

PROMOS – Internship Programme

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Internship Financing
Career Service, University of Münster
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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	<input type="checkbox"/> meals <input type="checkbox"/> accomodation <input type="checkbox"/> transport <input type="checkbox"/> others

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

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

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

*Please note that a typed name does not constitute a valid signature.