

HCSA



**UNIVERSITÄT
HEIDELBERG**
ZUKUNFT
SEIT 1386

Heidelberg India Internship Platform User Manual

<http://heiin.uni-heidelberg.de>

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1.0 Introduction

Welcome to Heidelberg India Internship Platform!! This online internship platform initiated by Heidelberg University eliminates geographic constraints, bringing participants together from anywhere in the world to explore various internship offers according to their interests. To participate, individuals may sign up from the online platform, and upon successful registration you will receive the manual and further email notifications.

Heidelberg India Internship Platform, follows a three-tiered approach. As the first-tier, internship offers will be hosted and notified from the platform. Participants can apply and are selected according to their eligibility criteria.

Conducting the internship offer from the university by the respective Internship provider is the next tier. Contact In-charges would be assigned to the selected participants. This is the most engaging tier of the platform.

The last tier involves analysing activities. Performance evaluation of all the participants and contact in-charges and conclusion regarding the entire internship offer. This entire initiative will provide authentic experience for participants and pool of talent for the universities and organizations.

2.0 System's Requirement

Before you start using the online Heidelberg India Internship Platform, make sure your computer meets the following requirements:

- Browser: Google Chrome(Highly recommended) or Mozilla Firefox
- Broadband internet connection
- Optional: sound cards, speakers, and microphone / headset (required only for Skype calling)

3.0 Registration Module

New user may signup into the online Heidelberg India Internship Platform, from this module.

Internee, Internship Provider, Contact In-charge and Administrator can register themselves from this module. We have 4 different type of Internee(s) – Student, Researcher, Scientist, and Working Professional(s)

3.1 Student Registration

The Student can register his profile into the system. To register as a Student:

1. Visit the website, <http://heiin.uni-heidelberg.de>
2. Click on **Registration>> Internee>> Student**
3. A Student registration form as below will be displayed, proceed and fill the online form and submit the form to complete the registration.

Personal Details:		
First Name *	Middle Name	Last Name *
<input type="text" value="Robin"/>	<input type="text" value="Ross"/>	<input type="text" value="Peterson"/>
Birth Date *	Gender *	Weblink
<input type="text" value="1990-01-27"/>	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> No Information	<input type="text" value="https://www.facebook.com/rob"/>

Contact Details:		
Skype Id	Email *	Contact Number1 *
<input type="text" value="robin.peterson"/>	<input type="text" value="robinpeterson@gmail.com"/>	<input type="text" value="+1)9881458215"/>
<small>eg: (Country Code) Mobile Number</small>		
Landline Number		
<input type="text" value="+1"/>	<input type="text" value="512"/>	<input type="text" value="2354512"/>
<small>Country Code</small>	<small>Area Code</small>	<small>Number</small>

Address Details:

Country *	State *	City *
<input type="text" value="United States"/>	<input type="text" value="Texas"/>	<input type="text" value="Austin"/>
Address Line1 *	Address Line2	Address Line3
<input type="text" value="1219, South Lamar"/>	<input type="text" value="S Pleasant Valley Road"/>	<input type="text"/>
Pincode *	Nationality *	
<input type="text" value="TX78704"/>	<input type="text" value="American"/>	

Login Details:

User Name *	Password *	Confirm Password *
<input type="text" value="Robin90"/>	<input type="text" value="*****"/>	<input type="text" value="*****"/>
Security Question *	Security Answer *	
<input type="text" value="What is your favorite color"/>	<input type="text" value="Green"/>	

Upload Data:

Upload CV *	Upload Photo
<input type="button" value="Choose File"/> CV_Robin.docx	<input type="button" value="Choose File"/> sample_profile.jpg
<small>(Only doc, docx, pdf files up to 1 MB)</small>	<small>(Only jpg, gif, png files up to 4 MB)</small>

Educational Details:

Education Level *	Field Of Study *	Passing Year *	University / Institution *	Interests
<input type="text" value="MCA"/>	<input type="text" value="Computer Applic"/>	<input type="text" value="2011"/>	<input type="text" value="Pace University"/>	<input type="text" value="Coding"/>
<input type="button" value="+"/>				<input type="button" value="X"/>

Work Experience Details:

Total Work Experience(in years)

Organization	From Date	To Date	Job Title	Job Description
ZenSoft Solution	2012-01-01	2015-12-31	System Analyst	Analysis and Designing of bi

Research Details:

Document Type	Name	Upload Research File	Weblink
Publications	Multiple Lookup Table based	<input type="button" value="Browse..."/> ReserachFile.docx <small>(Only doc, docx , pdf files up to 1MB)</small>	www.ijirtpublicat ions/2010/231

Figure 1: Student Registration Form

Fill all the details as shown in above Figure 1, and click on **Submit** button. If there are any errors, then the error list will be displayed in the top section of the Student registration form. To successfully proceed with the registrations, please resolve all the listed errors.

Following are the details for the Student registration form:-

- Personal Details - First Name, Middle Name, Last Name, Birth Date, Gender, Weblink
 - Weblink is the link to your online profile.

- Contact Details – Skype Id, Email, Contact Number 1, Contact Number 2, Landline Number (ISD, STD, Number)
 - Contact Number1 – Your primary mobile number.
The expected input format for Contact Number1 is (country code)[space] Mobile Number
Eg: (+91) 9000809000
 - Landline Number – Your landline number. This field is optional
The expected input format for Landline Number is

Country Code	Area Code	Landline Number
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 Eg:

0	0241	2355599
---	------	---------

- Address Details – Country, State, City, Address Line 1, Address Line 2, Address Line 3, Pincode, Nationality

- Login Details - Username, Password, Confirm Password, Security Question, Security Answer



- Username – Username of your choice.
This username would be required for logging into the application. The expected input format for Username is combination of text &/or numbers, Underscore(_) and Hyphen(-). Space or other special characters are not allowed.
- Password – Password of your choice. Password should be minimum 8 characters long.
- Security Question – Security question is required for forgot password functionality

➤ Upload Data - Upload CV, Upload Photo

- Upload CV – Upload your current up-to-date Curriculum Vitae. The expected document format is .doc / .docx / .pdf only. And the document size should be upto 1 MB only.
- Upload Photo – Upload your current passport sized photograph. The expected photograph format is .jpg/ .gif / .png only. And the photograph size should be upto 4MB only.



