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 From Rector  
 To Bachelor's Degree Students – Semester 5  
 Cc Coordinator of the Internships, Vice Rectors, Deans, Coordinators, Examination Office, Academic Services Centre, Quality Assurance and Accreditation Department, Internship Department

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**Requirements for Bachelor's 6<sup>th</sup> Semester Internship 2012/Persyaratan Internship Semester 6 program Bachelor Tahun 2012** (<http://www.sgu.ac.id/internship-semester-6>)
 

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## Info

### 1 Legal Base

The legal base for this document is the Study and Examination Regulations for Bachelor's Degree, Chapter 8 (<http://www.sgu.ac.id/study-exam-regulations>). Further explanations and requirements are provided below.

### 2 General Information

#### 2.1 Two Mandatory Internships (Art. 8.2)

There are two mandatory internship semesters during the whole study program. The internship during the 3rd semester normally takes place in Indonesia. The internship during the 6<sup>th</sup> semester normally takes place in mainland Europe.

The internships at SGU are an integral part of the study program and are also part of the final examination requirements. Therefore, the internship has to be approved by SGU and, if necessary, by the authorities of the host country(s).

#### 2.2 Internship Places

In order to promote student initiative for internship places (companies/institutions), students will apply by themselves. To assist students, in recent years, companies all over the world have started offering so called "online application" systems.

As most of the companies need to process internship applications 5 – 6 months beforehand, students have to start applying **in September 2011** without delay.

It is therefore important that applications meet the required standards. The companies/institutions (**not SGU**) will make their own selections based on the students' CVs and qualifications.

SGU has the right to reject proposed internship places if they do not conform with SGU regulations and quality requirements.

SGU will issue to each student a reference letter.

#### 2.3 Duration of the Internship

In general the duration of the internship is 6 months.

### 1 Landasan Hukum

*Landasan Hukum untuk dokumen ini tertulis pada Examination Regulations for Bachelor's Degree Bab 8. Keterangan dan persyaratan lebih lanjut akan dijelaskan di bawah ini.*

### 2 Informasi Umum

#### 2.1 Dua Internship Wajib (Pasal 8. 2)

*Selama masa pendidikan Strata 1 (S1), mahasiswa wajib melakukan dua internship, semester tiga dilaksanakan di Indonesia dan semester enam, normalnya di Eropa.*

*Internship adalah bagian yang terintegrasi dalam kurikulum pendidikan SGU dan juga salah satu persyaratan untuk mengikuti ujian akhir strata 1 (S1). Oleh karena itu, internship harus mendapat persetujuan dari pihak SGU dan, jika perlu, juga oleh pihak berwenang dari negara tujuan.*

#### 2.2 Tempat Pelaksanaan Internship

*Untuk menumbuhkan inisiatif, mahasiswa diminta untuk melamar sendiri ke tempat internship (perusahaan atau institusi) yang mereka inginkan. Dalam beberapa tahun terakhir, internet dapat membantu mahasiswa untuk melamar ke berbagai macam perusahaan di seluruh dunia dengan menggunakan sistem aplikasi online.*

*Banyak perusahaan yang membutuhkan waktu sekitar 5-6 bulan untuk memproses surat lamaran internship, oleh karena itu mahasiswa diharapkan untuk mulai mengirim surat lamaran mulai bulan September 2011.*

*Penting bagi calon pelamar untuk betul-betul memenuhi syarat internship di perusahaan/institusi tersebut. Pihak perusahaan/institusi (bukan SGU) yang akan menyeleksi mahasiswa berdasarkan CV dan kualifikasi mahasiswa.*

*Pihak SGU berhak untuk menolak tempat internship, jika perusahaan/institusi tersebut dianggap tidak sesuai dengan peraturan atau kualifikasi persyaratan tempat internship yang berlaku di SGU.*

*Pihak SGU akan membuat surat referensi internship untuk semua mahasiswa SGU*

#### 2.3 Durasi Internship

*Durasi magang untuk mahasiswa SGU adalah 6 bulan.*

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### 2.4 Approval of Internship Places by SGU (Art. 8.6)

Internship places must be approved by SGU. There must be no family relationship (ownership by parents) between students and the company.

### 2.5 Monitoring

SGU may conduct monitoring programs for students undergoing internships by visiting or contacting the companies where they work.

