

## Students' guide to the Sharepoint application "Internship and Study Abroad Semester"

The Sharepoint application "Internship and Study Abroad Semester" is a convenient online tool that lets students apply for an internship or study abroad semester and upload the required documents after completion of the semester for assessment and credit.

The following people are involved at different stages in the process:

- The applicant (student)
- Staff of the Examination Service
- The supervising professor of the proposed internship or study abroad semester
- The Head of the Examination Board of the applicant's faculty
- Other staff of the applicant's faculty (with read-only access)

Access the Sharepoint application via the following link:

<https://sharepoint.hochschule-rhein-waal.de/sites/Praxissemester/>

Log in using your normal HSRW user name (<matriculation number>@students.hsrw) and password.

Access to certain functions depends on your user rights.

### User guide for students

#### Main menu ('Tasks' screen)

After logging in you'll see an overview of your current applications and their status.

In the left side bar you can select from the following options:

- New Application: Create a new application for an internship or study abroad semester.
- Tasks: Use this link to return to the main menu and your overview of applications.

Note: you can switch between German and English using the links 'DE' and 'EN' in the left side bar. To see detailed information on a specific application, click the matriculation number next to it in the main menu.



Praxissemester

## Praxissemester

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Impressum

Version 0.2

Browser:

Chrome, Firefox, Edge,  
Internet Explorer

Welcome to the internship/study abroad application website

My applications

| Matricul. no. | Last name | First name | Degree programme       | Application type | Status   |
|---------------|-----------|------------|------------------------|------------------|--|
| 10752         | Student   | Dev        | Bio Science and Health | internship       | The application is to be reviewed by the Examination Office. |

### New application

Students can create and submit a new application for an internship or study abroad semester via this online form.

The form is divided into three sections:

#### Applicant Information

This section is completed for you automatically. If the information displayed is incorrect, please contact the Student Support Centre immediately.

#### Details of Host Institution

Fill out the necessary information about your host organisation (for internships) or host university (for semesters abroad).

#### Information about the Application

Note: Your internship must be at least 20 weeks long!

The time period you enter here cannot be changed after you submit your application!

When the form is completed, click 'Forward application' to submit it to the Examination Service.



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## New Application for internship/study abroad

|                                      |  |
|--------------------------------------|--|
| Applicant information                |  |
| Applicant(last name, first name):    | <input type="text" value="devstudent"/>                                |
| Matricul. no.:                       | <input type="text" value="10752"/>                                     |
| Degree programme                     | <input type="text" value="Bio Science and Health"/>                    |
| I am applying for a(n)               | <input type="radio"/> internship <input type="radio"/> semester abroad |
| Details of host institution          |  |
| Name:                                | <input type="text"/>   |
| Address:                             | <input type="text"/>   |
| Zipcode:                             | <input type="text"/>   |
| City:                                | <input type="text"/>   |
| Country:                             | <input type="text"/>   |
| Department/Institute:                | <input type="text"/>   |
| Responsible contact person:          | <input type="text"/>   |
| Phone:                               | <input type="text"/>   |
| Email:                               | <input type="text"/>   |
| Information about the application    |  |
| Field/scope of work/course subjects: | <input type="text"/>   |
| Time period:                         |  |
| from:                                | <input type="text"/> <input type="text"/>                              |
| to:                                  | <input type="text"/> <input type="text"/>                              |
| Proposed supervising professor:      | <input type="text" value="Bitte nach Namen suchen!"/>                  |
| Number of attempts:                  | <b>1</b>   |

### Application status

Students and other staff with authorized access can verify the status and progress of an application (whose approval is still needed, for example) **at any time**.

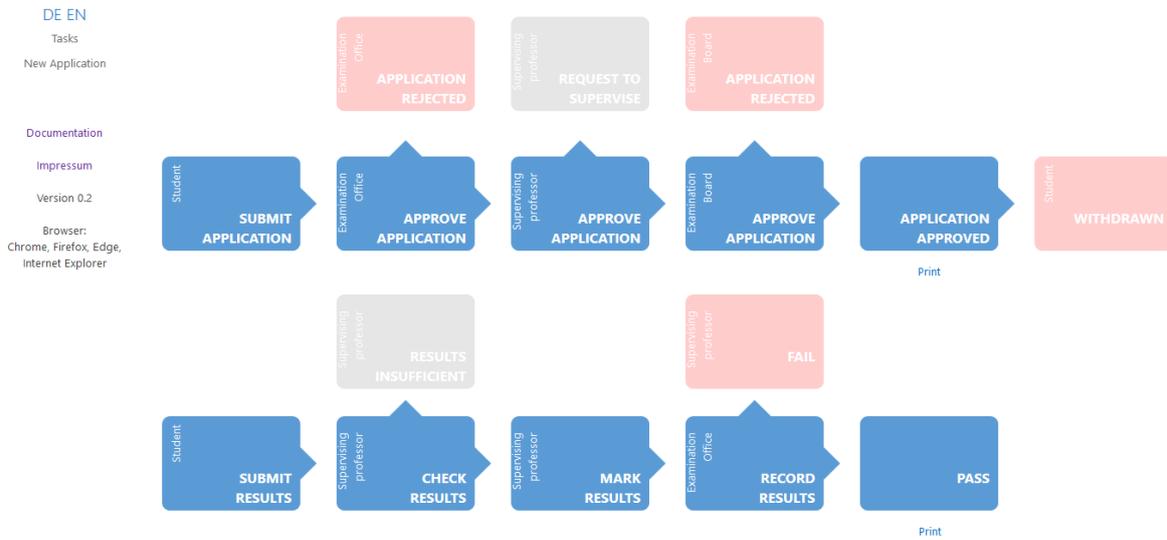
To view your application again, click on any step in the workflow.

