

Nele Demedts / Dr. Christiane Stroth

Internship Financing

Career Service, University of Münster

Schlossgarten 3, 48149 Münster/Germany

Phone: +49 (0)251/83-32411

E-Mail: praktikumsfinanzierung@uni-muenster.de

 **PROMOS – Internship Programme**

**Confirmation of Company / Receiving Institution**

*Note: Please type your answers into the areas indicated (grey).*

**Details of the Receiving Company / Institution**

|  |  |
| --- | --- |
| Name of company |   |
| Website |   |
| Address |   |
| Town/Country |   |
| Supervisor (First, last name) |   |
| Phone |   |
| Email |   |

**Details of the Student**

|  |  |
| --- | --- |
| Full name |   |
| Date of birth |   |
| Email |   |

**Details of the Intership**

|  |  |
| --- | --- |
| Section/ department |   |
| Duration (dd.mm.yyyy – dd.mm.yyyy) |   |
| Payment |   |
| Other relevant support |  [ ]  meals [ ]  accomodation [ ]  transport [ ]  others |

**Please describe the duties, responsibilities and tasks of the intern in detail:**

|  |
| --- |
| Working language:  |
| Knowledge, skills, competences to be acquired:  |
| Detailed programme of the training period (for example the fields/areas the intern will work in):  |
| Tasks of the trainee (for example main projects, daily tasks):  |
| Monitoring and evaluation plan (for example monthly meetings, mid-term evaluation):  |

The trainee will work full-time (at least 25 hours per week) and will get qualified tasks according to his/her studies during the internship.

The intern will get a qualified letter of reference by the end of the training period. I will cooperate with the Career Service of the University of Muenster before, while and after the training period.

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 Date, Signature of person responsible, Company stamp