

## 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:			
<p><b>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.</b></p>			
I still need to complete the following modules:			
This application is subject to exceptional circumstances.		Yes	No
<p style="text-align: center;">_____</p> <p style="text-align: center;">Date / Signature of Student</p>			

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