➤ Educational Details - Educational Level, Field of Study, Passing Year, University / Institution, Interests

- Educational level – Select the Educational degree in descending order of your education.
Eg: M.Com
- Field of Study – Enter the Field of study / specialization , corresponding to the educational degree. Eg: Commerce

Note: To add more educational details click on  button. To remove particular educational details click on  button.

➤ Work Experience Details – Total Work Experience (in years), Organization, From Date, To Date, Job Title, Job Description

- Total Work Experience(in years) – Select your overall work experience till date.

Note: To add more work experience details click on  button. To remove particular work experience details click on  button.

Work Experience section is optimal for Students.

➤ Research Details - Document Type, Name, Upload Research File, Weblink

- Document Type - Select the appropriate document type like Publication / Journal
- Name - Enter the name of your research document. It is suppose to be the title of your research document / document name.
- Upload Research File - Upload your research document here. The expected document format is .doc / .docx / .pdf only. And the document size should be upto 1 MB only.
- Weblink is the link to your online research document.

3.2 Researcher Registration

The Researcher can register his profile into the system. To register as a Researcher:

1. Visit the website, <http://heiin.uni-heidelberg.de>
2. Click on **Registration>> Internee>> Researcher**
3. A Researcher registration form as below will be displayed, proceed and fill the online form and submit the form to complete the registration.

Researcher Registration

Fields with * are required.

Personal Details:

First Name *	Middle Name	Last Name *
<input type="text" value="Philip"/>	<input type="text" value="John"/>	<input type="text" value="Anderson"/>
Birth Date *	Gender *	Weblink
<input type="text" value="1987-07-09"/>	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> No Information	<input type="text" value="http://www.facebook.com/philip"/>

Contact Details:

Skype Id	Email *	Contact Number1 *
<input type="text" value="philipanderson"/>	<input type="text" value="philip.anderson@gmail.com"/>	<input type="text" value="+1-907-455-7112"/>
Landline Number		<small>eg: (Country Code) Mobile Number</small>
<input type="text" value="+1"/> <input type="text" value="907"/> <input type="text" value="4519004"/>		
<small>Country Code</small>	<small>Area Code</small>	<small>Number</small>

Address Details:

Country *	State *	City *
<input type="text" value="United States"/>	<input type="text" value="Alaska"/>	<input type="text" value="Fairbanks"/>
Address Line1 *	Address Line2	Address Line3
<input type="text" value="1293 Esro Road,"/>	<input type="text" value="746- E Rural Fairbanks"/>	<input type="text"/>
Pincode *	Nationality *	
<input type="text" value="AK99712"/>	<input type="text" value="American"/>	

Login Details:

Username *	Password *	Confirm Password *
<input type="text" value="philip"/>	<input type="password" value="....."/>	<input type="password" value="....."/>
Security Question *	Security Answer *	
<input type="text" value="What is your favorite color"/>	<input type="text" value="blue"/>	

Upload Data:

Upload CV	Upload Photo
<input type="button" value="Browse..."/> Resume - Philip Anderson.docx	<input type="button" value="Browse..."/> sample_profile.jpg
<small>(Only doc, docx , pdf files up to 1 MB)</small>	<small>(Only jpg, gif, png files up to 4 MB)</small>

Educational Details:

Education Level *	Field Of Study *	Passing Year *	University / Institution *	Interests
<input type="text" value="MCS"/>	<input type="text" value="Computer Scienc"/>	<input type="text" value="2012"/>	<input type="text" value="University of Alaska Fairbanl"/>	<input type="text" value="Software develop"/>
Education Level *	Field Of Study *	Passing Year *	University / Institution *	Interests
<input type="text" value="BCS"/>	<input type="text" value="Computer Scienc"/>	<input type="text" value="2010"/>	<input type="text" value="University of Alaska Fairbanl"/>	<input type="text" value="Swimming"/>

Work Experience Details:

Total Work Experience(in years) *				
<input type="text" value="3"/>				
Organization *	From Date *	To Date *	Job Title *	Job Description
<input type="text" value="Cognizant"/>	<input type="text" value="2012-11-01"/>	<input type="text" value="2015-11-01"/>	<input type="text" value="Software Develo"/>	<input type="text" value="Responsible to develop web"/>

Research Details:

Document Type	Name	Upload Research File	Weblink
<input type="text" value="Journals"/>	<input type="text" value="Physiology and Network Science"/>	<input type="button" value="Browse..."/> ResearchFile - Philip Anders <small>(Only doc, docx , pdf files up to 1 MB)</small>	<input type="text" value="http://www.research.com/philipanders"/>

Figure 2: Researcher Registration Form

Fill all the details as shown in above Figure 2, and click on **Submit** button. If there are any errors, then the error list will be displayed in the top section of the Researcher registration form. To successfully proceed with the registrations, please resolve all the listed errors.

Following are the details for the Researcher registration form:-

- Personal Details - First Name, Middle Name, Last Name, Birth Date, Gender, Weblink
 - Weblink is the link to your online profile.



- Contact Details – Skype Id, Email, Contact Number 1, Landline Number (ISD, STD, Number)
 - Contact Number1 – Your primary mobile number.
The expected input format for Contact Number1 is (country code)[space] Mobile Number
Eg: (+91) 9000809000
 - Landline Number – Your landline number. This field is optional
The expected input format for Landline Number is

Country Code	Area Code	Landline Number
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Eg:

0	0241	2355599
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- Address Details – Country, State, City, Address Line 1, Address Line 2, Address Line 3, Pincode, Nationality
- Login Details - Username, Password, Confirm Password, Security Question, Security Answer
 - Username – Username of your choice.
This username would be required for logging into the application. The expected input format for Username is combination of text &/or numbers, Underscore(_) and Hyphen(-). Space or other special characters are not allowed.
 - Password – Password of your choice. Password should be minimum 8 characters long.
 - Security Question – Security question is required for forgot password functionality
- Upload Data - Upload CV, Upload Photo
 - Upload CV – Upload your current up-to-date Curriculum Vitae. The expected document format is .doc / .docx / .pdf only. And the document size should be upto 1 MB only.
 - Upload Photo – Upload your current passport sized photograph. The expected photograph format is .jpg/ .gif / .png only. And the photograph size should be upto 4MB only.
- Educational Details - Educational Level, Field of Study, Passing Year, University / Institution, Interests
 - Educational level – Select the Educational degree in descending order of your education.
Eg: M.Com
 - Field of Study – Enter the Field of study / specialization , corresponding to the educational degree. Eg: Commerce

Note: To add more educational details click on  button. To remove particular educational details click on  button.

