

## Mandatory Internship



### Duration

At least 7 weeks fulltime (= min 275h) → 10 ECTS  
Part-time possible: min 50% and at least 3Days/Week → min 275h  
Internship can be divided into 2 parts (minimum 3 + 4 weeks)

Recommendation:  
Internship should be planned between 2nd & 3rd semester. Apply early (advice: get in touch 6-12 months in advance)



### Interruptions and Absence

Interruptions are only allowed in compelling cases (approval of internship supervisor and university necessary!)  
Illness: starting from the 5th missed day, the work days must be made up.



### Internship opportunities

The internship must be relevant to the field of study  
Internships both domestically and abroad are possible  
Help with the search:

- Internship folder in the program coordination office (collection of internship evaluations)
- Tabular overview of previous internships in Germany and abroad on the website

WiHi-positions or internships at the faculty UNR are NOT accepted



### Procedure

1. Clarify with the program coordinator if the desired internship will be accepted
2. Conclude an internship contract with the internship provider (between student + internship provider)  
*! Only if a signature from the university is required, the university's internship contract must be used; otherwise, contracts from the internship provider can also be signed*
3. After the internship: Submit **CONFIRMATION** of internship and internship **EVALUATION** to the program coordination
4. The confirmed proof is forwarded by the program coordinator to the examination office and the 10 ECTS credits are recorded. → Done!

Mandatory documents:  
InternshipCONFIRMATION  
InternshipEVALUATION

! It is not possible to register the internship on HISinOne !



### Insurance

During the mandatory internship, the following apply:

- Liability insurance (Exception: Internships in the USA and Canada!)
- Student group accident insurance

For more information and certificates, contact SWFR: [sozialberatung@swfr.de](mailto:sozialberatung@swfr.de)



### Tuition Fees During the Internship

**Semester fees (€180) must always be paid!**

An exemption from tuition fees (for second-degree or international students) is possible if only the mandatory internship is completed during the entire semester (lecture period), meaning no modules, no exams, and no thesis work.



### Questions?

Acceptance → program coordination

Further information → see examination regulation (only available in german) or contact program coordination