

Confirmation of host organisation for internship (PROMOS and Fernweh)

Student: For which funding would you like to apply (multiple answers possible)?	<input type="checkbox"/> PROMOS-Stipendium / PROMOS scholarship <input type="checkbox"/> Fernweh-Zuschuss / Fernweh grant
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1. Details of the company/ host organisation	
Name of the company/ organisation	<input type="text"/>
Department	<input type="text"/>
Address	<input type="text"/>
Postal code	<input type="text"/>
City/Country	<input type="text"/>
Website	<input type="text"/>
Number of employees	<input type="text"/>
Name of supervisor	<input type="text"/>
E-mail	<input type="text"/>
Phone	<input type="text"/>

2. Details of the student	
Name of the student	<input type="text"/>
Date of birth	<input type="text"/>
Subject(s) of study	1. <input type="text"/> 2. <input type="text"/>
Course of studies	<input type="checkbox"/> B.A. <input type="checkbox"/> B.Sc. <input type="checkbox"/> Staatsexamen (Medicine) <input type="checkbox"/> M.A. <input type="checkbox"/> M.Sc. <input type="checkbox"/> M.Ed. <input type="checkbox"/> Sonstige/other: <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"/>
Payment/ other benefits provided by the host organisation (e.g. accommodation, meals, transport)	Payment: <input type="text"/> EUR/month Other benefits: <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	
Detailed programme of the training period (e.g. timetable of the internship, areas/fields the student will work in)	
Tasks of the trainee (daily tasks, project work)	
Monitoring and evaluation (e.g. preparatory meeting with the supervisor, weekly meetings, mid-term evaluation)	

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

Stamp