

# Registration for the practical semester via S.A.M.

Center for internships and Corporate Relations – Dep.1

Please find here information and steps to register for the internship period in SAM and an overview about the following steps and statuses in SAM.

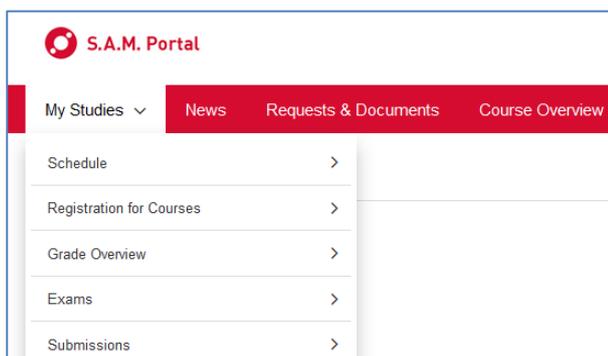
1. Registration Period and Deadline
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3. Three steps to register
4. How it works-Example
5. Explanation of status

## 1. REGISTRATION PERIOD AND DEADLINES

- **Registration period:**  
01.01. to 15.03. summer semester / 01.07. to 15.09. winter semester
- **Registration deadline:**  
15.03. for summer semester/ 15.09. for winter semester  
**Please upload at least the registration document on S.A.M. by this date**
- **Deadline to fulfill the documents:**  
fulfill the registration (upload documents) until 15.05. summersemester/ 15.11. wintersemester
- **Deadline to upload your internship certificate**  
Check the “date of submission” (Abgabedatum): with the end of the practical phase, the internship confirmation (alternatively the internship certificate) should be uploaded to receive your credits points.

## 2. INSTRUCTIONS

You can register for the practical phase in SAM via “Submissions” (Abgaben), which you can call up under “My Studies”(Mein Studium)

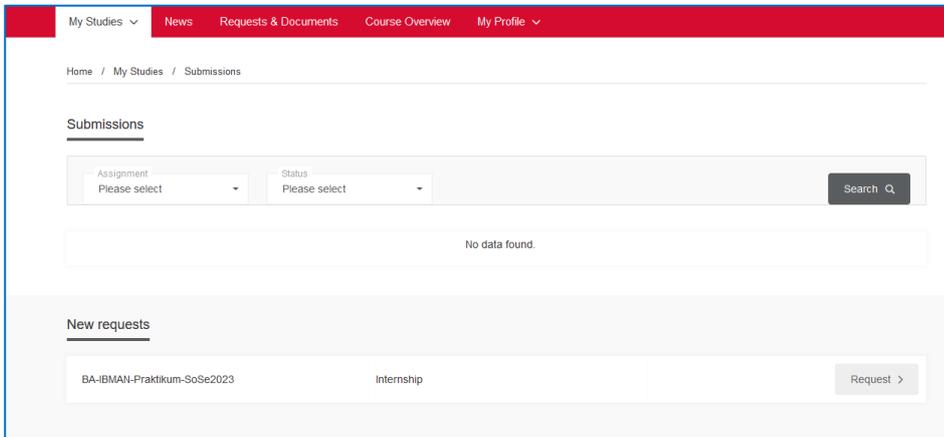


## IBMAN STUDENTS:

If you have at least 110 ECTS points and are in the 4th semester or higher, you should see the submission type internship under "NEW REQUESTS"

## MASTER STUDENTS:

If a mandatory internship period is required, you should see the submission type internship of your studies under " NEW REQUESTS "



