



Internship Description

Thank you for providing this place of internship for a Saxon student. All the information required are essential in the creation of the ERASMUS-Internship contract and we will be thankful to receive complete information about your organization and the detailed description of the internship issues.

Host organization

Company name:

Department:

Type of Institution:

URL:

Street:

Postal code:

City:

Country:

Official Company's Email-Addressⁱ:

Official Company's Phone Numberⁱⁱ:

No. of employees: ≤ 250 > 250

Information about Contact personⁱⁱⁱ

Contact person at the Receiving Organisation:

Position of Contact Person:

Contact person's Email Address:

Contact person's Phone Number:

Information about supervisor/ tute^{iv}

Supervisor at the Receiving Organisation:

Position of Supervisor:

Supervisor's Email Address:

Supervisor's Phone Number:



Information about Internship

Exact Start date (dd.mm.yyyy):

Exact End date (dd.mm.yyyy):

Working hours per week:

Working Language:

Required language level:^{vi}

A1

A2

B1

B2

C1

C2

Native Speaker

Description of trainee's tasks, professional development, supervision and evaluation

The internship tasks have been discussed and defined by the hosting organization and the intern. This information given here is an essential part of the Learning Agreement. It is a part of the Erasmus-Internship Contract, which (lately) will be signed by three parties, your organization, intern and the sending university, so please insert full and accurate information. The contract language is English.

Please provide us with a short description of the host organization and the place of work where the placement is to be completed as well as a detailed description and/ or a full outline of the trainee's tasks!

Please let us know skills and knowledge which the trainee acquires throughout the traineeship.

Please describe the trainees' group of colleagues. How will the trainee be introduced to the company/ organization and how will he/ she be introduced to his/ her tasks? How will the trainee be supervised by the tutor or by other employees?

Please describe type and scope of consultations and/ or constant assessment of his/her development? Please confirm that the trainee will receive a qualified internship reference upon completion of internship.



Financial support and non-monetary contribution

The trainee will receive a financial support for his/her traineeship:

If yes, amount in EUR/month:

The trainee will receive a contribution in-kind for his/her traineeship:

If yes, please specify:

	YES	NO
The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution):		
The accident insurance covers:		
- accidents during travels made for work purposes:		
- accidents on the way to work and back from work:		
The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution):		

ⁱ General Email-Address which will be saved in European Commission's database. (e.g. service@company.com)

ⁱⁱ General Company's Phone Number which will be saved in European Commission's Database (e.g. Number of Operator).

ⁱⁱⁱ Contact person at the Receiving Organisation: this person is responsible for signing the Learning Agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate.

^{iv} The role of the supervisor is to provide support, encouragement and information to the trainee on the life and experience relative to the enterprise (culture of the enterprise, informal codes and conducts, etc.).

^v At least 35 hours per week.

^{vi} According to *Common European Framework of Reference for Languages: Learning, Teaching, Assessment* (CEFR)