

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 PRACITICAL SEMESTER (only Bachelor students)

- | | | |
|--|-----|--------------------------|
| a. I have completed the 1st part of my study programme | yes | <input type="checkbox"/> |
| 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

⇒ **submit the following documents to the internship office via email, post or personally**

- | | |
|---|--------------------------|
| 1. Annex to the internship agreement – download on the website or in the internship office | <input type="checkbox"/> |
| 2. Internship contract – use the template on the website or the contract from the company A copy of the contract signed by all parties | <input type="checkbox"/> |
| 3. Job description - use the template on the website The signed description has to point out the main tasks during your internship period | <input type="checkbox"/> |

⇒ **This 3 documents are required to recognition of the internship and admission to the practical semester** ←

II. REGISTRATION IN CAMPUS4U

⇒ **register for this 2 courses during the registration period**

1. Modul Internship

IBMAN BA: 401592 / MASTER: 699093 (choose one of the following groups)

- | | |
|--|--------------------------|
| Group 01: Internship in Berlin | <input type="checkbox"/> |
| Group 02: Internship outside of Berlin (Germany or foreign countries) | <input type="checkbox"/> |
| Group 03: Still in the application process (please submit the ANNEX) | <input type="checkbox"/> |
| 2. Modul Internship Seminar ⇒ MASTER: 699091 (only wintersemester) | <input type="checkbox"/> |
| Modul Supervision ⇒ IBMAN BA: 401591 | <input type="checkbox"/> |

⇒ **Please note that the seminar requires full class attendance** ←

III. AFTER THE INTERNSHIP

- 1. Certificate/ Reference Letter** - an internship certificate or confirmation (template [website](#)) is required

⇒ **You'll receive the credits after submitting the certificate** ←

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

Further information

Check your status in 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.
- **Internship status (registration list) : ZU: registered**, accepted and admission to the practical semester (this process requires some weeks)

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.

Thursday 04.00 p.m. to 06.00 p.m.

Submit your documents:

- via e-mail (pdf als Dateianhang) 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)