



# Internship Checklist – Which documents I need to submitt

#### Before you go to the Internship:

1. The filled Internship Application Form (use the form from the BIB Website)

			University of Applied Sciences	Hochs chule für 1 Practical Semester			Page
Application for in	ternship to a	ccompany course	a of study	To be completed by	Company - Internsh	iip Location Deta	ils
To be completed by student				Internship Location (Name of Company/Institution)			
Sumame				Street			
Firstname				ZIP Code, CITY			
Student ID				COUNTRY			
Date of Birth				Contact person at the	Sumame:		
Street	reat			internship location	Elist Name		
Zip Code, City				Contact: 🕿			
Telephone				Contact: R. (E-Mail)			
E-mail				Internship duration as a	tated in the internation	Working Days:	Weeks
Suggested internship supervisor at the				contract	seared in the internality	Start/From	End/To
HTW		l		Area of Work / Departm	enet	Giardi Ioni	21010
Internship Semester. The internship relates to	SSAVS	Study Semester:	Study Programme:	Workfield of Intern (Stu			
				Attestation of HTW, U			D
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Only the student has to fill the form before the internship starts

## 2. Current Transcript of Records which proofs that you have 115 ECTS from semesters 1-4 (can be downloaded from LSF or obtained at the Examination Office – Ms. Rönsch).

#### (Study Regulations 09/15, Annex 6, § 2:

The specialist internship should only commence when the first five semesters have been completed. Evidence of the completion of 115 credits from semesters 1 - 4 is a required prerequisite.)

#### 3. Internship Contract

- a. Either HTW Contract Download BIB Website + 1-pager from the company stating your weekly working hours and tasks
- or
- b. Company Contract has to include the working hours/days at least otherwise also a 1-pager stating the hours/days and tasks

Please have all these papers complete and submit them to the BIB Administration Office in time (at least three weeks before starting your internship). Without the complete Internship Documents, we will not attend to the approval of the documents. Thank you for your understanding!

<u>Note:</u> Students who plan to do an exchange Term in the 4<sup>th</sup> and/or 5<sup>th</sup> semester, have to make sure to send their Study Programme Form (Learning Agreement) and the Transcript of grades in time, in order for the credits to be entered in the system. This procedure might take up to 3 weeks.





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For more details please check the BIB Webpage: <a href="http://bib.htw-berlin.de/studying/internship/">http://bib.htw-berlin.de/studying/internship/</a>

Do not forget to register for the Internship Support & Evaluation course! The course is mandatory.

### After you return from your internship:

To **accredit** your compulsory internship on LSF you have to submit the following documents not later than 4 weeks after the completion:

- 1. Signed Internship Application Form (The company has to sign and stamp after your Internship period as an attestation on the Internship Application Form Page 2)
- 2. Internship Testimonial (Praktikumszeugnis, Letter of Reference etc.)
- 3. Cover page of your Internship Report signed by all relevant parties

Hechtschule für Technik Wittschaft Bertrin Unternship Report	Download on the BIB Webpage -> Internship Forms
"Name of the Company" Address "Street, No, PO Box" Zip Code, City"	
"Name of the Student"	
Student ID.: "0xxxxx" Course: "xxx" Address: "Street / No" "ZIP Code / City / Country" Phone No.: "+49" E-Mail: "Address "	Internship Coordinator HTW would normally be the lecturer of the "Internship Assessment and Evaluation" Course
Days of Absence of Student: "XX"	
company Internship Coordinator: "Name" nternship Coordinator at HTW: "Name"	

3.1 The Internship Report is a part of the **Internship Assessment and Evaluation Course (IA&EC)**. If you have handed in your report there and the lecturer of the course has approved it, he or she will sign the cover page. It is sufficient then to submit the cover page





together with the above-mentioned documents in order to have the internship accredited.

3.2 If you have not participated in the IA&EC during the internship, or if the lecturer of the IA&EC has not approved your report, you need to hand in a full Internship Report to the BIB Administration Office. This report has to be approved by the Internship Coordinator Prof. Penner in order to get the internship accredited. In any case you will have to pass the IA&EC.

The Internship will be accredited if all papers are submitted together. Please refrain from sending incomplete papers.

Kindly,

Your BIB Management Team