where necessary, deepen knowledge independently		20
2_Skills Ability to apply knowledge: Students must recognise, in a specific situation, how the knowledge they have acquired can be used to help solve the specific problem. This area is divided into three sub-areas:		
a. Adherence to time limits and the terms of reference		10
b. Overall quality of work These include, for example, oral and written expression, compliance with formal requirements, appropriateness, coherence, legality, diligence and reliability.		15
c. Compliance with subject-specific requirements The subject-specific requirements must be defined by the supervisor at the start of the practical placement and discussed with the students.		15
3_Social skills Communication skills, ability to work in a team and ability to take on board criticism, reliability		20
4_Independence Willingness to learn and work, problem-solving and judgement skills, decision-making ability, organisational skills, concentration and perseverance, quick on the uptake		20
Total marks for practical performance		100
Partial mark for practical performance under Section 9 of the General Regulations		
Assessment interview	Date of review	
The assessment of the practical performance must be discussed with the students and must indicate whether the objective of the study module has been achieved (Secs. 5(2) of the Internship Regulations).		
If it is anticipated that the student's internship performance will have to be assessed as 'unsatisfactory', the students must be informed of their level of performance and the resulting consequences no later than six weeks before the end of the practical placement, Section 5(2) PraktO.	Enter only if necessary	

Supervisor
Place, date, signature

Student
Place, date, signature

General details

Students' first name and surname

Seminar group:

Recruiting authority:

Training organisation:

Practical phase: (please tick)

First or repeat attempt:

Period: (specify start and end dates)

☐ III

☐ First attempt

☐ 1st retake

☐ 2nd retake

from to

2. Assessment of the presentation

Supervisor's first name and surname		Panel member First name and surname	
Topic of the presentation in line with the practical report, Secs. 18(3) APOgD:			
Oral examination date	Time of presentation Secs. 5(3) PraktO		Confirmation that a discussion took place ☐
	Start	End	End of oral examination Time
Make a brief note of the topics discussed during the oral examination, highlight any specific points, and attach any further details as an appendix if necessary			
Assessment criteria			Points Achieved
1_Content and structure of the presentation (45 points in total)			Maximum marks
a. Content factually accurate and comprehensive presentation of the context, description of the problem, analysis of the problem and development of findings or alternative courses of action, linking theory and practice, answering questions, use of examples, focused discussion			25
b. Structure Structure, logical organisation, coherence and clarity, appropriate weighting of main and sub-points, appropriate focus of content, adherence to time limits			20
2_Social and communicative competence Clear sentence structure, appropriate choice of words, appropriate use of technical terminology; appropriate manner of speaking and use of voice: in terms of clarity, volume, intonation, variation and speaking pace; appropriate use of gestures and facial expressions, natural delivery, engagement with the audience			15
3_Appropriate visual aids appropriate medium for illustrating the topic; where relevant, other suitable means of visualisation, e.g. diagrams or tables			15
4_Discussion following the presentation Students' ability to provide information on the subject area, the accuracy of the answers given, the ability to contextualise their own findings within the subject area, and their ability to defend or demonstrate insight into their own findings			25
Total marks for the practical presentation			100
Partial mark for practical presentation, Section 9 of the General Regulations The assessment must be discussed with the students, Section 5(3) of the Practical Training Regulations.			

Supervisor
Place, date, signature

Assessor:
Place, date, signature

Student:
Place, date, signature

General details

Students' first name and surname

Seminar group:

Recruiting authority:

Training organisation:

Practical phase: (please tick)

First or repeat attempt:

Period: (specify start and end dates)

☐ III

☐ First attempt

☐ 1st retake

☐ 2nd retake

from

to

3. Calculation of the mark for the practical section

Partial marks		Partial mark (carried over from pages 1 and 2)	Weighting Secs. 5(1) of the PraktO
1.	Clinical work		75 %
2.	Practical presentation		25 %
3.	Mark for the practical section Calculation: (Sub-mark 1 × 75 + Sub-mark 2 × 25) : 100, The result is rounded to one decimal place. The mark is determined in accordance with Secs. 5(1) of the Practical Training Regulations (PraktO) in conjunction with Secs. 9 of the General Regulations.		

Supervisor:

Place, date, signature

Student:

Place, date, signature

Appendix:

If applicable, continuation of details regarding the practical presentation from page 3: