

Registration for the practical semester via S.A.M.

Center for internships and Corporate Relations – Dep.1

Please find here information and steps to register for the internship period in SAM and an overview about the following steps and statuses in SAM.

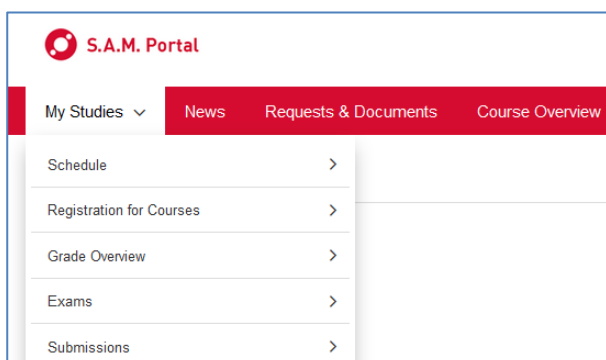
1. Registration Period and Deadline
2. Instructions
3. Three steps to register
4. How it works-Exmample
5. Explanatin of the statuses

1. REGISTRATION PERIOD AND DEADLINES

- **Registration period:**
01.01. to 15.03. summersemester / 01.07. to 15.09. wintersemester
- **Registration deadline:**
15.03. for summer semester/ 15.09. for winter semester
Please upload at least the ANNEX on S.A.M. by this date, see below template B
- **Deadline to fulfill the documents:**
fulfill the registration (upload documents) until 15.05. summersemester/ 15.11. wintersemester
- **Deadline to upload your internship certificate**
Check the “date of Submission: with the end of the practical phase, the internship confirmation (alternatively the internship certificate) should be uploaded to receive your credits points.

2. INSTRUCTIONS

You can register for the practical phase in SAM via “Submissions” (Abgaben), which you can call up under “My Studies”(Mein Studium)

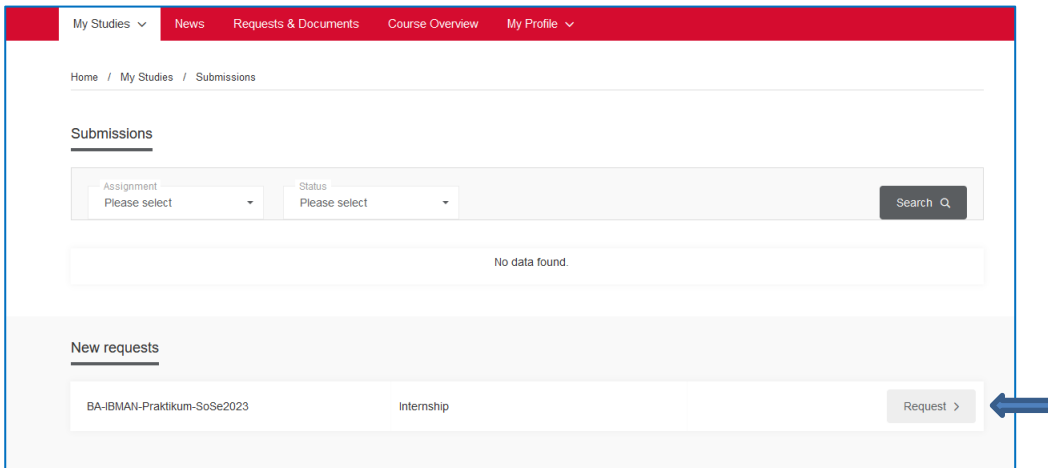


IBMAN STUDENTS:

If you have at least 100 ECTS points and are in the 4th semester or higher, you should see the submission type internship under "NEW REQUESTS"

MASTER STUDENTS:

If a mandatory internship period is required, you should see the submission type internship of your studies under " NEW REQUESTS "



The "Request" button takes you to the processing of your registration for the internship. Depending on the current situation, you can follow template A or B.

- If most of the data are known before the registration deadline (15.09. WiSe or 15.03. SoSe) please fill in the relevant fields as shown in TEMPLATE A below.
- If you are still in the application process, please use TEMPLATE B to fill in the submission.

