

## HUMBOLDT INTERNSHIP PROGRAM

### Program Overview

The Humboldt Internship Program (HIP) is a key initiative of the Humboldt International Campus, part of the International Department at Humboldt-Universität zu Berlin. HIP aims to provide international students with academic internships conducted in English. This program enhances the university's internationalization efforts while supporting the development of research and start-up projects.

### Opportunities for Researchers and Founders

Through HIP, researchers and founders can engage skilled international students for three-month internships. These internships contribute directly to ongoing projects and provide valuable support.

- Duration: 12 weeks
- Work Hours: 30-35 hours per week
- Eligibility: Researchers from any department and founders associated with Humboldt Innovation
- Flexibility: Multiple interns can be hosted simultaneously or at different times
- No costs for the teams offering a placement

### How to Offer a Student Placement

1. Submit Project Details: Complete the Project Description file to include your project in our list, where the students can browse to find all the placement details.
2. Student Recruitment: The HIP program office handles international marketing to find qualified students and will provide researchers and start-up founders with informational materials to share with their networks.

Optional: Faculty members who collaborate with foreign universities or know international students interested in their projects can utilize HIP internship opportunities as part of the collaboration or for a specific student.

### Administrative Support

The program office manages administrative tasks and provides organizational support to students from selection onward, so the research and start-up teams can focus on their work and content-related mentoring of the interns.

### Scholarships and Other Funding

Student interns may be eligible for a €2,250 scholarship, funded by Santander Consumer Bank and managed and awarded by HIP. Please note that the scholarships are limited in number, and the program office manages the selection. Self-funded students or those with other funding (e.g., Erasmus) can also do their internship within the HIP framework.

### Internship Location and Flexibility

Internships are conducted on-site in Berlin. However, if external circumstances prevent this, the program offers flexible alternatives, such as online internships or postponement of the internship.

## PROGRAM TIMELINE

2026

### NOVEMBER – DECEMBER

Students apply through the HIP application form (MoveOn). The HIP office offers online info sessions for interested students.

### DECEMBER – JANUARY

The HIP office reviews the applications regarding formal criteria and forwards them to the project supervisors (researchers, founders).

2027

### JANUARY – FEBRUARY

The project supervisors review the applications and select students for their internship position(s). They can directly contact the applicants for written follow-up questions and to arrange an online interview.

### FEBRUARY

The project supervisors inform the HIP office about the selected student(s).

### MARCH

The program office informs the students about the results of their applications.

### APRIL

The program office prepares the agreement and further documents and supports the students with the preparation through individual consultations and weekly online info sessions.

### SUMMER 2027

The internships take place.

## PROGRAM FEATURES

- Administrative Support: The program office handles all administrative steps, advises students during applications, and assists with preparations (visa, health insurance, accommodation, etc.).
- Mentorship Assistance: Researchers and founders receive support in mentoring students and managing administrative tasks.
- Student Enrollment: Interns are enrolled at Humboldt-Universität zu Berlin, receiving a Campus Card for library access, cafeterias, and public transport (Deutschlandticket).
- Events and Networking: Orientation and networking events and internship-related workshops are organized for the students, along with activities to explore Berlin's history and culture. Additionally, a program event featuring a poster session will be held for all participating students and supervisors.
- Assessment and Certification: Supervisors evaluate student performance, and the program office issues certificates and transcripts.

## FURTHER INFORMATION AND CONTACT

 [hic.hu-berlin.de/hip](https://hic.hu-berlin.de/hip)

 @hu.international\_campus

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