

Application and confirmation form for an internship accompanying a programme of study

To be completed by the student:

Surname			
First Name			
Student ID			
Date of Birth			
Street			
Post / Zip code			
Telephone			
E-mail			
Suggested internship supervisor at HTW Berlin			
Semester	SS	WS	
The internship relates to the following modules:			
I certify that I have successfully completed all of the modules required by the _____ programme to undertake an internship as stipulated by the relevant regulations governing internship applications.			
I still need to complete the following modules:			
This application is subject to exceptional circumstances.	Yes		No
<div style="text-align: right; margin-top: 20px;"> _____ Date / Signature of Student </div>			

Surname		First name		Student ID	
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Internship Organisation Details (to be filled in by the internship organisation)

Internship organisation (company, institution)			
Street			
Post / Zip code			
Contact at Internship Organisation			
Telephone			
E-mail			
Internship duration as stated in internship contract			
	From		To
Area of Work / Department			
Function of Intern			
Confirmation from internship organisation Date / Signature / Stamp			

HTW Berlin hereby recognises the suitability of the internship organisation described and confirms that the internship is compulsory as stipulated by the *Praxisordnung – PraxO* (HTW Berlin regulations governing internships) in connection with the study regulations of the _____ programme:

The duration of the internship is stipulated as _____ weeks.

Programme Internship Coordinator	
	Date / Signature

Confirmation from the internship organisation:

Mr/ Ms _____

has completed an internship of the duration specified above at our organisation. The duties allocated to the intern were satisfactorily completed, see internship assessment.

Confirmed by:

Mr/Ms _____

Date/Signature/Stamp

Certificate of the successful completion of a programme-accompanying internship
(Please send original to the examinations department!)

The internship assessment from the internship organisation and the student's internship report have been presented to me and meet the requirements stipulated by the study regulations.

Confirmation from the
internship supervisor

Programme Internship Coordinator

Date/Signature