For STEP 1 please choose TEMPLATE A or B

3. THREE STEPS TO REGISTER YOUR INTERNSHIP PERIOD

a.a. STEP ONE - TEMPLATE A

Please fill in if you know the dates of your internship completely or as far as possible. The mandatory fields * plus the information "weekly hours" must be completed. Please fill out unknown data with the placeholder "-".

My Studies ▾ News Requests & Documents Course Overview My Profile ▾

Add submission

Position * Please note here „Mandatory internship“

Job description *
3-4 points on your tasks are sufficient, the content of your practical phase will be checked by the document "job description".

Company name * Internet address

Address (Street / House number) * 2nd address row

ZIP * City *

Country *

Period from * to *
31.12.2023 31.12.2023

Contact person within the company

Salutation
Please select

Email

Telephone

Monthly salary

Entire holiday entitlement

Weekly hours

First supervisor * Second supervisor

Supervisor is not required please fill in with „-“

Save > Cancel >

Please fill in the mandatory fields*:
Name, Address, internship period
and weekly working hours

To save your entries, click „Save“ (“Speichern”)

My Studies ▾ News Requests & Documents Course Overview My Profile ▾

Home / My Studies / Submissions

🔔 The item was saved successfully

Submissions

Assignment: Please select Status: Please select Search 🔍

BA-IBMAN-Praktikum-SoSe2023< Mandatory internship	First supervisor - not required	Company name Best internship ever Holding	Requested	Edit >
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You can continue editing the submission in the next step. (STEP 2, see page 4)

a.b. STEP ONE – TEMPLATE B

If you are still in the application process and you want to register for the mandatory internship without a firm commitment please use template B

My Studies ▾ News Requests & Documents Course Overview My Profile ▾

Add submission

Position * Please note here „Mandatory internship“

Job description *
Please enter a note, e.g. "Coming soon" and don't forget to fill in this part afterwards.

Company name * Internet address
Address (Street / House number) * 2nd address row
ZIP * City * Country *
Period from * to *
31.12.2023 31.12.2023
Salutation *
Please select
Telephone * Contact person within the company
Email *
Monthly salary * Weekly hours *
Entire holiday entitlement *
First supervisor * Second supervisor *
Supervisor is not required please fill in with „-“

Save > Cancel >

Please use a placeholder for the mandatory fields*: „-“
In case of the internship period please choose a notional date if it is not known.

To save your entries, click „Save“ (“Speichern”)

My Studies ▾ News Requests & Documents Course Overview My Profile ▾

Home / My Studies / Submissions

📌 The item was saved successfully

📌 Your data has been saved. Once you have completed your entry, please click on the checkbox in the edit form in order to transition your submission to a new status and enable further processing.

Submissions

Assignment: Please select | Status: Please select | Search 🔍

BA-IBMAN-Praktikum-SoSe2023 Mandatory internship	First supervisor - not required	Company name -	Requested	Edit >
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You can continue editing the submission in the next step. (STEP 2, see below).

a. STEP TWO

Please fill in the required information or the gaps and upload the documents as requested

My Studies ▾ News Requests & Documents Course Overview My Profile ▾

Position *
Mandatory internship

Job description *
Marketing
Social Media
Reporting

Company name *
Best internship ever Holding

Address (Street / House number) *
Berlin Street 1

ZIP *
12345

City *
Berlin

Contact person within the company

Email

Internet address

2nd address row

Country *
Germany

Salutation
Please select

Telephone

Period from
21.08.2023

to
31.01.2024

Monthly salary

Entire holiday entitlement
5

Weekly hours
40,00

Wished first supervisor *
- not required

Wished second supervisor

I hereby confirm my entries and grant the release for the next status. (Check by administration)

Save > Cancel >

0.1 MB
Aufgabenbe...
Delete

0.5 MB
Annex engl...
Delete

88.2 KB
Praktikumsv...
Delete

UPLOAD

1. Annex
2. ✓ Contract
3. Job description

Assigned data

Submission date

30.04.2024

Please note the deadline for submitting the internship confirmation after completing your practical phase. You'll get your credits which are required to get registered for your thesis

If information or documents are still missing, only save your entries (without confirming them!) so that you can edit them again. Your submission will remain in requested status.

