Fact Sheet for student interns

1. How long does an internship last?
An internship lasts a maximum of three months; a compulsory internship may last longer.

2. Who supervises me?
The mentor in your department or institute. If you are interested in an internship, you need to look for a mentor yourself in the respective subject. Once you have been accepted, your mentor is responsible for all the next steps.

3. Am I entitled to a student ID card?
No. As a rule, interns are not enrolled at the University as they do not attend courses. That is why you are not entitled to a student ID card. Exception: Upon request, doctoral researchers from abroad may enrol. Enrolment is not, however, mandatory. The International Office enrols doctoral researchers on their behalf and upon request.

4. Am I entitled to a NRW Travel Pass?
No. (Exception: Enrolled doctoral researchers; see Question 3). If you present your internship contract to the local public transport company (rheinbahn / VRR), they will issue a form for a special travel pass. Please have the form signed at the Student Services Centre (Building 21.02; please bring your internship contract with you). Please present the signed form to VRR and then you can purchase a discounted YoungTicketPLUS travel pass.

5. Am I insured?
Yes and no. Interns at HHU are generally insured if they have an accident at the University or on their direct route to/from the University. Further information is available from the Occupational and Environmental Safety Unit: Ursula Breuer: Tel.: 0211/81-14829; ursula.breuer@hhu.de. However: If you are not enrolled as a student, you must take out health and liability insurance and present a copy of your insurance policies to your mentor before commencing your internship!

6. Can I live in a student hall of residence?

7. Will I have internet access?
Yes, your department or institute will log you in via the guest portal. The helpdesk at the Centre for Information and Media Technology can answer any questions: helpdesk@hhu.de
Enrolled doctoral researchers receive their university identifier together with their student ID card. You need this for internet access.

Erasmus trainees require a Grant Agreement (= the agreement between the student and his/her home university) and a Learning Agreement Student Mobility for Traineeships (= the agreement between the home university and the mentor). In preparation of your traineeship, please show your mentor your Learning Agreement.