

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](mailto: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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date, Signature of person responsible, Company stamp