### 2.6 Diary

We recommend that the students record important matters during the internship.

### 2.7 Activities Outside the Official Internship

Any activities not related to the internship is at the student's own risk and SGU will not be responsible (e.g. holidays, private travelling).

### 2.8 Grading of the Internship (Art. 8.7)

2.8.1 The results of the internship semesters are graded in the same way as for the academic Semesters.

2.8.2 Assessment from the company is very important, since it is needed for the grading of the 6<sup>th</sup> semester internship.

Companies are required to assess the student. Companies will provide a final score of A, B, or C to the internship students. Discipline (punctuality, attendance, attitude and behaviour) is essential to ensure a pass in the internship program.

### 2.4 Persetujuan Tempat Internship oleh SGU (Pasal 8.6)

*Tempat internship harus disetujui oleh pihak SGU. Tidak boleh ada hubungan keluarga (hak milik perusahaan oleh orangtua kandung) antara mahasiswa dengan tempat magang.*

### 2.5 Pemantauan

*Pihak SGU dapat melakukan kunjungan pemantauan ke perusahaan dimana mahasiswa ditempatkan. Bila kunjungan tidak memungkinkan, maka pihak SGU dapat menghubungi perusahaan tersebut melalui telpon.*

### 2.6 Jurnal Harian

*Kami menyarankan agar tiap mahasiswa mencatat kejadian/hal penting yang terjadi selama magang.*

### 2.7 Kegiatan Di Luar Internship

*Kegiatan di luar internship menjadi resiko mahasiswa sendiri dan pihak SGU tidak bertanggung jawab (misalnya liburan, dll).*

### 2.8 Penilaian Internship

2.8.1 *Penilaian untuk semester internship sama dengan penilaian semester akademik lainnya.*

2.8.2 *Formulir penilaian internship yang diberikan kepada perusahaan sangat penting, karena akan menjadi nilai semester 6.*

*Perusahaan wajib menilai mahasiswa. Perusahaan akan memberikan nilai A, B atau C untuk mahasiswa. Disiplin (datang tepat waktu, kehadiran, etika dan tingkah laku) adalah hal utama yang menjadi penilaian selama internship.*

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### 2.9 Submission of the Assessment Form

Students must submit the Internship report and the assessment of the company at the latest on

**Thursday, 16 August 2012**  
to: [internship@sgu.ac.id](mailto:internship@sgu.ac.id)  
or fax to  
+6221 3045 0001

### 2.9 Pengumpulan Formulir Penilaian

*Mahasiswa harus mengumpulkan formulir penilaian dari perusahaan paling lambat tanggal*

**Kamis, 16 Agustus 2012**  
ke: [internship@sgu.ac.id](mailto:internship@sgu.ac.id)  
atau fax ke nomer:  
+6221 3045 0001

### 2.10 Failing the Internship/Exclusion from SGU

#### 2.10.1 Failing the Internship

Failing the Internship leads to a repetition of the internship. (covered under "Study and Examination Regulations for Bachelor's Degrees")

### 2.10 Tidak Lulus Internship/Dikeluarkan dari SGU

#### 2.10.1 Tidak Lulus Internship

*Mahasiswa yang gagal dalam internship harus mengulang internship. ("Study and Examination Regulations for Bachelor's Degrees")*

#### 2.10.2 Exclusion from SGU

**If a student is excluded from his/her company for disciplinary reasons, then they will also be excluded from SGU.**

#### 2.10.2 Dikeluarkan dari SGU

***Jika seorang mahasiswa dikeluarkan oleh perusahaan karena alasan disiplin, maka mahasiswa tersebut, juga akan dikeluarkan dari SGU.***

### 3 Double Degree (Internship in Germany and Switzerland)

Advantages of a Double Degree?

- The experience of living independently in a different country and culture
- The experience of mastering another language
- Preferential treatment when applying for jobs

There will be a double degree for qualified students taking internships in Germany & Switzerland.

### 3 Double Degree (Internship di Jerman dan Swiss)

Keuntungan memiliki Double Degree?