- Work Experience Details – Total Work Experience (in years), Organization, From Date, To Date, Job Title, Job Description
 - Total Work Experience(in years) – Select your overall work experience till date.

Note: To add more work experience details click on  button. To remove particular work experience details click on  button.

- Research Details - Document Type, Name, Upload Research File, Weblink
 - Document Type - Select the appropriate document type like Publication / Journal
 - Name - Enter the name of your research document. It is suppose to be the title of your research document / document name.
 - Upload Research File - Upload your research document here. The expected document format is .doc / .docx / .pdf only. And the document size should be upto 1 MB only.
 - Weblink is the link to your online research document.

3.3 Scientist Registration

The Scientist can register his profile into the system. To register as a Scientist:

1. Visit the website, <http://heiin.uni-heidelberg.de>
2. Click on **Registration>> Internee>> Scientist**
3. A Scientist registration form as below will be displayed, proceed and fill the online form and submit the form to complete the registration.

Personal Details:

First Name *	Middle Name	Last Name *
<input type="text" value="Peter"/>	<input type="text" value="Neil"/>	<input type="text" value="Andrews"/>
Birth Date *	Gender *	Weblink
<input type="text" value="1979-04-11"/>	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> No Information	<input type="text" value="http://www.facebook.com/peter"/>

Contact Details:

Skype Id	Email *	Contact Number1 *
<input type="text" value="peterandrews"/>	<input type="text" value="peter.andrews@gmail.com"/>	<input type="text" value="+1-719-391-0745"/>
<small>eg: (Country Code) Mobile Number</small>		
Landline Number		
<input type="text" value="+1"/> <input type="text" value="719"/> <input type="text" value="2183884"/>		
<small>Country Code</small>	<small>Area Code</small>	<small>Number</small>

Address Details:

Country *	State *	City *
<input type="text" value="United States"/>	<input type="text" value="Colorado"/>	<input type="text" value="Colorado Springs"/>
Address Line1 *	Address Line2	Address Line3
<input type="text" value="1700"/>	<input type="text" value="Lorraine Street"/>	<input type="text" value="Colorado Springs, CO 80906"/>
Pincode *	Nationality *	
<input type="text" value="CO80906"/>	<input type="text" value="American"/>	

Login Details:

Username *	Password *	Confirm Password *
<input type="text" value="peter_andrews"/>	<input type="password" value="....."/>	<input type="password" value="....."/>
Security Question *	Security Answer *	
<input type="text" value="What is your birth place?"/>	<input type="text" value="Colorado Springs"/>	

Upload Data:

Upload CV	Upload Photo
<input type="button" value="Browse..."/> Resume - Peter Andrews.docx <small>(Only doc, docx , pdf files up to 1 MB)</small>	<input type="button" value="Browse..."/> sample_profile.jpg <small>(Only jpg, gif, png files up to 4 MB)</small>

Educational Details:

Education Level * <input type="text" value="ME"/>	Field Of Study * <input type="text" value="Computer"/>	Passing Year * <input type="text" value="2012"/>	University / Institution * <input type="text" value="Colorado Technical Universit"/>	Interests <input type="text" value="Software Testing"/>	<input type="button" value="X"/>
Education Level * <input type="text" value="BE"/>	Field Of Study * <input type="text" value="Computer"/>	Passing Year * <input type="text" value="2010"/>	University / Institution * <input type="text" value="Colorado Technical Universit"/>	Interests <input type="text" value="Reading"/>	<input type="button" value="X"/>
<input type="button" value="+"/>					

Work Experience Details:

Total Work Experience(in years) *

Organization * <input type="text" value="Accenture"/>	From Date * <input type="text" value="2012-11-01"/>	To Date * <input type="text" value="2015-11-01"/>	Job Title * <input type="text" value="Software Develo"/>	Job Description <input type="text" value="Responsible to develop web"/>	<input type="button" value="X"/>
<input type="button" value="+"/>					

Research Details:

Document Type <input type="text" value="Journals"/>	Name <input type="text" value="Computer and Network Security"/>	Upload Research File <input type="button" value="Browse..."/> Research File - Peter Andrew <small>(Only doc, docx , pdf files up to 1MB)</small>	Weblink <input type="text" value="http://www.networksecurity.com/research"/>	<input type="button" value="X"/>
<input type="button" value="+"/>				

Figure 3: Scientist Registration Form

Fill all the details as shown in above Figure 3, and click on **Submit** button. If there are any errors, then the error list will be displayed in the top section of the Scientist registration form. To successfully proceed with the registrations, please resolve all the listed errors.

