

## Checklist for the practical module (internship) IBA and BW

### Dates and forms

All dates, deadlines and forms can be found on the Career Center page at the URL:  
<http://frankfurt-university.de/index.php?id=4222>

In addition, the dates will be communicated via the "Schwarzes Brett"/"Bulletin Board" and the notice boards and display cases of the Career Centre in building 4, 2nd floor.

### Registration

Personal registration at the Career Center office, Building 4, Room 504, within the deadline announced for registration:

See Notice Board / Bulletin Board / Internet.

Required documentation, which is necessarily to be brought along by you:

Completed Registration Form

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Original transcript of marks (in the Frankfurt University form, available in Building 1, if the required ECTS are already available, otherwise the transcript of the mark sheet can be submitted subsequently).

### De-registration

If you are unable to commence the internship within the registration period please de-register yourself at the Career Centre office.

### Admission (according to Examination Regulations)

**BW (7-semester) = at least 90 ECTS credits before the commencement of the internship!**

**IBA (7-semester) = at least 45 ECTS credits before the commencement of the internship!**

Required documents to be submitted before the commencement of the internship (Note: either to be brought along personally or sent by post. Mail attachments will not be accepted!)

Internship contract with exact address and name of the mentor in the company.

Training plan, i.e. a brief summary of the planned activities in the internship in the form of a bulleted list, approximately 1 A-4 page in length.

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## Duration of the internship

### Internship within Germany:

At least 19 weeks must be completed as per the contract (= 18 weeks full net time spent at work + 1 week of an intermediate seminar). The internship will be extended if you get holliday!

### Internship abroad:

At least 18 weeks of full net working time must be completed as per the contract. The internship will be extended if you get holliday!

## Obligatory seminars included in the internship

For all dates / periods see the notice board / Bulletin Board / Career Center page on the Internet.

1. **The intermediate seminar** - will take place during the course of the internship. (The intermediate seminar is omitted in case of students who complete the internship abroad)
2. **Final seminar** - after completion of the internship.

## Internship Report

A report on the internship is to be prepared in duplicate, and submitted to the Career Centre duly countersigned by the company mentor.

For the submission deadlines and formal requirements, see the Career Centre pages on the Internet.

## Final certification by the company

A final certificate is to be submitted to the Career Centre after the internship. The appropriate form will be distributed during the induction seminar, but is also available on the Career Centre page on the Internet.

## Recognition (according to internship regulations)

Is accorded when ...

All obligatory seminars have been successfully completed and

All documents (application, Original print-out of mark sheet, internship contract, training plan, internship report in duplicate, final certificate) are available at the Career Centre and the internship report has been graded at least at the "satisfactory" level.

## Questions? Anything not yet clear to you?

Please feel free to speak to me ... either personally at the office, or by telephone or mail.

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