- *Pengalaman tinggal secara mandiri di negara dengan budaya baru.*
- *Menguasai Bahasa asing dengan baik.*
- *Mendapat pengutamaan saat melamar pekerjaan.*

*Mahasiswa yang internship di Jerman ataupun Swiss, akan mendapatkan dua gelar Sarjana (Double Degree).*

#### 3.1 Coordinator of the Internship

Prof. Juergen Grueneberg  
([juergen.grueneberg@sgu.ac.id](mailto:juergen.grueneberg@sgu.ac.id))

#### 3.1 Koordinator Program Internship

Prof. Juergen Grueneberg  
([juergen.grueneberg@sgu.ac.id](mailto:juergen.grueneberg@sgu.ac.id))

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### 3.2 Period of Internship in Germany and Switzerland

The internship period is from:

**1<sup>st</sup> February – 31<sup>st</sup> August 2012**

During this time, students will be registered as students at FH Südwestfalen/University of Applied Science of South Westphalia, Soest, as well as at SGU.

Stay permits in Germany will be valid until 31 August 2012 and cannot be extended.

#### **Switzerland:**

For immigration reasons, the internship in Switzerland can last a maximum of four months, but the students still have to spend the period before and after the internship in Germany, together with the students who undergo their internship in Germany.

### 3.3 German Language

Students who are doing the internship in 2012 have to improve their basic German, written and oral. SGU provides a German course which prepares the students very well for special situations during the internship in Germany.

In the past, companies where students did their internship in Germany have complained that the level of German has been unsatisfactory. This problem has been pointed out to those students who need to work hard on German conversation before their departure to Germany/Switzerland.

### 3.4 Requirements for a Double Degree

3.4.1 The fourth semester result has to be equal to or higher than C and a GPA of at least 2.0 is required.

3.4.2 Students who do not pass the fifth semester may continue their sixth semester internship upon approval by the Examination Steering Committee. Their sixth semester, however, will not be regarded as a "Pass" until they repeat and pass the fifth semester. Students are assessed in terms of behavior, maturity and personality by the respective coordinator in cooperation with the respective deans.

### 3.2 Periode Internship di Jerman dan Swiss

Periode internship adalah antara tanggal:

**1 Februari – 31 Agustus 2012**

*Selama periode ini, mahasiswa akan terdaftar di FH Suedwestfalen/University of Applied Science of South Westphalia, Soest, dan juga di SGU.*

*Izin tinggal di Jerman akan berlaku sampai dengan tanggal 31 Agustus 2012 dan tidak dapat diperpanjang.*

#### **Swiss:**

*Karena alasan imigrasi, maksimum durasi internship di Swiss adalah 4 bulan. Sebelum dan sesudah internship, mahasiswa tetap harus berada di Soest bersama mahasiswa SGU lainnya.*

### 3.3 Bahasa Jerman

*Mahasiswa yang hendak internship di Jerman atau Swiss tahun 2012 harus menguasai Bahasa Jerman dasar, baik lisan maupun tulisan. Kurikulum di SGU telah menyiapkan mahasiswa dengan pelajaran bahasa Jerman agar mereka bisa beradaptasi dengan lingkungan dan mengatasi situasi-situasi saat internship di Jerman.*

*Beberapa tahun sebelumnya, banyak perusahaan yang merasa keberatan dengan kemampuan bahasa Jerman mahasiswa. Untuk menghindari masalah seperti ini, mahasiswa yang hendak internship di Jerman atau Swiss dihimbau untuk memperbaiki kemampuan bahasa Jerman mereka.*

### 3.4 Persyaratan untuk Double Degree (Internship di Jerman atau Swiss)

3.4.1 Nilai Akhir semester 4 (empat) harus sama dengan atau lebih tinggi dari C dan IPK minimal 2.0.

3.4.2 Mahasiswa yang tidak lulus semester 5 dapat melanjutkan internship semester 6, jika hal ini mendapat persetujuan Examination Steering Committee (Komite Pengendali Ujian). Namun status semester 6 mahasiswa tersebut tidak akan dianggap "lulus" sebelum yang bersangkutan mengulang dan lulus semester 5.

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3.4.3 For internship in Germany & Switzerland, students have to have passed the German diagnostic test in October 2011 and to be interviewed by the coordinator of the Internship.

If a student fails semester 4, he/she has the chance to repeat the German diagnostic test a year later.

The final decision about acceptance of a student for a an Internship in Germany/Switzerland (double degree) is with the coordinator of the internship.