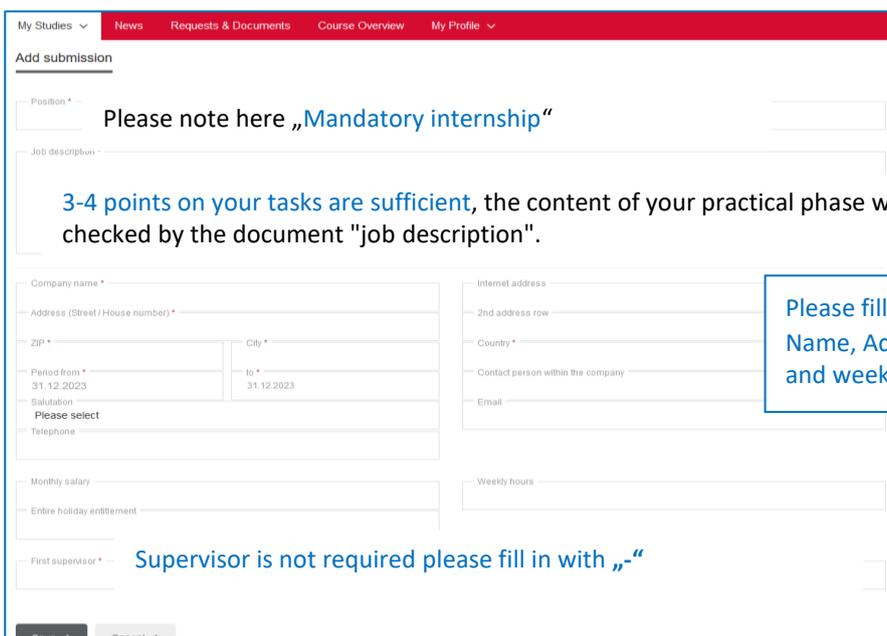
The "Request" button takes you to the processing of your registration for the internship. Depending on the current situation, you can follow template A or B.

- If most of the data are known before the registration deadline (15.09. WiSe or 15.03. SoSe) please fill in the relevant fields as shown below.
- If you are still in the application process, please fill in the submission and upload the registration document as a first step.

### 3. THREE STEPS TO REGISTER YOUR INTERNSHIP PERIOD

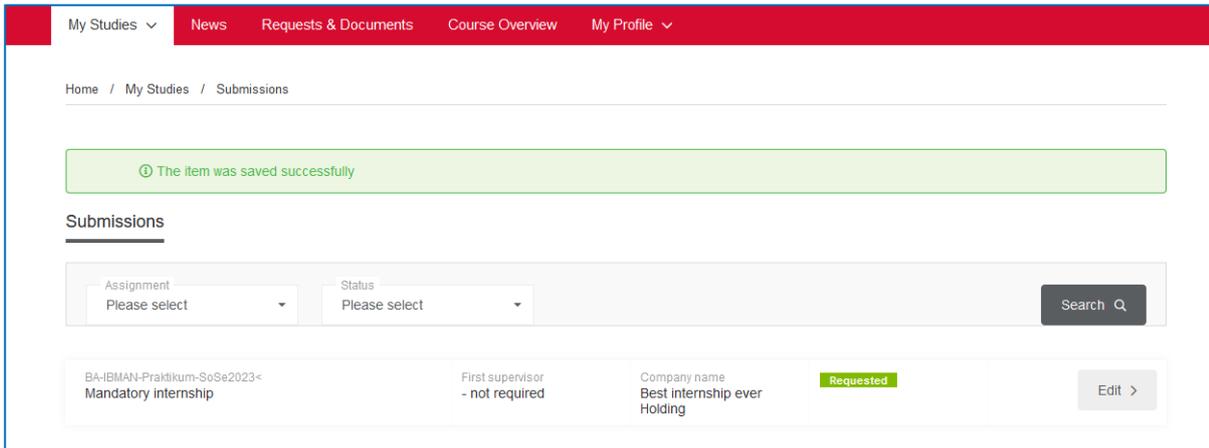
#### a. STEP ONE

Please fill in if you know the dates of your internship completely or as far as possible. The mandatory fields \* plus the information "weekly hours" must be completed. Please fill unknown data with the placeholder "-".



Please fill in the mandatory fields\*:  
Name, Address, internship period  
and weekly working hours

To save your entries, click „Save“ (“Speichern”)



You can continue editing the submission in the next step.

