



Internship Checklist – Which documents I need to submit

Before you go to the Internship:

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

The form is divided into two pages. Page 1, 'Application for internship to accompany course of study', is to be completed by the student. It includes fields for Surname, First name, Student ID, Date of Birth, Street, Zip Code, City, Telephone, E-mail, and Suggested Internship supervisor at the HTW. It also has checkboxes for 'I certify that I have attended all courses ECTS required to undertake an internship as stipulated by the relevant governing internship guidelines' and 'The following courses still have to be passed/obtained:'. Page 2, 'To be completed by Company - Internship Location Details', includes fields for Internship Location, Name of Company/Institution, Street, Zip Code, CITY, COUNTRY, Contact person at the internship location (Surname, First Name), Contact (Phone, E-Mail), and Internship duration as stated in the internship contract (Working Days, Weeks, Months, Days). It also has fields for Area of Work / Department, Workfield of Intern (Student), and Date/Signature/Stamp for the Internship Co-ordinator of the Study Programme. A section for 'Confirmation of successful accomplishment of the internship' includes a statement that the Internship Assessment of the Company and the Internship Report of the Student has been submitted and conforms to the general Internship Requirements according to the 'Praxisordnung - Praxis' and fields for the Internship Co-ordinator of the Study Programme / Internship Supervisor (Date/Signature/Stamp).

Only the student has to fill the form before the internship starts

2. Current Transcript of Records which proves 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

- Either HTW Contract - Download BIB Website + **1-pager from the company stating your weekly working hours and tasks**
or
- 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!

Note: Students who plan to do an exchange Term in the 4th and/or 5th 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.



For more details please check the BIB Webpage:


<http://bib.htw-berlin.de/studying/internship/>

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


Hochschule für Technik
und Wirtschaft Berlin
University of Applied Sciences

Internship Report

„Name of the Company“

Address: „Street, No, PO Box“
„Zip Code, City“
„Country“

„Name of the Student“

Student ID.: „0xxxx“
Course: „xxx“
Address: „Street / No“
„ZIP Code / City / Country“
Phone No.: „+49 “
E-Mail: „Address“

Days of Absence of Student: „XX“

Company Internship Coordinator: „Name“

Internship Coordinator at HTW: „Name“

Date, Signature Student | Date, Signature Company Internship Coordinator | Date, Signature Internship Coordinator HTW Berlin

Download on the BIB
Webpage -> Internship
Forms

Internship Coordinator HTW
would normally be the
lecturer of the “Internship
Assessment and Evaluation”
Course

- 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