

# Stay Organised: Your Pre-Internship Checklist (PO 24)



## 1. Certificate of Internship

The certificate is issued by the company. Submit the original or a copy confirmed by presenting the original in the deanery.

The certificate of the internship indicates the type and duration of the activities - based on the specifications in the training plan. The duration is stated in full weeks. Holidays, absences and other non-working days must be listed, these days cannot be counted towards the internship, but must be compensated for.



## 2. Daily Report Forms

Fill a 'daily report form' on the PC for each week of the internship. Make it recognisable which specific work was done that day. The correctness of the information on each sheet is confirmed by the company supervisor with the company stamp and signature and by you with your signature).

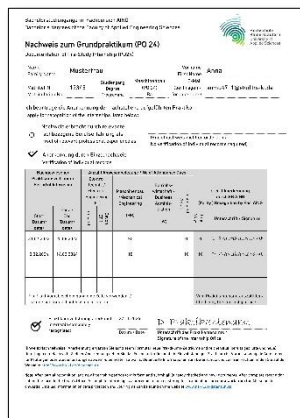


## 3. Documentation of Pre-Study Internship

Fill in completely and re-use the same form, also when re-submitting.

A submission for partial recognition is possible. When subsequently additional internship periods are added, the new lines can be filled in by hand. When adding always present the **complete documentation** (new and already checked) and mark added documents or changes clearly.

The duration of the internship is 30 working days with activities according to the training plan.



## Hints and Information

- Submit your documents to the deanery of the faculty AING (F 2.003) in good time, keep in mind that you need your internship recognised to **register for exams of the 3<sup>rd</sup> semester onwards**.
- Allow a **handling time** for the documents in the internship office of 4-6 weeks.
- Observe the **internship regulations**, especially § 5: Areas of training for the specific study programmes (link to the Internship Regulations: [https://www.hs-kl.de/fileadmin/angewandte-ingenieurwissenschaften/Vorpraktikum/Grundpraktikumsordnung\\_aing\\_20240619.pdf](https://www.hs-kl.de/fileadmin/angewandte-ingenieurwissenschaften/Vorpraktikum/Grundpraktikumsordnung_aing_20240619.pdf))