Following are the details for the Scientist registration form:-



- Personal Details - First Name, Middle Name, Last Name, Birth Date, Gender, Weblink
 - Weblink is the link to your online profile
- Contact Details – Skype Id, Email, Contact Number 1, Landline Number (ISD, STD, Number)
 - Contact Number1 – Your primary mobile number.
The expected input format for Contact Number1 is (country code)[space] Mobile Number
Eg: (+91) 9000809000
 - Landline Number – Your landline number. This field is optional
The expected input format for Landline Number is



Country Code	Area Code	Landline Number
--------------	-----------	-----------------

 Eg:

0	0241	2355599
---	------	---------

- Address Details – Country, State, City, Address Line 1, Address Line 2, Address Line 3, Pincode, Nationality
- Login Details - Username, Password, Confirm Password, Security Question, Security Answer
 - Username – Username of your choice.
This username would be required for logging into the application. The expected input format for Username is combination of text &/or numbers, Underscore(_) and Hyphen(-). Space or other special characters are not allowed.
 - Password – Password of your choice. Password should be minimum 8 characters long.
 - Security Question – Security question is required for forgot password functionality
- Upload Data - Upload CV, Upload Photo
 - Upload CV – Upload your current up-to-date Curriculum Vitae. The expected document format is .doc / .docx / .pdf only. And the document size should be upto 1 MB only.
 - Upload Photo – Upload your current passport sized photograph. The expected photograph format is .jpg/ .gif / .png only. And the photograph size should be upto 4MB only.
- Educational Details - Educational Level, Field of Study, Passing Year, University / Institution, Interests
 - Educational level – Select the Educational degree in descending order of your education.
Eg: M.Com
 - Field of Study – Enter the Field of study / specialization , corresponding to the educational degree. Eg: Commerce

Note: To add more educational details click on  button. To remove particular educational details click on  button.

- Work Experience Details – Total Work Experience (in years), Organization, From Date, To Date, Job Title, Job Description
 - Total Work Experience(in years) – Select your overall work experience till date.
Note: To add more work experience details click on  button. To remove particular work experience details click on  button.
- Research Details - Document Type, Name, Upload Research File, Weblink
 - Document Type - Select the appropriate document type like Publication / Journal
 - Name - Enter the name of your research document. It is suppose to be the title of your research document / document name.
 - Upload Research File - Upload your research document here. The expected document format is .doc / .docx / .pdf only. And the document size should be upto 1 MB only.
 - Weblink is the link to your online research document.

3.4 Working Professional Registration

The Working Professional can register his profile into the system. To register as a Working Professional:

1. Visit the website, <http://heiin.uni-heidelberg.de>
2. Click on **Registration>> Internee>> Working Professional**
3. A Working professional registration form as below will be displayed, proceed and fill the online form and submit the form to complete the registration.

Personal Details:

First Name *	Middle Name	Last Name *
<input type="text" value="Kyle"/>	<input type="text" value="Robin"/>	<input type="text" value="Miles"/>
Birth Date *	Gender *	Weblink
<input type="text" value="1985-02-06"/>	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> No Information	<input type="text"/>

Contact Details:

Skype Id	Email *	Contact Number1 *
<input type="text" value="kylemiles"/>	<input type="text" value="kylemiles@gmail.com"/>	<input type="text" value="+1)9746552135"/>
<small>eg: (Country Code) Mobile Number</small>		
Landline Number		
<input type="text" value="+1"/> <input type="text" value="512"/> <input type="text" value="2324855"/>		
<small>Country Code</small>	<small>Area Code</small>	<small>Number</small>

Address Details:

Country *	State *	City *
<input type="text" value="United States"/>	<input type="text" value="Florida"/>	<input type="text" value="Miami"/>
Address Line1 *	Address Line2	Address Line3
<input type="text" value="101,Green Park"/>	<input type="text" value="Pleasant Valley Road"/>	<input type="text" value="Miami"/>
Pincode *	Nationality *	
<input type="text" value="FL33172"/>	<input type="text" value="American"/>	

Login Details:

Username *	Password *	Confirm Password *
<input type="text" value="Kylem"/>	<input type="password" value="....."/>	<input type="password" value="....."/>
Security Question *	Security Answer *	
<input type="text" value="What is your birth place?"/>	<input type="text" value="Miami"/>	

Upload Data:

Upload CV	Upload Photo
<input type="button" value="Browse..."/> CV_Kyle.docx <small>(Only doc, docx, pdf files up to 1 MB)</small>	<input type="button" value="Browse..."/> sample_profile.jpg <small>(Only jpg, gif, png files up to 4 MB)</small>

Educational Details:

Education Level *	Field Of Study *	Passing Year *	University / Institution *	Interests
<input type="text" value="B.Stat"/>	<input type="text" value="Statistics and C"/>	<input type="text" value="2006"/>	<input type="text" value="Pace University"/>	<input type="text" value="Accounting and"/>
<input type="button" value="+"/>				

Work Experience Details:

Total Work Experience(in years) *

Organization * From Date * To Date * Job Title * Job Description

Research Details:

Document Type Name Upload Research File Weblink

 ReserachFile.docx

(Only doc, docx , pdf files up to 1MB)

Figure 4: Working Professional Registration Form

Fill all the details as shown in above Figure 4, and click on **Submit** button. If there are any errors, then the error list will be displayed in the top section of the Working Professional registration form. To successfully proceed with the registrations, please resolve all the listed errors.

Following are the details for the Working Professional registration form:-

- Personal Details - First Name, Middle Name, Last Name, Birth Date, Gender, Weblink
 - Weblink is the link to your online profile.

- Contact Details – Skype Id, Email, Contact Number 1, Landline Number (ISD, STD, Number)
 - Contact Number1 – Your primary mobile number.
The expected input format for Contact Number1 is (country code)[space] Mobile Number
Eg: (+91) 9000809000
 - Landline Number – Your landline number. This field is optional
The expected input format for Landline Number is

Country Code	Area Code	Landline Number
--------------	-----------	-----------------

 Eg:

91	0241	2355599
----	------	---------

- Address Details – Country, State, City, Address Line 1, Address Line 2, Address Line 3, Pincode, Nationality

- Login Details – Username, Password, Confirm Password, Security Question, Security Answer
 - Username – Username of your choice.

This username would be required for logging into the application. The expected input format for Username is combination of text &/or numbers, Underscore(_) and Hyphen(-). Space or other special characters are not allowed.



- Password – Password of your choice. Password should be minimum 8 characters long.
- Security Question – Security question is required for forgot password functionality

➤ Upload Data - Upload CV, Upload Photo

- Upload CV – Upload your current up-to-date Curriculum Vitae. The expected document format is .doc / .docx / .pdf only. And the document size should be upto 1 MB only.
- Upload Photo – Upload your current passport sized photograph. The expected photograph format is .jpg/ .gif / .png only. And the photograph size should be upto 4MB only.



