



PROMOS - Company Form

Bitte füllen Sie dieses Formular elektronisch in deutscher oder englischer Sprache aus.
Please insert this form in either German or English.

Company

Name	
Division of placement	
Address	
Country	
WWW	

No. of employees	
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Authorized Representative signing the "Training Agreement" and the "Job Reference" for the PROMOS student placement.

Title	
First name	
Last name	
Function	
Gender	
E-mail	
Telephone	
Fax	

Contact person/ Tutor/ Supervisor of the placement

Title	
First Name	
Last Name	
Function	
Gender	
E-mail	
Telephone	



PROMOS – Job Description

Please note: the information provided in this form, will be used to assess the student's project and to decide whether or not he/she will be granted a stipend. Therefore, please take all necessary information into consideration and be as detailed as necessary to provide a good picture of the planned mobility. Thank you very much.

Timeframe

First day of placement (dd.mm.yyyy)		Last day of placement (dd.mm.yyyy)	
Duration in months			

Required language skills of student

Language	Level

We are required to fund full-time internships. Therefore, we would be grateful, if you could provide us with the regular working hours (per week) of a full-time employee in your company and the working hours (per week) of the trainee, respectively.

Weekly working hours in general	
Weekly working hours of the trainee	

Benefits, like free accommodation or meals as well as financial support for the trainee is greatly appreciated. The trainee will receive the following payment/benefits

Payment/Remuneration		
Does the student receive non-monetary benefits, like free accommodation or free meals?	Yes	No
Value of non-monetary benefits		

Short description of the company/organization and the place of work where the placement is to be completed.



Training, supervision and continual assessment of the trainee's performance
Please describe

- a) The working team of the trainee.
- b) How the trainee will be introduced into the company/ organization and his/ her tasks.
- c) How the trainee will be supervised. (e.g. consultations, regular evaluation of his/her development)?

Detailed description of the trainee's tasks and their relationship to the trainee's course of studies

- a) Give a full outline of the trainee's tasks!
- b) Working areas in your company/organisation, resp. other companies, organisations or authorities which the trainee will have to cooperate with.
- c) Skills and knowledge which the student needs to apply to and which are necessary for the successful completion of the placement
- d) Description of the trainee's professional development in the course of the placement

We kindly ask you to follow all these instructions. We cannot process incomplete forms.

Please note that the data transfer via email is not secure and may be intercepted by third parties. Alternatively, you may submit the Job Description via USB-stick.