

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 separated in two parts (min 3 + 4 weeks)

Recommendation:
Internship should be planned
between 2nd & 3rd semester
Every other timeslot is
possible



Interruptions and Absence

Interruptions are only allowed in compelling cases (approval of internship supervisor and university necessary!)
Illness: after 5 days of absence, days must be made up.



possible internships

Internship has to fit in the content of the program
Internships at home and abroad are possible
Internship must be managed by a person with an university degree

WiHi-positions or internships at
the faculty are NOT accepted

Hilfe bei der Suche:

- Folder with internship evaluations from former students, office Program coordination)
- Contact and ask Profs and Lecturer



Acceptance – Administrative Procedure

- 1) Clarify that the internship will be accepted (-> program coordination)
- 2) Sign internship contract (-> Student + Internship provider)
If the internship provider requires the signature from the university, you need to use the contract from the faculty, offered on the website. If not, you can sign a contract offered by the internship provider.
- 3) After the internship: submit **InternshipCONFIRMATION** and **InternshipEVALUATION** to the program coordination (in person, via Mailbox, via e-mail(pdf)) -> done!



Contact and further information:

acceptance -> program coordination
information -> Websites of the master programs

Mandatory documents:
InternshipCONFIRMATION
InternshipEVALUATION



Insurance

During the Internship, students are covered with:

- Liability Insurance (Exception: Internship in U.S. or Canada!)
- Group Accident Insurance

further Information or Certificates can be requested at SWFR: sozialberatung@swfr.de



Study fees during the internship

An exemption from tuition fees (€1.500) is generally **NOT** possible. The requirements for exemption are only met in absolutely exceptional cases.

If you are interested, please make a request directly to the Study Service Centre.

Semester fees always have to be paid!