3.4.4 Students have to be matriculated two semesters in one of our partner universities in Europe (at present the University of Applied Sciences South Westphalia-Campus Soest in Germany).

3.4.5 Students have to pass the 6<sup>th</sup> Semester Internship successfully

3.4.6 Students have to pass two exams successfully at our partner university in the respective fields (a separate announcement will be given later)

3.4.7 There is no D Grade in the Thesis / Thesis Defense

### 3.5 Registration / Cancellation of Participation in Germany and Switzerland

All students will be registered for two semesters at FH Südwestfalen/University of Applied Science of South Westphalia, Soest. The registration will be in October 2011.

In the case of cancellation of participation, the respective students have to reimburse an amount, according to the following criteria:

**Cancellation until 15<sup>th</sup> November 2011  
is EURO 197,70  
and  
Cancellation after 1<sup>st</sup> January 2012  
is EURO 400**

3.4.3 Untuk Internship di Jerman atau Swiss, mahasiswa harus lulus tes wawancara bahasa Jerman yang dilaksanakan pada bulan Juni 2011 oleh Koordinator internship.

*Jika mahasiswa tidak lulus semester 4, maka ia mempunyai kesempatan untuk mengikuti lagi tes diagnostik bahasa Jerman pada tahun berikutnya.*

*Keputusan akhir mengenai penerimaan mahasiswa untuk internship di Jerman/Swiss (Double Degree) ada pada Koordinator Internship.*

3.4.4 Mahasiswa harus terdaftar selama dua semester di Universitas partner SGU di Eropa, yaitu University of Applied Sciences South Westphalia- Campus Soest di Jerman.

3.4.5 Mahasiswa harus lulus program internship semester 6.

3.4.6 Mahasiswa harus lulus dua ujian yang berhubungan dengan bidang studi mereka. Ujian ini akan diadakan di Universitas partner SGU. (Informasi mengenai Ujian ini akan diberikan secara terpisah).

3.4.7 Tidak boleh mendapat nilai D pada saat sidang Thesis.

### 3.5 Registrasi / Pembatalan Pendaftaran ke Jerman dan Swiss

*Semua mahasiswa akan terdaftar untuk 2 (dua) semester di FH Suedwestfalen/University of Applied Science of South Westphalia, Soest. Registrasi dilaksanakan pada bulan Oktober 2011.*

*Jika ada pembatalan pendaftaran, mahasiswa yang bersangkutan harus membayar ganti rugi sebagai berikut:*

**Pembatalan pendaftaran sampai  
15 November 2011  
adalah EURO 197,70  
dan  
sesudah 1 Januari 2012  
adalah EURO 400**

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### 3.6 Assistance to SGU Students

SGU has a data base of companies for internship in Germany and Switzerland. In our experience, an individual company will not process large numbers of applications received from SGU students. SGU will input in to the data base the names of the students who apply to a certain company.

A positive response from the companies/institutions has to be forwarded to [internship@sgu.ac.id](mailto:internship@sgu.ac.id) within 48 hours. SGU will provide a counseling schedule in the academic timetable. Students are requested to make use of the consultation periods.

### 3.7 Orientation Days

SGU conducts orientation days prior to the departure to Germany. This orientation will give students some brief information about German culture and life. They are also encouraged to find further information on their own.

### 3.8 Visa Application

#### 3.8.1 Germany

SGU will apply to the German Embassy in Jakarta for entry visas, which are valid for three months, for all students qualified for the internship. SGU will apply to the relevant departments in Germany for the final visas and working permits. The German entry visa will be valid for the "Schengen" zone (including Switzerland).

#### 3.8.2 Switzerland

The respective company / institution accepting the student has to apply for an entrance visa and working permit (via the Cantonal Immigration Office).

### 3.9 Insurance Coverage in Germany

The students will be covered by health insurance in Germany, but the coverage does not include the illness, discomforts and their affects, which have occurred before the insurance protection is valid. The insurance is part of the requirements for the enrolment in the partner university.

