

Confirmation of host organisation for internship (PROMOS)

1. Details of the student

First name		
Last name		
Date of birth		
E-mail		
Course of studies		
Subject(s) of study		
Specialisation		

2. Details of the host organisation

Name of the organisation	
Address	
City and postal code	
Country	
Website	
Name of supervisor	
E-mail	
Phone	

3. Details of the internship/ practical training

Period of the internship <i>Please note: The placement must be at least 4 weeks!</i>	Start: End:
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: Hours:
Is this a paid internship? If yes, please state the amount.	☐ Yes ☐ No Payment: EUR/month
Other benefits provided by the host organisation (e.g. accommodation, meals, transport)	☐ accommodation ☐ meals ☐ transport ☐ other: Estimated value: 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