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Internship information

- **International Sustainability Management**
- **International Digital Business**

Key facts

- **Intended in the 6. Semester**
 - ⇒ Requirements to start: regular 150 at least 110 ECTS points according to § 4 of the internship regulations
- **Duration: 5 to 6 month (full-time)**
- **Correlation with the main studies and career planning**
- **International aspects required**
according to § 4(4) of your study regulations
 - ⇒ an internship abroad
 - ⇒ in a company or institution in Germany
 - your tasks should have international aspects or/and
 - your working environment is international



Internship regulations §2

The aims of the internship semester

- (1) The internship semester is intended to introduce its students to practice-based problems and provide training in their solution. The internship semester provides students with **the opportunity to apply the theoretical knowledge which they have acquired in the course of their studies**; it also enables them to develop an area of specialization.
- (2) The internship semester gives Bachelor's students the opportunity to apply the knowledge acquired in the first half of their degree course. As far as possible, **the internship semester should be conducted in an environment exhibiting similarity with their chosen area of specialization in the second section of the degree programme.**
- (3) The fields in which the internships are provided **should lie in the areas in which students could hope to work.**

Study regulations §4 (4)

Standardly, an internship is completed in the seventh subject-specific semester. **The internship must be completed outside Germany and / or in an international company or organization in Germany.** The aims and implementation of the internship are established in the relevant internship regulations.

Steps to register for the practical semester

I. Before you start the internship please register your internship period in SAM and upload the following documents there

1. **Anmeldebogen** (registration document)
2. **Internship contract**, which has to be signed by company and the intern
3. **training plan** – a short job description signed by the company

The content of the internship is defined by the task description to be submitted and checked for recognition in accordance with the requirements of the internship regulations

Please find the specific instructions to register and above named documents here <https://www.hwr-berlin.de/en/hwr-berlin/departments-and-bps/department-1-business-and-economics/studying-at-the-department/internship/> under this topic: **mandatory internship documents** (if needed switch to the German website)

II. Register yourself for the following modules during the registration period

Internship Supervision (course no ISUM: BA-ISUM-M27, course no IDB: BA-IDB-M27)

Notice

In the practical semester (internship including practical seminar) 2 further courses (8 semester hours per week) can be chosen as a maximum. Please note: while the Internship Supervision module is a mandatory part, the internship provider does not have to release you for additional courses.

How you will get your credits

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|---|--------|-----------------------|
| 1. passing the seminar Internship Supervision | —————> | 2 ECTS-Points |
| 2. Certificate of employment (upload in SAM) | —————> | 28 ECTS-Points |

How to find an Internship

- Offers in our Portal GOpraktikum <https://gopraktikum.hwr-berlin.de/de>
- Check our moodle courses <https://moodle.hwr-berlin.de/course/index.php?categoryid=842>
- Sending speculative applications

For internships abroad

- Check our website <https://www.hwr-berlin.de/studium/international-studieren/praktikum-im-ausland/> and moodle course <https://moodle.hwr-berlin.de/course/view.php?id=64040>
- Chambers of foreign trade (information, member lists and internship provider)
- Internship-organisations

Support from the Career Service

- In case of compiling the application documents, please make an [appointment](#)
- Inform yourself in moodle in the [course](#) Career Service

Further Questions?

Please visit our moodle courses (link above) for internships in Germany and abroad with FAQs, company lists, Internship recommendations

No answers found, feel free to contact us ☺

