

Internship Description

Thank you for offering this internship opportunity to a student from Saxony. The information requested is essential for preparing the ERASMUS internship agreement. We would greatly appreciate receiving complete details about your organization as well as a comprehensive description of the internship tasks and responsibilities.

Host organization

Company name:

Department:

Type of Institution:

Company URL:

Street:

Postal code:

City:

Country:

Company's official email address:

Company' official phone no.ii:

Number of employees: ≤ 250 > 250

Information about contact personⁱⁱⁱ:

Contact at receiving organisation:

Contact person's position:

Email address:

Phone number:

Information about supervisor/tutor^{iv}:

Supervisor at receiving organisation:

Supervisor's position:

Email address:

Phone number:

Information about the internship:

Exact Start date (dd.mm.yyyy):

Exact End date (dd.mm.yyyy):

Working hours per week^v:

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 host organization and the intern. The information provided here is an essential part of the Learning Agreement. It will be included in the Erasmus Internship Contract, which will ultimately be signed by three parties: your organization, the

intern, and the sending university. Therefore, please provide complete and accurate information. The contract language is English.

Please provide a brief description of the host organization and the workplace where the internship will take place, as well as a detailed description or a comprehensive outline of the trainee's tasks.

Please let us know which skills and knowledge the trainee will acquire during the traineeship.

Please describe the trainee's team or group of colleagues. How will the trainee be introduced to the company or organization, and how will they be familiarized with their tasks? How will the trainee be supervised—by a designated mentor or by other employees?

Please describe the type and extent of consultations and ongoing assessment of the trainee's development. Additionally, please confirm that the trainee will receive a qualified internship certificate upon completion of the internship.

Financial support and non-monetary contribution

Financial Support for the Trainee's Internship:

If yes, amount in EUR/month:

In-kind Contribution for the Traineeship:

If yes, please specify:

	YES	NO
The receiving organisation/company will provide accident insurance for the intern (if not already provided by the sending institution).		

The accident insurance covers:

- Accidents during **work-related travel**
- Accidents on the **way to and from the workplace**

The receiving organisation/company will provide **liability insurance** for the intern (if not already 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, making any necessary amendments, supervising the trainee during the traineeship, and signing the Traineeship Certificate.

^{iv} The supervisor's role is to provide support, guidance, and information to the trainee regarding life and experiences within the company (such as the company culture, informal codes of conduct, etc.).

^v At least 32 hours per week.

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