### 3.6 Panduan untuk Mahasiswa SGU

*SGU mempunyai data perusahaan internship di Jerman dan Swiss. Berdasarkan pengalaman, sebuah perusahaan tidak akan memproses lamaran yang masuk dalam jumlah banyak sekaligus. Maka dari itu, SGU akan mendata nama-nama mahasiswa yang ingin melamar di sebuah perusahaan.*

*Tanggapan positif dari perusahaan/institusi harus di laporkan ke internship office SGU ([internship@sgu.ac.id](mailto:internship@sgu.ac.id)) dalam waktu 48 jam setelah mendapat jawaban. Pihak SGU akan memasukkan jadwal konseling dalam jadwal akademik. Oleh karena itu, mahasiswa diharapkan untuk mengikuti sesi konseling.*

### 3.7 Orientasi

*Orientasi akan diadakan oleh pihak SGU beberapa hari setelah mahasiswa tiba di Jerman. Orientasi ini akan memberikan informasi singkat kepada mahasiswa mengenai budaya dan kehidupan di Jerman.*

### 3.8 Aplikasi Visa

#### 3.8.1 Jerman

*Pihak SGU akan mengajukan permohonan Visa ke Kedutaan Jerman di Jakarta untuk semua mahasiswa yang akan berangkat. Visa ini berlaku untuk 3 bulan. Pihak SGU juga akan mengurus visa dan juga permohonan izin tinggal di Jerman. Visa masuk ke Jerman ini juga berlaku untuk semua negara yang ikut dalam perjanjian "Schengen", termasuk Swiss.*

#### 3.8.2 Swiss

*Perusahaan/institusi di Swiss yang menerima mahasiswa internship dari SGU harus mengajukan permohonan Visa dan izin kerja bagi mahasiswa yang bersangkutan (melalui Cantonal Immigration Office).*

### 3.9 Asuransi Selama di Jerman

*Mahasiswa akan mendapat jaminan asuransi selama berada di jerman. Namun asuransi ini tidak mencakup biaya penyakit ataupun efek samping penyakit yang sudah diderita sebelum tanggal berlakunya asuransi ini. Asuransi ini adalah salah satu persyaratan pendaftaran universitas di Jerman.*

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### 3.10 Clothes

Students have to bring winter clothes and solid shoes as they will arrive during winter time (sometimes below 0° C).

### 3.11 Departure, Arrival and First Meeting in Germany

Students are requested to organize their travel transportation (air and land) by themselves. The first meeting will be held at the University of Applied Sciences of South Westphalia for all students doing Internship in Germany or Switzerland on

**6 February 2012, 17:00 sharp**

If a student arrives later, for example, due to flight delay, please inform Mrs. Intje Kreefft (mobile number +62 816 836 455 by SMS only).

### 3.12 First Few Weeks in Germany

During the first few weeks, students will stay in Soest. Students must register at SGU for an accommodation place by 15 December 2011 at the latest and pay on arrival in Germany.

During their stay in Soest the following tasks will be carried out:

- statement of matriculation at University of Applied Sciences South Westphalia
- registration for stay and working permits from Soest authorities (for SGU students)
- opening of bank accounts
- insurance
- placement
- intensive German course (conversation)
- Lectures for Double Degree Qualifications

Students who work outside Soest will go to their workplaces after they have completed the formalities in Soest.

Students who have not yet got workplaces or not yet started working should attend the German Language course arranged by SGU at the University of Applied Sciences South Westphalia.

### 3.10 Pakaian

*Mahasiswa diharuskan membawa pakaian musim dingin dan sepatu tebal karena akan tiba disana pada saat musim dingin (cuaca dibawah 0° C)*

### 3.11 Keberangkatan, Kedatangan dan Pertemuan Pertama di Jerman

*Mahasiswa diharuskan untuk mengurus dan mengorganisir transportasi (udara maupun darat) sendiri. Untuk semua mahasiswa yang akan internship di Jerman maupun di Swiss, pertemuan pertama akan diadakan di University of Applied Sciences of South Westphalia Jerman pada tanggal*

**6<sup>th</sup> Februari 2012, pukul 17.00**

*Jika mahasiswa tiba terlambat, misalnya karena delay pesawat, harap memberitahukan kepada Mrs. Intje Kreefft (hanya via SMS di +62816 836 455).*

### 3.12 Minggu Pertama di Jerman

*Selama minggu pertama di Jerman, mahasiswa akan tinggal di Kota Soest. Mahasiswa harus mendaftar ke SGU untuk mendapat tempat tinggal paling lambat tanggal 15 Desember 2011. Pembayaran tempat tinggal ini dilakukan saat tiba di Jerman.*

