

Confirmation of host organisation for internship (PROMOS)

1. Details of the student	
First name	<input type="text"/>
Last name	<input type="text"/>
Date of birth	<input type="text"/>
E-mail	<input type="text"/>
Course of studies	<input type="text"/> <input type="text"/>
Subject(s) of study	<input type="text"/>
Specialisation	<input type="text"/>

2. Details of the host organisation	
Name of the organisation	<input type="text"/>
Address	<input type="text"/>
City and postal code	<input type="text"/>
Country	<input type="text"/>
Website	<input type="text"/>
Name of supervisor	<input type="text"/>
E-mail	<input type="text"/>
Phone	<input type="text"/>

3. Details of the internship/ practical training	
Period of the internship <i>Please note: The placement must be at least 6 weeks!</i>	Start: <input type="text"/> End: <input type="text"/>
Number of working days/working hours per day <i>Please note: A full-time position is required. Working hours may not exceed 40 hours per week!</i>	Days: <input type="text"/> Hours: <input type="text"/>
Is this a paid internship? If yes, please state the amount.	<input type="checkbox"/> Yes <input type="checkbox"/> No Payment: <input type="text"/> EUR/month
Other benefits provided by the host organisation (e.g. accommodation, meals, transport)	<input type="checkbox"/> accommodation <input type="checkbox"/> meals <input type="checkbox"/> transport <input type="checkbox"/> other: <input type="text"/> Estimated value: <input type="text"/> EUR/month

4. Please give a detailed description of the work to be carried out during the internship/ practical training

The following description is to ensure the high quality of the internship/practical training in your company/organisation. Please provide detailed information on the programme, specific tasks/projects, supervision and training objectives which are relevant during the internship.

Knowledge, skills and competences to be acquired by the end of the internship

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Detailed programme of the training period (e.g. timetable of the internship, areas/fields the student will work in)

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Tasks of the trainee (daily tasks, project work)

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Monitoring and evaluation (e.g. preparatory meeting with the supervisor, weekly meetings, mid-term evaluation)

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5. Declaration

The student will get a signed confirmation and/or a letter of reference by the end of the internship/practical training.

Place, Date

Signature of supervisor