

Mandatory Internship

Recommendation:
Internship should be planned
between 2nd & 3rd semester



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 splitted in two parts (min 3 + 4 weeks)



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 programme
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

Help for finding an internship:

- Folder of Internship evaluations in the faculty library (Internship folder)
- Overview of previous internship -> Website -> internship



Acceptance – Administrative Procedure

- 1) Clarify that the internship will be accepted (-> programme 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 from the internship provider.
- 3) After the internship: submit **InternshipCONFIRMATION** and **InternshipEVALUATION** at the programme coordination -> done!



Contact and further information:

Acceptance -> programme coordination
information -> Websites of the master programmes

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 only possible if you just do the internship during the whole semester (no other modules or exams!)

Semester fees always have to be paid!