How to do the Training Period in Industry

Precondition: All the exams of the first two semesters passed? (one missing exam will be tolerated)

No

You can't do the internship focus on the missing exams

Apply for an internship position. Mention in your application that the internship is obligatory. The minimum duration of the internship is 20 weeks (full-time i.e. min. 35h per week). Sometimes it happens that the company wants a statement from the HAW for proving that the internship is obligatory. Please contact me if that happens.

Yes

You tried hard, but you were unable to find an internship position

Fill out the form „Ausnahmegenehmigung Praxissemester“ from the Fakultätsservicebüro and contact me for an appointment. Show a minimum of 3 rejections.

You have a contract for an internship

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Fill out the form „Praxissemester“ from the Fakultätsservicebüro.

Choose a supervising Professor/in and let him/her sign the form

In order to register your internship contact me for an appointment. Bring the form and the contract with you to our meeting

The contract must contain the beginning and the ending of the internship as well as the working hours

Your internship is outside of Hamburg and You don't need the „Semesterticket“

Apply for „Rückerstattung der Gebühren für das Semesterticket“ at the Studierendensekretariat, Stiftstraße 69. You will get back the money for the „Semesterticket“ if you can prove that your internship is out of Hamburg

Your internship is registered at the Fakultätsservicebüro

Start the internship

Your internship is finished

Ask the employer for a written confirmation. This confirmation must contain your name, the beginning and ending of the internship and the signature of a representative of the company

Contact me for an appointment and bring the confirmation from your company with you. I will give you back the form „Praxissemester“.

Contact Your supervising professor

You report on the internship to your supervising professor. This report can be done by a presentation and/or a written report. The supervising professor signs on the form „Praxissemester“ and brings the form to the Fakultätsservicebüro

Your internship will be visible in StiSys as

Finished

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