➤ Educational Details - Educational Level, Field of Study, Passing Year, University / Institution, Interests

- Educational level – Select the Educational degree in descending order of your education.
Eg: M.Com
- Field of Study – Enter the Field of study / specialization , corresponding to the educational degree. Eg: Commerce

Note: To add more educational details click on  button. To remove particular educational details click on  button.

➤ Work Experience Details – Total Work Experience (in years), Organization, From Date, To Date, Job Title, Job Description

- Total Work Experience(in years) – Select your overall work experience till date.

Note: To add more work experience details click on  button. To remove particular work experience details click on  button.

➤ Research Details - Document Type, Name, Upload Research File, Weblink

- Document Type - Select the appropriate document type like Publication / Journal
- Name - Enter the name of your research document. It is suppose to be the title of your research document / document name.
- Upload Research File - Upload your research document here. The expected document format is .doc / .docx / .pdf only. And the document size should be upto 1 MB only.

3.5 Internship Provider Registration

Government Organizations / Research Organizations / Universities / Institutions / NGO's can host the internships into the Heidelberg India Internship Platform, by registering themselves as the Internship Provider.

To register as an Internship Provider:

1. Visit the website, <http://heiin.uni-heidelberg.de>
2. Click on **Registration>> Internship Provider**
3. Internship Provider registration form as below will be displayed, proceed and fill the online form and submit the form to complete the registration.

Internship Provider Registration

Fields with * are required.

Organization Details:		
Organization Name *	Organization Type *	Industry *
<input type="text" value="Perfect Management and Con"/>	<input type="text" value="Company"/>	<input type="text" value="Management Consulting"/>

Contact Details:		
Email *	Contact Person Name *	Website URL
<input type="text" value="office@perfect.com"/>	<input type="text" value="Alex Stuart"/>	<input type="text" value="http://perfectconsultancy.com"/>
Contact Number1 *	Landline Number	
<input type="text" value="(+1)9881734566"/>	<input type="text" value="+1"/>	<input type="text" value="512"/>
<small>eg: (Country Code) Mobile Number</small>	<small>Country Code</small>	<small>Area Code</small>
	<input type="text" value="324569"/>	<small>Number</small>

Address Details:		
Country *	State *	City *
<input type="text" value="United States"/>	<input type="text" value="Texas"/>	<input type="text" value="Austin"/>
Address Line1 *	Address Line2	Address Line3
<input type="text" value="1219,South Lamar"/>	<input type="text" value="S Pleasant Valley road"/>	<input type="text"/>
Pincode *		
<input type="text" value="TX78704"/>		

Organizational Details:

Brief Summary *

Pioneered in professional level of customer service and support for business administration

body p span

Login Details:

User Name * Password * Confirm Password *

Security Question * Security Answer *

Figure 5: Internship Provider Registration Form

Fill all the details as shown in above Figure 5, and click on **Submit** button. If there are any errors, then the error list will be displayed in the top section of the Internship Provider registration form. To successfully proceed with the registration, please resolve all the listed errors.

Following are the details for the Internship Provider registration form:-

- Organization Details - Organization Name, Organization type and industry

Note: You can add more than one Industry in industry section

- Contact Details – Email, Contact Person Name, Website URL, Contact Number 1 and Landline Number (ISD, STD, Number)

- Contact Number1 – Your primary mobile number.
The expected input format for Contact Number1 is (country code)[space] Mobile Number
Eg: (+91) 9000809000
- Landline Number – Your landline number. This field is optional
The expected input format for Landline Number is

Country Code	Area Code	Landline Number
--------------	-----------	-----------------

Eg:

+1	512	2355599
----	-----	---------

- Address Details - Country, State, City, Address Line 1, Address Line 2, Address Line 3 and Pincode
- Organizational Details – Brief Summary
- Login Details - Username, Password, Confirm Password, Security Question, Security Answer
 - Username – Username of your choice.
This username would be required for logging into the application. The expected input format for Username is combination of text &/or numbers, Underscore(_) and Hyphen(-). Space or other special characters are not allowed.
 - Password – Password of your choice. Password should be minimum 8 characters long.
 - Security Question – Security question is required for forgot password functionality.

3.6 Contact In-charge Registration

Hosted internships would be conducted by the Contact In-charges.

The Contact In-charge can register his profile into the application. To register as a Contact In-charge:

1. Visit the website, <http://heiin.uni-heidelberg.de>
2. Click on **Registration>> Contact In-charge**
3. A Contact in-charge registration form as below will be displayed, proceed and fill the online form and submit the form to complete the registration.

Contact In-Charge Registration

Fields with * are required.

Personal Details:		
First Name *	Middle Name	Last Name *
<input type="text" value="David"/>	<input type="text" value="Peter"/>	<input type="text" value="Thomson"/>
Birth Date *	Gender *	Weblink
<input type="text" value="1985-01-05"/>	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> No Information	<input type="text" value="http://facebook.com/david.tho"/>

Contact Details:		
Skype Id	Email *	Contact Number1 *
<input type="text" value="david.thomson"/>	<input type="text" value="davidthomson@gmail.com"/>	<input type="text" value="(+1) 9785451255"/>
<small>eg: (Country Code) Mobile Number</small>		
Landline Number		
<input type="text" value="+1"/> <input type="text" value="512"/> <input type="text" value="2324587"/>		
<small>Country Code</small>	<small>Area Code</small>	<small>Number</small>

Address Details:

Country * <input type="text" value="United States"/>	State * <input type="text" value="Texas"/>	City * <input type="text" value="Austin"/>
Address Line1 * <input type="text" value="6300 S Congress Ave"/>	Address Line2 <input type="text" value="SB Street"/>	Address Line3 <input type="text" value="Austin"/>
Pincode * <input type="text" value="TX78745"/>	Nationality * <input type="text" value="American"/>	

Login Details:

User Name * <input type="text" value="Davidt85"/>	Password * <input type="password" value="....."/>	Confirm Password * <input type="password" value="....."/>
Security Question * <input type="text" value="What is your birth place?"/>	Security Answer * <input type="text" value="Austin"/>	