*Selama tinggal di Soest, mahasiswa diwajibkan untuk mengurus:*

- *Pernyataan matrikulasi pada University of Applied Sciences South Westphalia*
- *Pendaftaran pada di kota Soest untuk izin kerja dan izin tinggal*
- *Membuka Rekening Bank di Jerman*
- *Asuransi*
- *Penempatan Kerja dan*
- *Kursus intensif bahasa Jerman*
- *Perkuliahhan untuk kualifikasi Double Degree*

*Mahasiswa yang mendapat tempat internship di luar kota Soest, baru diijinkan pergi ke kota masing-masing setelah menyelesaikan semua formalitas di Soest.*

*Mahasiswa yang belum mendapatkan tempat internship diwajibkan untuk mengikuti kursus intensif bahasa Jerman yang diadakan oleh pihak SGU dan di adakan di FH Suedwestwafen Soest.*

## Info

Regarding telecommunication, we strongly advise buying only prepaid telephone cards. Do not sign any contract with a mobile phone provider in Germany or Switzerland.

*Kami menyarankan agar mahasiswa membeli nomor telpon Prabayar (isi pulsa). Jangan menandatangani kontrak dengan penyedia layanan telepon di Jerman maupun di Swiss.*

### 3.13 Accommodation at the Workplace

Once the students start their internship, they will have to find accommodation by themselves.

In some cases, the companies will assist. Students have to accept the condition of the room/apartment/house provided by the company.

If the students would like to find the accommodation by themselves, they have to inform the company through SGU, before the company finds the accommodation.

In Switzerland, companies are required by law to cover the accommodation. Students have to adapt to the culture in Germany/Switzerland.

### 3.13 Akomodasi Selama Internship

*Saat mahasiswa sudah mendapat tempat internship, mereka harus mencari akomodasi sendiri.*

*Dalam beberapa kasus, biasanya perusahaan akan membantu mencarikan. Mahasiswa harus menerima akomodasi kamar/apartment/rumah yang disediakan oleh perusahaan (jika disediakan).*

*Jika mahasiswa ingin mencari tempat tinggal sendiri, maka hal ini harus terlebih dahulu diinformasikan kepada SGU, sebelum perusahaan menentukan tempat tinggal.*

*Di Swiss, perusahaan diwajibkan oleh hukum setempat untuk membiayai tempat tinggal mahasiswa internship. Mahasiswa diharapkan untuk bisa beradaptasi dengan budaya di Jerman maupun di Swiss.*

### 3.14 Remuneration

SGU has no influence on the company's decision about the salaries for students. Pocket money varies based on each company's policy. Note that German students normally **do not get remuneration since the internship is part of their study.**

### 3.14 Remunerasi

*SGU tidak mempunyai pengaruh dalam keputusan perusahaan mengenai gaji/uang saku mahasiswa selama internship. Gaji di setiap perusahaan berbeda sesuai dengan aturan yang berlaku. Perlu di ingat bahwa, mahasiswa warga negara Jerman **biasanya tidak mendapat gaji/uang saku karena internship merupakan bagian dari studi mereka.***

### 3.15 Examination at the End of the Internship

There will be a preparation course prior to the examination at the end of the internship. This is set by the partner university and has to be passed with a score of A, B or C. Details of time, date and place will be given by the partner university during the internship program.

### 3.15 Ujian Di Akhir Program Internship

*Akan ada kursus persiapan menghadapi ujian di akhir program internship. Ujian ini akan diadakan oleh Universitas partner SGU dan mahasiswa harus lulus dengan nilai A, B, atau C. Keterangan lebih lanjut mengenai waktu, tanggal dan tempat pelaksanaan ujian akan diberitahukan oleh pihak Universitas partner saat program internship berlangsung.*

## Info

### 3.16 Summary of activities (Subject to change)

No	What?	Arranged by	When?	Where?	Paid by	Amount
1	SGU Internship Fee	Student	16 Jan '12	Jakarta	Student	Rp. 18.000.000,-
2	Visa (entry)	SGU	4 Nov '11	Jakarta	Student	Around € 60,-
3	Registration Fee winter semester	SGU	4 Nov '11	Europe	Students	€ 197,70,-
4	Final Visa (7 months)	SGU	16 Jan '12	Europe	Student	€ 50,-
5	Health Insurance	SGU	16 Jan '12	Europe	Student	€ 259,-(7 months)
6	First Three Weeks in Soest	Student	Feb '12	Soest, Germany	Student	Around € 25,-/night with breakfast
7	Registration Fee summer semester	SGU	8 Feb '12	Europe	SGU	€ 197,70,-
8	Lodgings/Living Costs	Student	Feb-Aug '12	Europe	Student	Around € 750,-/month

### 3.17 Contact

SGU has appointed staff at an office at the Campus of University of Applied Sciences South Westphalia, Soest, Germany to provide advice and help to students in Germany and Switzerland.