Other options – submit, edit, download as PDF etc. – are shown, when available, as links below the relevant step in the workflow.

You will be notified by email when your application has been fully approved. A copy of the approved application is also sent as an attachment.

This attached PDF can also be downloaded from the application status screen **once all steps in the approval process are complete**.

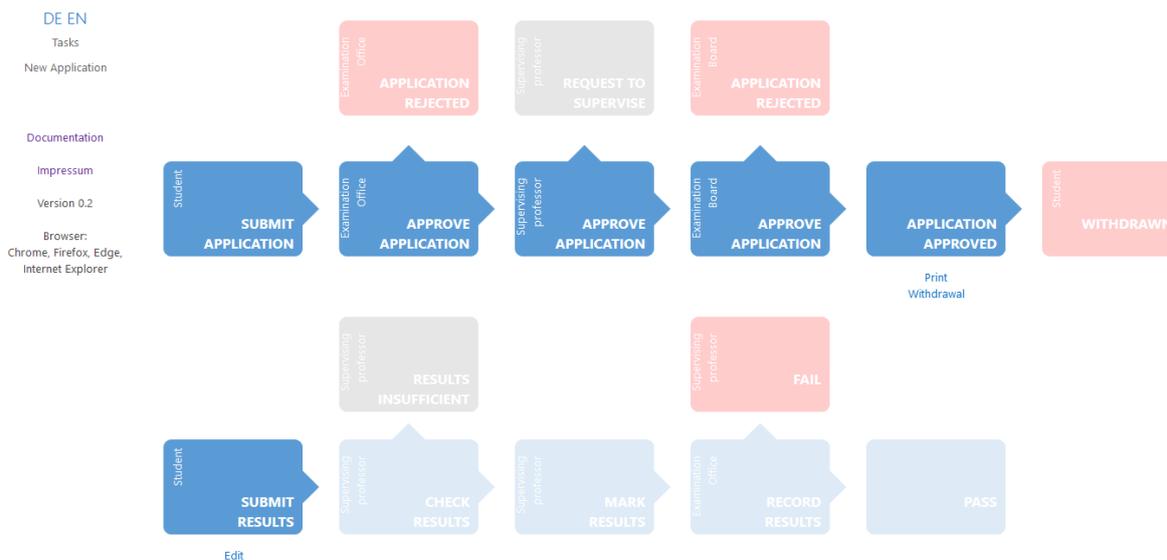
After your supervising professor has evaluated your internship or study abroad semester, you can download an overview of the results from this screen as well.



### Submit results

In order to receive credit for a completed internship or study abroad semester, students must submit the required reports, certificates and other confirmation documents to their supervising professor for evaluation.

Once the indicated time period for your internship or study abroad semester has ended, an upload link for these documents will appear in the application status screen.



Click 'File search' and navigate to the file you wish to upload. Then click the 'Upload' button.

Uploaded documents can be removed using the 'Delete' button or saved to your computer using the 'Download' button.

If your supervising professor requests a revision of your documents, you must remove your previously submitted documents before resubmitting new ones using the steps above.



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### Submit reports student

Applicant information

|                                   |   |
|-----------------------------------|---|
| Applicant(last name, first name): | Student, Dev  |
| Matricul. no.:                    | 10752   |
| Degree programme                  | Bio Science and Health  |
| I am applying for a(n)            | <input checked="" type="radio"/> internship <input type="radio"/> semester abroad |

Details of host institution

|                             |                       |
|-----------------------------|-----------------------|
| Name:                       | HSRW                  |
| Address:                    | Marie-Curie-Straße 1  |
| Zipcode:                    | 47533                 |
| City:                       | Kleve                 |
| Country:                    | Deutschland           |
| Department/Institute:       | IT                    |
| Responsible contact person: | AH                    |
| Phone:                      | 02821                 |
| Email:                      | devsharepoint@hsw.org |