Upload Data:

Upload CV <input type="button" value="Browse..."/> CV_David.docx <small>(Only doc, docx, pdf files up to 1 MB)</small>	Upload Photo <input type="button" value="Browse..."/> sample_profile.jpg <small>(Only jpg, gif, png files up to 4 MB)</small>
--	---

Educational Details:

Education Level * <input type="text" value="MCA"/>	Field Of Study * <input type="text" value="Computer Applic"/>	Passing Year * <input type="text" value="2008"/>	University / Institution * <input type="text" value="Pace University"/>	Interests <input type="text" value="Coding"/>	<input type="button" value="X"/>
Education Level * <input type="text" value="BCA"/>	Field Of Study * <input type="text" value="Computer Applic"/>	Passing Year * <input type="text" value="2006"/>	University / Institution * <input type="text" value="University of Texas"/>	Interests <input type="text" value="Coding"/>	<input type="button" value="X"/>
<input type="button" value="+"/>					

Work Experience Details:

Total Work Experience(in years) * <input type="text" value="8"/>				
Organization * <input type="text" value="Zensoft Services"/>	From Date * <input type="text" value="2008-09-01"/>	To Date * <input type="text" value="2015-12-01"/>	Job Title * <input type="text" value="System Analyst"/>	Job Description <input type="text" value="Analysis and Designing to s"/>
<input type="button" value="+"/>				

Figure 6: Contact In-charge Registration Form

Fill all the details as shown in above Figure 6, and click on **Submit** button. If there are any errors, then the error list will be displayed in the top section of the Contact In-charge registration form. To successfully proceed with the registrations, please resolve all the listed errors.

Following are the details for the Contact In-charge registration form:-

- Personal Details - First Name, Middle Name, Last Name, Birth Date, Gender, Weblink
 - Weblink is the link to your online profile.

- Contact Details – Skype Id, Email, Contact Number 1, Landline Number (ISD, STD, Number)
 - Contact Number1 – Your primary mobile number.
The expected input format for Contact Number1 is (country code)[space] Mobile Number
Eg: (+91) 9000809000
 - Landline Number – Your landline number. This field is optional
The expected input format for Landline Number is

Country Code	Area Code	Landline Number
--------------	-----------	-----------------

Eg:



+1	512	2355599
----	-----	---------

- Address Details – Country, State, City, Address Line 1, Address Line 2, Address Line 3, Pincode, Nationality



- Login Details - Username, Password, Confirm Password, Security Question, Security Answer
 - Username – Username of your choice.
This username would be required for logging into the application. The expected input format for Username is combination of text &/or numbers, Underscore(_) and Hyphen(-). Space or other special characters are not allowed.
 - Password – Password of your choice. Password should be minimum 8 characters long.

- Upload Data - Upload CV, Upload Photo
 - Upload CV – Upload your current up-to-date Curriculum Vitae. The expected document format is .doc / .docx / .pdf only. And the document size should be upto 1 MB only.
 - Upload Photo – Upload your current passport sized photograph. The expected photograph format is .jpg/ .gif / .png only. And the photograph size should be upto 4MB only.

- Educational Details - Educational Level, Field of Study, Passing Year, University / Institution, Interests
 - Educational level – Select the Educational degree in descending order of your education.
Eg: M.Com
 - Field of Study – Enter the Field of study / specialization , corresponding to the educational degree. Eg: Commerce

Note: To add more educational details click on  button. To remove particular educational details click on  button.

- Work Experience Details – Total Work Experience (in years), Organization, From Date, To Date, Job Title, Job Description
 - Total Work Experience(in years) – Select your overall work experience till date.

Note: To add more work experience details click on  button. To remove particular work experience details click on  button.

4.0 Internship Application Process

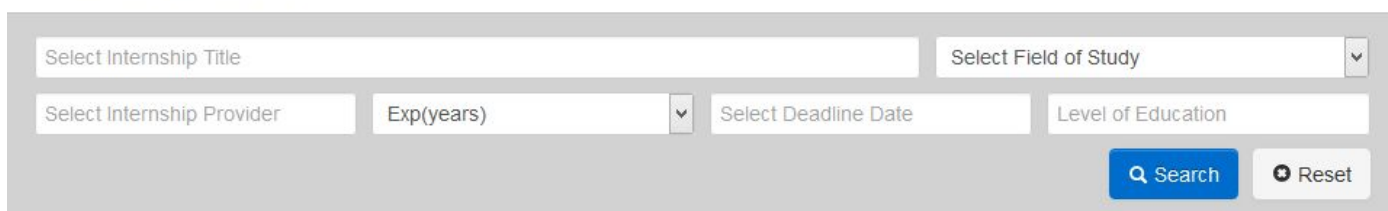
Internship Offers

Internee(s) can apply for the different internships hosted in the Heidelberg India Internship application.

To view the available Internships:

1. Visit the website, <http://heiin.uni-heidelberg.de>
2. Click on **Internship Offers**
3. Internship Offers page as below will be displayed, proceed and view all the Internship offers.

Internship Offers



The screenshot shows a search form for finding internship offers. It includes several input fields: 'Select Internship Title', 'Select Field of Study' (with a dropdown arrow), 'Select Internship Provider', 'Exp(years)' (with a dropdown arrow), 'Select Deadline Date', and 'Level of Education'. At the bottom right, there are two buttons: a blue 'Search' button with a magnifying glass icon and a grey 'Reset' button with a circular arrow icon.

Software Engineering Internship
Software Technologies Pvt. Ltd.

Location(s): [USA](#)

Start Date	Duration	Posted On	Application Deadline
01 Mar 2016	122 Days	03 Dec 2015	03 Dec 2015 to 26 Jan 2016

[VIEW](#) [APPLY](#)

Tax Intern
SGS Fintech

Location(s): [USA](#)

Start Date	Duration	Posted On	Application Deadline
01 Feb 2016	28 Days	03 Dec 2015	29 Dec 2015 to 30 Jan 2016

[VIEW](#) [APPLY](#)

Financial Analyst
SKP infotech

Location(s): [United Kingdom](#)

Start Date	Duration	Posted On	Application Deadline
01 Feb 2016	28 Days	05 Dec 2015	29 Dec 2015 to 30 Jan 2016

[VIEW](#) [APPLY](#)

Web Development Internship
Software Technologies Pvt. Ltd.

