

# Registration for the practical semester

Center for internships and Corporate Relations - FB 1



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

## Annex to the internship agreement

Name:	Matrikelnr:	
Study program:	e-mail:	
Registration für the practical semester for	wintersemester 20 __ / __	summersemester 20 __
Company/ Institution (internship provider):		

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

- a. I have completed the 1st part of my study program                                    yes
- b. I have already completed modules of the 2nd stage of my studies                                    yes
- c. I'll start my internship in the fifth semester or a higher one                                    yes

I. REQUIRED DOCUMENTS - BEFORE starting the internship	VERMERK PRAKIS- BERATUNG
⇒ submit the following documents to the internship office via email, post or personally <b>before</b> starting the internship!	
<b>1. Annex to the internship agreement</b> – download on the <a href="#">website</a> or ask in the internship office	<input type="checkbox"/>
<b>2. Internship contract</b> – use the template on the <a href="#">website</a> or the contract from the company A copy of the contract signed by all parties	<input type="checkbox"/>
<b>3. Job description</b> - use the template on the <a href="#">website</a> The signed description has to point out the main tasks during your internship period	<input type="checkbox"/>
<b>→ This 3 documents are required to recognition of the internship and admission to the practical semester</b>	

II. REGISTRATION IN CAMPUS4U	VERMERK PRAKIS- BERATUNG
⇒ register for this modul <u>during the registration period</u>	
MASTER ⇒ <b>Modul Internship Seminar</b> 699091 (only wintersemester)	<input type="checkbox"/>
IBMAN ⇒ <b>Modul Supervision</b> 401591	<input type="checkbox"/>
<b>→ Please note that the seminar requires full class attendance</b>	

III. BY ENDING THE INTERNSHIP	VERMERK PRAKIS- BERATUNG
⇒ <u>needed for the credits and the registration of your thesis</u>	
<b>Certificate/ Reference Letter</b> - an internship certificate or confirmation (template <a href="#">website</a> ) is required	
<b>→ You'll receive the credits after submitting the certificate</b>	

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## Further information

### Check your internship status in campus4u

Once your registration has been done and the documents are submitted, the internship will be listed in campus4u. Please check your status, especially the comment:

- **Internship status: AN: registered, no comment**, all documents are present
- **Internship status: AN: registered, comment: VB!** Missing documents must be submitted
  - ⇒ Your internship **has not yet been accepted** as a compulsory internship; your registration is only preliminary and rests on the submission of the missing documents.

**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](mailto:praxis.studi@hwr-berlin.de)  
(coordination/ counseling/ internship abroad/ scholarships: ERASMUS+/ PROMOS)

**Office hours:** Tuesday 10.30 a.m. to 12.30 p.m.  
Thursday 04.00 p.m. to 06.00 p.m.

#### Submit your documents:

- via e-mail (pdf als Dateianhang) [praxis.studi@hwr-berlin.de](mailto:praxis.studi@hwr-berlin.de)
- personally ( zu den Sprechzeiten s.u.) Haus B Raum B 1.32
- via post (HWR Berlin FB1 Praxisberatung, Badensche Str. 52, 10825 Berlin)