How to do the Training Period in Industry No Precondition: All the exams of the first two semesters passed? (one missing exam will be tolerated) Yes Apply for an internship position. Mention You can't do the You tried hard, but in your application that the internship is internship focus you were unable to find obligatory. The minimum duration of the on the missing an internship position internship is 20 weeks (full-time i.e. min. 35h exams per week). Sometimes it happens that the company wants a statement from the HAW for proving that the internship is obligatory. contact me for an Please contact me if that happens. appointment. Show a The contract must contain the beginning You have a contract minimum of 3 rejections. and the ending of the internship as well for an internship as the working hours Fill out the PDF-form "Formular für das Praxissemster" you can download it from the HAW website Your internship Choose a supervising Professor/in and let him/her sign the form is outside of Hamburg and You don't need the "Semesterticket" In order to register your internship send me an E-mail containing the filled out form, your contract and your StiSys transcript of records (each one in a PDF-Filetype) your internship is registered Apply for "Rückerstattung der Gebühren für das Semesterticket" at the Start the internship Studierendensekretariat. Stiftstraße 69. You will your internship is finished get back the money for the "Semesterticket" Ask the employer for a written confirmation. This confirmation if you can prove that must contain your name, the beginning and ending of the your internship is out internship and the signature of a representative of the company of Hamburg Scan this confirmation and send it to me by E-mail in PDF-Filetype I will sign the form and place it in the postbox of your supervising **Important Note:** Professor Start the registration process by sending me ■ the filled out form, the contract and the Report on your internship to the supervising professor. This StiSys-Transript report can be done by a presentation and/or a written report. before working The supervising professor signs on the form "Praxissemester" for your internship. and places it in postbox of the Fakultätsservicebüro (FSB) Otherwise your work will not be accepted as industrial placement Your internship will be visible in StiSys as

Finished