Location(s): [India](#)

Start Date	Duration	Posted On	Application Deadline
01 Feb 2016	90 Days	23 Dec 2015	29 Dec 2015 to 18 Jan 2016

[VIEW](#) [APPLY](#)

Retail Banking Intern

MPUniversity

Location(s): [United Kingdom](#)

Start Date	Duration	Posted On	Application Deadline
01 Feb 2016	28 Days	29 Dec 2015	29 Dec 2015 to 31 Jan 2016

[VIEW](#)

[APPLY](#)

Product Management Intern

Sharp Management and Consultancy services

Location(s): [India](#)

Start Date	Duration	Posted On	Application Deadline
01 Feb 2016	28 Days	29 Dec 2015	29 Dec 2015 to 31 Jan 2016

[VIEW](#)

[APPLY](#)

Property Management Internship

Sharp Management and Consultancy services

Location(s): [United States](#)

Start Date	Duration	Posted On	Application Deadline
01 Feb 2016	28 Days	29 Dec 2015	29 Dec 2015 to 31 Jan 2016

[VIEW](#)

[APPLY](#)

Marketing Internship

Sharp Management and Consultancy services

Location(s): [India](#)

Start Date	Duration	Posted On	Application Deadline
01 Feb 2016	30 Days	29 Dec 2015	29 Dec 2015 to 31 Jan 2016

[VIEW](#)

[APPLY](#)

Environment Manager Intern
Sharp Management and Consultancy services

Location(s): [India](#)

Start Date	Duration	Posted On	Application Deadline
01 Feb 2016	28 Days	29 Dec 2015	29 Dec 2015 to 31 Jan 2016

[VIEW](#)[APPLY](#)

Software Development Internship for Final Year Students
Software Technologies Pvt. Ltd.

Location(s): [India](#)

Start Date	Duration	Posted On	Application Deadline
01 Feb 2016	121 Days	22 Dec 2015	29 Dec 2015 to 20 Jan 2016

[VIEW](#)[APPLY](#)

Figure 7: Internship Offers

All the available internships can be searched according to different criteria such as Internship Title, Field of Study, Internship Provider, Level of Education, Experience, Application deadline date etc.

Following are the details regarding the Internship offers Search Criteria:-

- **Internship Offers- Search Panel-** Select Internship Title, Select Field of Study, Select Internship Provider, Exp(Yrs.), Select Deadline Date, Level of Education, Search & Reset Option(s)
 - **Select Internship Title-** Provide Internship title of your choice.
 In this field the User can provide an Internship Title & can view the related searches and select one from the drop down list generated. If no Results found, a message will be displayed immediately.
 - **Select Field of Study-** Select the Field of Study from the Drop down List.
 Eg: Accounting/ Finance
 - **Select Internship Provider-** Provide the Internship Provider name.
 - **Exp(Yrs.)-** Provide the Working Experience in Years. For no experience simply select Zero (0).

- **Select Deadline Date-** The user needs to select the **From& To** dates& click **Apply** or **Cancel** accordingly.
 - From-** When you wish to apply
 - To-** The deadline for Internship
- **Search & Reset:** Search for Internship offer by filling out the details or can simply reset it by using the **Search&Reset** option.

For viewing more Internship offers, simply scroll down & click on the desired **Page Number** or just select the **Next/Previous** options.

For finding more detailed information regarding the particular internship, please click on the view button, as highlighted below

Financial Analyst
 SKP infotech
 Location(s): United Kingdom

Start Date	Duration	Posted On	Application Deadline
01 Feb 2016	28 Days	05 Dec 2015	29 Dec 2015 to 30 Jan 2016

VIEW **APPLY**

Figure 8 : View Internship Offer

Internship Offer Details

[← Back](#)

Financial Analyst

Internship Details

Internship Provider	SKP infotech
Field of Study	Accounting / Finance
Short Description	Financial Analysis
Country	Germany
Internship Period	01-Feb-2016 to 29-Feb-2016
Duration	28 Days
Application Deadline	29-Dec-2015 to 30-Jan-2016
Description	Financial Analysis and Decision Making
Website Reference	URL

Eligibility Criteria

Criteria	Description
Experience	1
Field of Study	Commerce

Fund Details

Currency	Funding Offer	Fund from Sender	Fund from Host
INR	Accommodation	1000	1000
Total		1000 INR	1000 INR

[Apply](#)

Figure 9 : Internship Offer Details

To apply for an particular internship, please click on the Apply button, as highlighted below

Financial Analyst			
SKP infotech			
Location(s): United Kingdom			
Start Date	Duration	Posted On	Application Deadline
01 Feb 2016	28 Days	05 Dec 2015	29 Dec 2015 to 30 Jan 2016
VIEW			APPLY

Figure 10 : Apply to Internship Offer

Following Login form will be displayed, please login into the application, according to your Internee type. If you are a New User, you can register yourself from the Registration options available that best suits you.

Note: For more details regarding the Registration, Please go through the Registration Module.

<p>Login: Fields with * are required.</p> <p>Username * <input type="text" value="Alex"/> Password * <input type="password" value="....."/></p> <p><input type="checkbox"/> Remember me next time Login</p>	<p>Registration: Select type of registration.</p> <p style="text-align: center; background-color: #4a90e2; color: white; padding: 10px;">STUDENT REGISTRATION</p> <p style="text-align: center; background-color: #27ae60; color: white; padding: 10px;">RESEARCHER REGISTRATION</p> <p style="text-align: center; background-color: #e74c3c; color: white; padding: 10px;">SCIENTIST REGISTRATION</p> <p style="text-align: center; background-color: #3498db; color: white; padding: 10px;">WORKING PROFESSIONAL REGISTRATION</p>
--	---

Figure 11 : Login

The following form will be displayed after successful login. It will display the Internee(s) personal details and contact information, followed by the Internship application form

Apply to Internship Offer - Financial Analyst

Fields with * are required.

