

Detailed description of the procedure for the recognition of internships, working student positions etc. as coursework



Good to know: After logging in, the online form is connected to the Viadrina server for 2 hours. If the report has not been sent by then, the data entered will no longer be available. They can also not be saved temporarily.

Please create a separate report for each internship that is to be recognized by following these steps:

1. log in to the online form

The login details are the same as for your student account (access to e-mail, viaCampus, Moodle), e.g. euv999999 and your corresponding password.

2. Please fill in part I and part II of the internship report completely.

If entered correctly, the red text frame will turn green. Incomplete or incorrectly completed forms CANNOT be converted to a PDF report in the next step and therefore cannot be sent.

Please note that you CANNOT save the report temporarily and continue writing it at a later date.

3 Sign the PDF file which will be created from your internship report.

Please save, print and sign the report by hand (digital signatures are not accepted).

4. In the following step you can:

- upload the scanned printout of the internship report and the scan of the internship certificate summarised in a PDF file (Part I, Part II, internship certificate)
- write a personal message to us.

If you would like to submit your application for recognition of the internship digitally, please send all documents together in one PDF file (Part I, Part II, internship certificate or letter of reference). Please note that the file size must not exceed 2 MB

5. Please submit then the online form (we need it online and signed).

6. If you were unable to scan and upload the internship certificate/work reference and/or the signed internship report directly via the only form:

You can submit these documents in the following way:

- either summarised in a PDF file (Part I, Part II, internship certificate or certificate of completion of an internship) by e-mail to
praktikum-kuwi@europa-uni.de (CuSo)
praktikum-wiwi@europa-uni.de (IBA)
- or hand it in at the Career Center AM 107 or AM 108. You can use the letterbox next to this offices.
- or send it by post to the Career Center

No confirmation of receipt will be sent by e-mail. If documents are missing or we have questions we will contact you by e-mail.

Applications are not always processed in the order in which they were submitted. Please refrain from enquiring about the processing status.

7. The internship is recognised

We enter the internship/ working student position in viaCampus and credit it there. This process can take up to 8 weeks. We will inform you by e-mail, when the recognition is completed.