Submissions

Assignment: Please select | Status: Please select | Search 🔍

BA-IBMAN-Praktikum-SoSe2023 Mandatory internship	First supervisor - not required	Company name Best internship ever Holding	Requested	Edit >
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c. STEP 3

After all data has been completed and requested documents have been uploaded, please confirm. By clicking on the confirmation and saving, you send your registration for the "check by the administration".

I hereby confirm my entries and grant the release for the next status. (Check by administration)

Save > Cancel >

Next status:

Submissions				
Assignment Please select	Status Please select	Search <input type="text"/>		
BA-IBMAN-Praktikum-SoSe2023< Mandatory internship	First supervisor - not required	Company name Best internship ever Holding	Check by administration	Edit >

Your registration will be checked by the administration with a feedback on the status

4. HOW IT WORKS - EXAMPLE

After the proof of the documents there was a sign missing. The administration makes a comment and change the status:

Comments:

Sakka, Monika	19.06.2023 13:44
Your job description is not signed, please contact your internship provider to complete and upload the document again	

Submissions				
Assignment Please select	Status Please select	Search <input type="text"/>		
BA-IBMAN-Praktikum-SoSe2023< Mandatory internship	First supervisor - not required	Company name Best internship ever Holding	Registration with reservation - Internship	Edit >

Please check the status and upload the correct document as requested.

Afterwards confirm and safe to change the status again.

Submissions				
Assignment Please select	Status Please select	Search <input type="text"/>		
BA-IBMAN-Praktikum-SoSe2023< Mandatory internship	First supervisor - not required	Company name Best internship ever Holding	Check by administration	Edit >

After the 2nd proof all requirements are fulfilled so the status will be changed in approved:

BA-IBMAN-Praktikum-SoSe2023< Mandatory internship	First supervisor - not required	Company name Best internship ever Holding	Approved/Open	Edit >
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So have a great internship period return back to BSEL well experienced and upload your internship certificate in your submission (internship!) to get your ECTS points.

BA-IBMAN-Praktikum-SoSe2023< Mandatory internship	First supervisor - not required	Company name Best internship ever Holding	Submitted/Delivery Date reach	Edit >
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Last proof from the administration to change the state and register your credits.

BA-IBMAN-Praktikum-SoSe2023< Mandatory internship	First supervisor - not required	Company name Best internship ever Holding	Rated - published	Edit >
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5. EXPLANATION OF THE STATUSES IN SAM

The different statuses indicates you (and us) the current situation. The status informs about required steps or if your submissions is complete and finally accepted. Students change the status by ticking the box "I hereby confirm.."), the administration checks and changes the status depending on the requirements. Please find below some explanations.

1. **Angefragt** Your submission is being processed and not yet complete. Please only confirm when everything is complete, otherwise just click on save
2. **Prüfen durch Verwaltung** Confirming and saving activates this 2nd status. Your entries and documents will be checked and you will receive appropriate feedback via an further status
3. **Anmeldung unter Vorbehalt** Your submission is not complete, e.g. documents are missing, often the task description
4. **Genehmigt/Offen** Your practical phase has been approved. Please leave this status during the practical phase so that you can finally upload the internship confirmation. After confirming the upload, the next status will be activated.
5. **Abgegeben** You have uploaded, confirmed and saved the internship confirmation/ the internship certificate after the end of the practical phase. We can now check this document and book the credit points
6. **Bewertet - Veröffentlicht** Your practical phase has been successfully recorded, which you can also see in your performance overview
7. **Teilpraktikum** SPECIAL CASE: If someone completes 2 internships, this will be given the status "Partial Internship" instead of "Approved/Open" for a better check of this exception

You have further questions? You've missed a deadline?

Please contact us via e-mail praxis-studi@hwr-berlin.de or phone 030/30877-1257 oder -1253

Helpful information can be found here: <https://www.hwr-berlin.de/hwr-berlin/fachbereiche-und-bps/fb-1-wirtschaftswissenschaften/studieren-am-fachbereich/praktikum/>