Personal Details	Contact Details
Name Alex Kevin Stuart	Contact Number1 +1 9420156645
Birth Date 08-Nov-1989	Landline Number +1 512 345612
Gender Male	Email alexstuart@gmail.com

Upload Data:

Upload CV * <input type="button" value="Browse..."/> Alex_CV.docx <small>(Only doc, docx , pdf files up to 250KB)</small>	Letter of Motivation * <input type="button" value="Browse..."/> LetterOfMotivation.docx <small>(Only doc, docx , pdf files up to 250KB)</small>
Web Link <input type="text" value="www.facebook.com/alex.stuart"/>	

References: Please provide minimum two references

Name * <input type="text" value="Mark Smith"/>	Letter Of Recommendation * <input type="button" value="Browse..."/> LetterOfRecommendation.docx <input type="button" value="X"/> <small>(Only doc, docx , pdf files up to 250KB)</small>
Name * <input type="text" value="Robin Peterson"/>	Letter Of Recommendation * <input type="button" value="Browse..."/> LetterOfRecommendation.docx <input type="button" value="X"/> <small>(Only doc, docx , pdf files up to 250KB)</small>
<input type="button" value="+"/> +	

Figure 12 : Apply to Internship Offer

If you want to see internship details again, click on view internship offer details then following screen will be displayed.

Internship Offer Details



Financial Analyst

Internship Details

Internship Provider SKP infotech

Field of Study Accounting / Finance

Short Description Financial Analysis

Country Germany

Internship Period 01-Feb-2016 to 29-Feb-2016

Duration 28 Days

Application Deadline 29-Dec-2015 to 30-Jan-2016



Description Financial Analysis and Decision Making

Website Reference

URL

Figure 13 : Internship Offer Details

Once you have logged in, you can see the following information on the page after Selecting the **Apply:**

- **Personal & Contact Details-** Your personal & contact details are visible.
- **Upload Data-** Upload the required data i.e. CV & Letter of Motivation
 - **Upload CV-** Upload your CV here. The expected document format is .doc / .docx / .pdf only. And the document size should be up to 250KB only.
 - **Letter of Motivation-** Browse & select the Letter of Motivation. The expected document format is .doc / .docx / .pdf only. And the document size should be up to 250KB only.
 - **Web Link-** Weblink is the link to your online profile. This field is optional.
- **References-** Provide minimum 2 references
 - **Name-** Provide the Reference Names
 - **Letter of Recommendation--** Upload your **Letter of Recommendation**. The expected document format is .doc / .docx / .pdf only. And the document size should be up to 250KB only.
 - **Note-** To add Reference Name/ Letter click on  button. To remove particular Reference Name/Letter click on  button.
- **Submit & Reset-** Proceed by clicking **Submit**. To reset the information filled, click on **Reset**. After submitting the details you will get a message regarding whether you have successfully applied for this offer. You may apply to more Internship offer by selecting the **Internship Offers** link

You have Applied successfully to this Offer!!!

You may apply to the other [Internship Offers](#)

5.0 Submitting Testimonials

The User can submit Testimonial. To submit Testimonial:

1. Visit the website, <http://heiin.uni-heidelberg.de>
2. View **Links**
3. Click on **Submit Testimonials** link.
4. A Submit Testimonial form as below will be displayed, proceed and fill the online form and submit the form to submit the testimonial.



The screenshot shows a dark grey footer with two columns of white text. The left column is titled 'LINKS' and contains a list of links: Submit Testimonials, News, Terms and Conditions, Privacy Policy, Help, Contact Us, and Sitemap. The right column is titled 'CONTACT US' and contains the address: HCSA, 2 Nyaya Marg, Chanakyapuri, New Delhi 110021, India, the phone number: +91 (0)11 2462 6684, and the email address: info@hcsa.uni-heidelberg.de.

LINKS	CONTACT US
<ul style="list-style-type: none">• Submit Testimonials• News• Terms and Conditions• Privacy Policy	<p>HCSA, 2 Nyaya Marg, Chanakyapuri, New Delhi 110021, India</p> <p>+91 (0)11 2462 6684</p> <p>info@hcsa.uni-heidelberg.de</p>

Figure 14 : Submit Testimonials Link

Submit Testimonial

Fields with * are required.

Name *
Neil Disouza

Email *
neilD@gmail.com

Title *
Heartfelt Thanks

Feedback *
" The opportunity to work with such a diverse group of people has been invaluable. Working at Heidelberg is like being with family; it doesn't ever feel like 'work'. |

✓ Submit ✕ Reset

Figure 15 : Submit Testimonial

Thank you for submitting your valuable testimonial.

Figure 16 : Testimonial Submitted Successfully

Fill all the details as shown in above Figure 1, and click on **Submit** button. If there are any errors, then the error list will be displayed in the top section of the Submit Testimonial form.

Following are the details for the Submit Testimonial form:-

- **Name-** Provide your Name.
Eg: Neil Disouza
- **Email-** Provide Valid Email address.
Eg:neilD@gmail.com
- **Title-** Title for the Testimonial.
Eg: Heartfelt Thanks
- **Feedback-** Provide feedback.
- **Submit & Reset-** Click on **Submit** to submit the testimonial. To reset the information, select **Reset** option.
After submitting the testimonial you will receive an acknowledgement.

Glossary

A		
C Contact In-charge – Individual who will conduct the Internship.		

<p>He will be assigned by the Internship provider</p> <p>I</p> <p>Internee – Individual who can apply for the Internship</p> <p>Internship Provider - Any University / Organization / Institution, who will host the Internship</p>		
---	--	--

Contact Us

For more details contact us at:

HCSA ,2 Nyaya Marg, Chanakyapuri, New Delhi 110021, India
+91 (0)11 2462 6684
info@hcsa.uni-heidelberg.de

For Troubleshooting, contact us at:
+91 8380071373 (India)