

COURSE OF ACTION FOR YOUR INTERNSHIP OR SEMESTER ABROAD

FACULTY OF SOCIETY AND ECONOMICS, INTERNATIONAL RELATIONS, B.A.

READING

- Hochschule Rhein-Waal (2013): **Rahmenprüfungsordnung**, §5 III (Course of Study), §21 (Semester abroad); § 22 (Study abroad),
- Hochschule Rhein-Waal (2015): **Study Schedule** of International Relations, B.A., IR_28 Internship or Semester Abroad, p. 69 (check your prerequisites: 90 ECTS)

APPLYING

- Apply for a **partner university** - a list of partner universities can be found on the international office website (the call for applications will be sent to your HSRW-account by the International Office),
- OR apply individually for any university (you will go there as a "free-mover" - see international office website for more details)
- OR apply independently for your **internship** in Germany or abroad (assistance by Ms Imke Hans, Career Service of our faculty)

RESPONSIBLE PROFESSOR

- Choose your **responsible professor** and make a personal appointment with her/him to clarify details of your internship activities or chosen modules as well as the report,
- NOTE: all professors are listed on our homepage

HOME PAGE/ STUDENT SERVICE CENTER

- Fill in the electronic workflow and read the process description on the homepage: <https://www.hochschule-rhein-waal.de/en/academics/students/examination-office/internshipstudy-abroad>
- The Examination Service will then check if you fulfil the prerequisites
- If proof is needed by employer that your internship is a compulsory part of the studies: ask the Student Advisory Service for the form: **Antrag auf Ausstellung einer Bescheinigung/Request for an official document**

APPROVAL

- You will be notified by email when your application has been fully approved

RECOGNITION OF CREDITS

- Upload your **report (and the confirmation letter from employer)** on the e-workflow platform
- 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
- NOTE: prerequisite for the recognition of credits is the acceptance of your application form BEFORE starting your semester / internship abroad