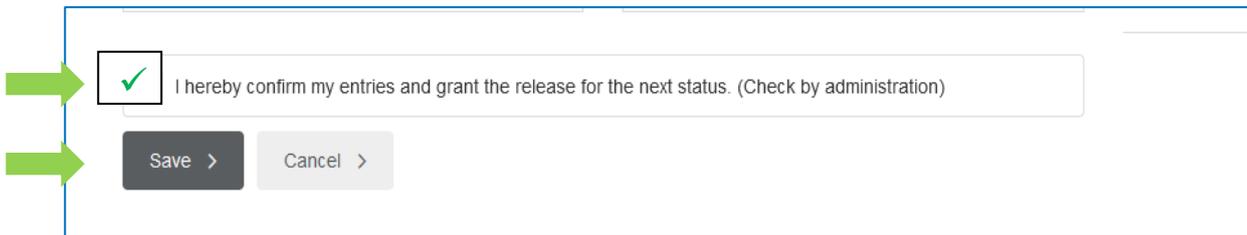
## b. STEP TWO

Please fill in the required information or the gaps and upload the documents as requested

If information or documents are still missing, only save your entries (without confirming them!) so that you can edit them again. Your submission will remain in the requested status. **Angefragt**

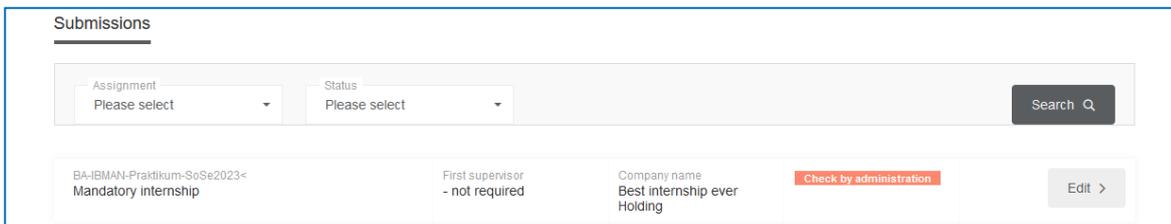
### c. STEP 3

After all data has been completed and requested documents have been uploaded, please confirm. By clicking on the confirmation and saving, you send your registration for the "check by the administration".



A confirmation dialog box with a checked checkbox and the text "I hereby confirm my entries and grant the release for the next status. (Check by administration)". Below the text are two buttons: "Save >" and "Cancel >". Two green arrows point to the checkbox and the "Save >" button.

Next status:



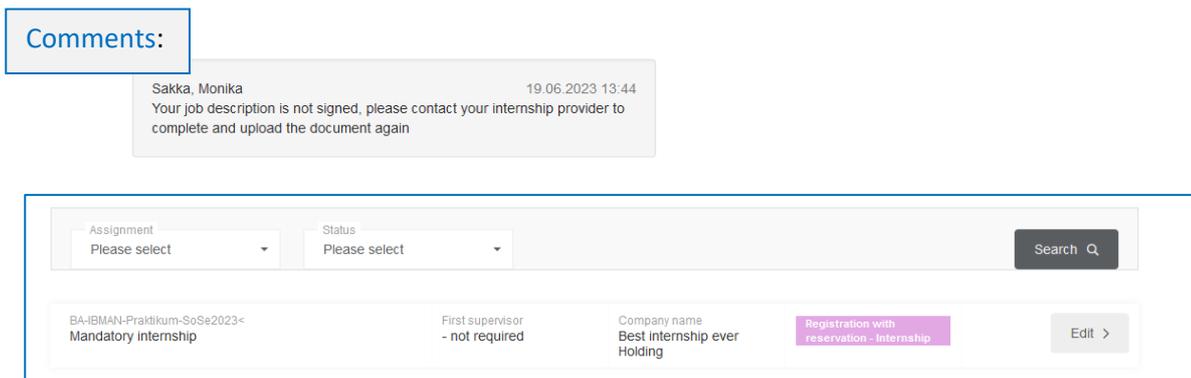
A table titled "Submissions" with a search bar and filters. The table contains one row with the following data:

Assignment	Status	First supervisor	Company name	Action
BA-IBMAN-Praktikum-SoSe2023< Mandatory internship	Please select	- not required	Best internship ever Holding	Check by administration Edit >