Information about the application

|                                      |              |
|--------------------------------------|--------------|
| Field/scope of work/course subjects: | Example text |
| Time period:                         |              |
| from:                                | 03.05.2017   |
| to:                                  | 23.03.2018   |
| Proposed supervising professor:      | Dev Pruefer  |
| Number of attempts:                  | 1            |

Documents

|  |            |                                 |
|--|------------|---------------------------------|
|  | Filesearch | Upload report                   |
|  | Filesearch | Upload certificate/verification |

No documents found

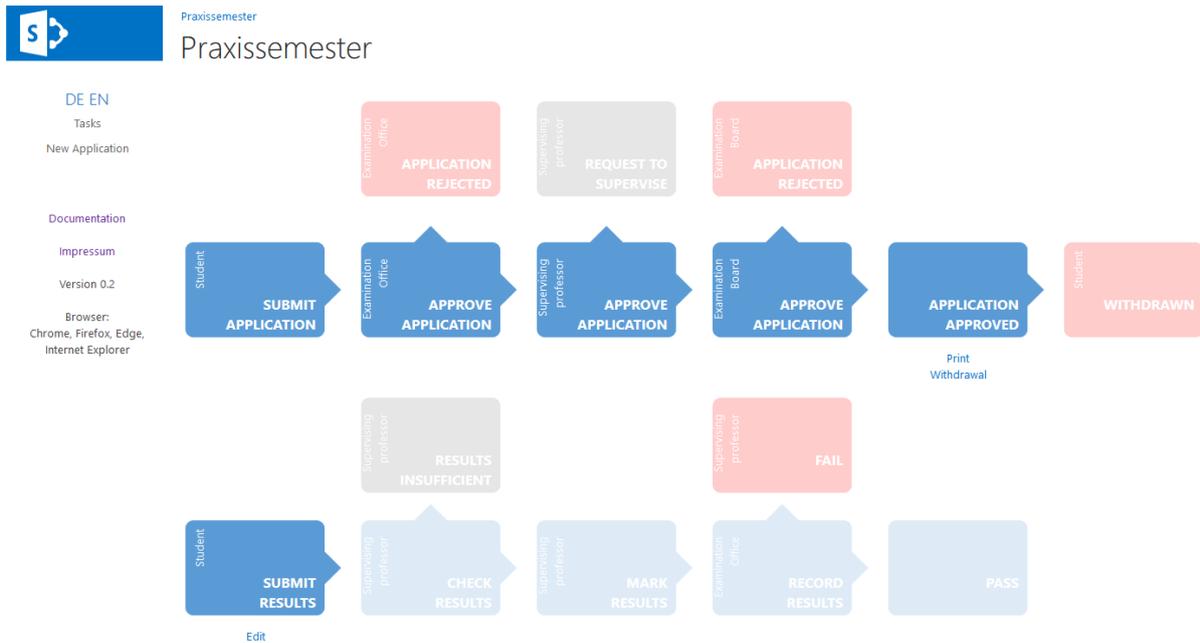
I hereby confirm that the information I entered is correct.

Submit documents

Cancel

## Withdrawing from an internship or study abroad semester

If your application for an internship or study abroad semester has been approved, you are permitted to withdraw within the first four (4) weeks without the loss of an examination attempt. You can only do this **only once**. After your application has been approved, a link to submit a withdrawal request will remain visible on the application status screen for a maximum of four weeks.





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## Edit withdrawal student

| Applicant information             |   |
|-----------------------------------|---|
| Applicant(last name, first name): | Student, Dev  |
| Matricul. no.:                    | 10752   |
| Degree programme                  | Bio Science and Health  |
| I am applying for a(n)            | <input checked="" type="radio"/> internship <input type="radio"/> semester abroad |

| Details of host institution |                        |
|-----------------------------|------------------------|
| Name:                       | HSRW                   |
| Address:                    | Marie-Curie-Straße 1   |
| Zipcode:                    | 47533                  |
| City:                       | Kleve                  |
| Country:                    | Deutschland            |
| Department/Institute:       | IT                     |
| Responsible contact person: | AH                     |
| Phone:                      | 02821                  |
| Email:                      | devsharepoint@hsrw.org |

| Information about the application    |              |
|--------------------------------------|--------------|
| Field/scope of work/course subjects: | Example text |
| Time period:                         |              |
| from:                                | 03.05.2017   |
| to:                                  | 23.03.2018   |
| Proposed supervising professor:      | Dev Pruefer  |
| Number of attempts:                  | 1            |

| Declaration of withdrawal  |  |
|--|--|
| Reason(s) for withdrawing:   |  |
| <input type="checkbox"/> I hereby confirm that the information I entered is correct. |  |

Request to withdraw

Cancel