**info@sgu-westphalia.de**  
(+49 2921 378 480)

### 3.17 Kontak

*Jika mahasiswa SGU di Jerman atau Swiss memerlukan saran dan bantuan, dapat menghubungi pihak SGU di Jerman, University of Applied Sciences South Westphalia di Soest.*

**info@sgu-westphalia.de**  
(+49 2921 378 480)

### 4 Single Degree (Internship Outside Germany and Switzerland)

#### 4.1 General

There are no real disadvantages for students who take the single degree option and would like to continue their academic studies at SGU or abroad.

Students who are not qualified for an internship in Germany/Switzerland are still able to do the internship in Indonesia or in other country.

### 4 Single Degree (Program Internship di luar Jerman atau Swiss)

#### 4.1 Informasi Umum

*Tidak ada kerugian yang besar bila mahasiswa memutuskan untuk memilih Single Degree. Setelah lulus S1, mahasiswa akan tetap bisa melanjutkan Program Magister di SGU atau di Universitas lain.*

*Mahasiswa yang tidak berkualifikasi untuk internship di Jerman atau Swiss masih bisa internship di Indonesia atau di negara lain.*

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## Info

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The internship has to be started on 1 March 2012 at the latest. If the students cannot get their internship place, stay- and/or working permits by the end of January 2012, SGU will make a decision about the internship.

*Program internship semester 6 harus dimulai paling lambat tanggal 1 Maret 2012. Jika mahasiswa tidak bisa mendapat tempat internship, izin tinggal/kerja pada akhir bulan Januari 2012, maka SGU yang akan memutuskan penempatan internship mereka.*

### 4.2 Proposal for the Internship Place

Students must submit a one page proposal to [internship@sgu.ac.id](mailto:internship@sgu.ac.id)

**By the end of January 2012**

The proposal should mention and explain briefly the internship place, program and the duration. The students have to inform SGU of the details of the company they will be with (such as name of the company/hotel, address, contact person, telephone numbers, email address and website).

SGU will decide on the approval.

### 4.3 Stay and Working Permit

SGU will not be responsible for applying for the stay and working permits for students who wish to do their internship in a country other than Indonesia, Germany and Switzerland.

Students who are accepted by companies have to ask for a letter of acceptance from the company to be given to SGU before the internship starts. The letter of acceptance should include the duration of internship, supervisor's signature and company stamp.

The internship outside Indonesia, Germany and Switzerland is fully at the student's own risk.

### 4.2 Proposal Pengajuan Tempat Internship

*Mahasiswa harus mengumpulkan satu lembar proposal pengajuan tempat internship ke [internship@sgu.ac.id](mailto:internship@sgu.ac.id) paling lambat pada*

**Akhir bulan January 2012**

*Proposal ini harus menyebutkan dan menjelaskan mengenai perusahaan dan durasi, tempat mereka ingin internship. Mahasiswa harus menuliskan detail perusahaan, seperti: alamat perusahaan/hotel, kontak person, telepon, email, website perusahaan).*

*Persetujuan tempat internship, harap menunggu jawaban dari pihak SGU*

### 4.3 Izin Tinggal dan Kerja

*Pihak SGU tidak bertanggung jawab untuk permohonan izin tinggal/kerja dan visa untuk mahasiswa yang internship di luar Indonesia, Jerman atau Swiss.*

*Mahasiswa yang diterima internship harus meminta surat penerimaan internship dari perusahaan, yang mencantumkan durasi internship, tanda tangan supervisor/bagian personalia perusahaan tersebut dan cap perusahaan.*

*Program internship di luar Indonesia, Jerman ataupun Swiss menjadi tanggung jawab mahasiswa sepenuhnya.*