



Request form for recognition of an internship in Master programme (M.WIWI-WB.1000)

(Request form must be submitted before the start of the internship with a current transcript of records and an internship plan)

The following section must be completed by you:

Name, first name:	Matriculation No:
Adress:	
E-Mail:	Phone:
Study programme:	Double Degree programme: yes no
Current semester:	ECTS:
Internship company/organisation:	
Field of activity:	
Period of the internship:	weekly working time:

Contact details internship supervisor

Name, first name:	
Position in the company:	
Address:	
E-Mail:	Phone:
Date and signature of applicant:	

The following section must be completed by the reviewer of the Faculty of Business and Economics:

Suitability test before the beginning of internship

Date of receipt of the request form:		
Can internship be part of the degree programme?	yes	no
Duration of the internship ≥ 170 hours:	yes	no
The company is suitable for carrying out the internship: <i>(e.g. the family or own business are not suitable)</i>	yes	no
Notes:		
Relevant internship plan (max. 1 page) is attached:	yes	no
Notes:		

Result of the suitability examination before the beginning of internship

Internship is classified as	suitable	not suitable.
Notes:		
Date, signature and stamp:		

Overall assessment after completing the internship

Internship is	recognised	not recognised.
Date, signature and stamp:		