Your registration will be checked by the administration with a feedback on the status

## 4. HOW IT WORKS - EXAMPLE

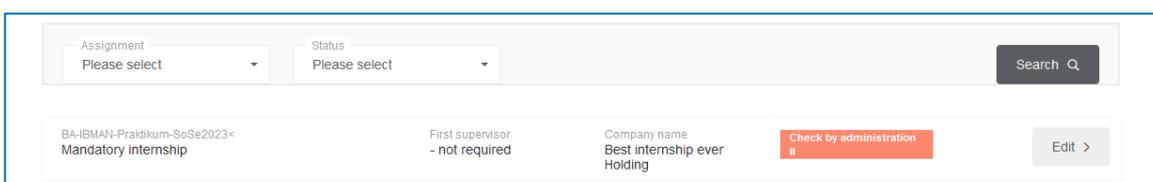
After the proof of the documents there was a sign missing. The administration makes a comment and change the status:



A "Comments" section with a comment from Sakka, Monika on 19.06.2023 13:44: "Your job description is not signed, please contact your internship provider to complete and upload the document again". Below it is the "Submissions" table with the status changed to "Registration with reservation - Internship".

Assignment	Status	First supervisor	Company name	Action
BA-IBMAN-Praktikum-SoSe2023< Mandatory internship	Please select	- not required	Best internship ever Holding	Registration with reservation - Internship Edit >

Please check the status and upload the correct document(s) as requested. Afterwards confirm and save to change the status again.



The "Submissions" table with the status changed back to "Check by administration".

Assignment	Status	First supervisor	Company name	Action
BA-IBMAN-Praktikum-SoSe2023< Mandatory internship	Please select	- not required	Best internship ever Holding	Check by administration Edit >

After the 2<sup>nd</sup> proof all requirements are fulfilled so the status will be changed in approved:

BA-IBMAN-Praktikum-SoSe2023< Mandatory internship	First supervisor - not required	Company name Best internship ever Holding	Approved/Open	Edit >
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After a great internship period and returning back to BSEL well experienced please upload your internship certificate in your submission (internship) to get your ECTS points.

BA-IBMAN-Praktikum-SoSe2023< Mandatory internship	First supervisor - not required	Company name Best internship ever Holding	Submitted/Delivery Date reach	Edit >
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Last proof from the administration to change the state and register your credits.

BA-IBMAN-Praktikum-SoSe2023< Mandatory internship	First supervisor - not required	Company name Best internship ever Holding	Rated - published	Edit >
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## 5. EXPLANATION OF THE STATUS IN SAM

The different statuses indicates you (and us) the current situation. The status informs about required steps or if your submissions is complete and finally accepted. Students change the status by ticking the box "I hereby confirm.."), the administration checks and changes the status depending on the requirements. Please find below some explanations.

1. **Angefragt** Your submission is being processed and not yet complete. Please only confirm when everything is complete, otherwise just click on save
2. **Prüfen durch Verwaltung** Confirming and saving activates this 2nd status. Your entries and documents will be checked and you will receive appropriate feedback via an further status
3. **Anmeldung unter Vorbehalt** Your submission is not complete, e.g. documents are missing, often the task description
4. **Genehmigt/Offen** Your practical phase has been approved. Please leave this status during the practical phase so that you can finally upload the internship confirmation. After confirming the upload, the next status will be activated.
5. **Abgegeben** You have uploaded, confirmed and saved the internship confirmation/ the internship certificate after the end of the practical phase. We can now check this document and book the credit points
6. **Bewertet - Veröffentlicht** Your practical phase has been successfully recorded, which you can also see in your performance overview
7. **Teilpraktikum** SPECIAL CASE: If someone completes 2 internships, this will be given the status "Partial Internship" instead of "Approved/Open" for a better check of this exception

You have further questions? You've missed a deadline?

Please contact us via e-mail [praxis-studi@hwr-berlin.de](mailto:praxis-studi@hwr-berlin.de) or phone 030/30877-1257 oder -1253