

Annex – Registration sheet for the practical semester

Center for internships and Corporate Relations - FB 1



Hochschule für
Wirtschaft und Recht Berlin
Berlin School of Economics and Law

Registration deadlines: 15.03. for summer semester/ 15.09. for winter semester

Please upload **at least the annex** on S.A.M. by this date. Further documents can be submitted during the registration period. (see **instructions on the website** under “Registration for internship”)

Name:	Matrikelnr.:	
Study program:	e-mail:	
Registration für the practical semester for	wintersemester 20 __ / __ - __	summersemester 20 __ -

0. REQUIREMENTS TO START THE PRACITICAL SEMESTER (only Bachelor students)

- | | | | |
|--|-----|--------------------------|--|
| a. I've got at least 80 credits in the 1st part of my studies | yes | <input type="checkbox"/> | a total of
at least 100
ECTS points |
| b. I have already completed modules of the 2nd stage of my studies | yes | <input type="checkbox"/> | |
| c. I'll start my internship in the fifth semester or a higher one | yes | <input type="checkbox"/> | |

I. REQUIRED DOCUMENTS - BEFORE starting the internship ⇒ upload the following documents in S.A.M.	
1. Annex (registration sheet) – download on the website filled, signed and <u>uploaded in SAM</u>	<input type="checkbox"/>
2. Internship contract – use the template on the website or the contract from the company signed by all parties, <u>upload in SAM</u>	<input type="checkbox"/>
Fulltime period (35 to 40 hours/week) of 5 (minimum) to 6 (maximum) month	
3. Job description - use the template on the website filled and signed by your internship provider, <u>upload in SAM</u>	<input type="checkbox"/>
4 to 5 points of your main tasks during your internship period	
⇒ This 3 documents are required to recognition of the internship and admission to the practical semester ←	

II. REGISTRATION IN CAMPUS4U ⇒ registration for the internship course during the registration period	
IBMAN STUDENTS (BACHELOR) Modul Supervision IBMAN-M41-F01 Please register for this course	
MASTER STUDENTS Modul Internship Seminar Master-P01-F02 You'll get registered by the internship office	
⇒ Please note that the seminar requires full class attendance ←	

III. AFTER THE INTERNSHIP	
1. Certificate/ Reference Letter - an internship confirmation (template website) is required, filled and signed from your internship provider	
⇒ You'll receive the credits after submitting the certificate ←	

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Further information

Check your status in SAM

After registration and submission of the documents, the internship will be listed in the SAM. Please check your status.

Prüfen durch Verwaltung	Your details and documents will be checked.
Genehmigt/Offen	Your internship has been approved. After completing the practical phase, please upload the confirmation of your internship
Anmeldung unter Vorbehalt	Documents are missing, please upload them as soon as possible.
Abgebrochen/Teilpraktikum	Your practical phase does not have the required duration, please create a 2nd submission if you have found a follow-up internship
Abgegeben	Status after the submission date (latest date for submitting the internship confirmation)
Bewertet - Veröffentlicht	Your internship has been successfully completed

I have read the previous information and sign up for the practical semester.

Berlin, _____
Date

Student's signature

**BSEL – Dep. 1 Campus Schöneberg
Center for Internships and Corporate Relations**

house B room B 1.32

Contact person:

Monika Sakka 030/ 30877-1257 praxis.studi@hwr-berlin.de
(coordination/ counseling/ internship abroad/ scholarships: ERASMUS+/ PROMOS)

Office hours: Tuesday 10.30 a.m. to 12.30 p.m. via phone
Thursday 10.30 p.m. to 12.30 p.m. via phone and in person