



International Internship Program Taiwan

Application form

Technische Universität Dresden
LEONARDO-BÜRO SACHSEN
01062 Dresden

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E-Mail: international.leosachsen@tu-dresden.de

Internet: <http://leo.tu-dresden.de>

PERSONAL INFORMATION: _____

Surname:		First name:	
Date of birth:		Gender	

KONTACT INFORMATION:

Street:		Postal code:	
Additional address:		Phone number:	
City:		Email:	

INFORMATION ABOUT HIGHER EDUCATION:

1-Previous university education including incomplete/aborted studies

Name and Adress of all universities :	from - to	Degree

2-Current higher education

Name (without adress) of university:	Begin of the study	Expected degree
Field of study:		
Area:	Faculty:	
Specialization:		
Expected end of study:	Standard period of studies:	Semester

COMPUTER KNOWLEDGE

Software	Level	How knowledge is obtained

Further training courses:

Topic/ name of the course	from - to	How knowledge is obtained

Language skills: _____

Language	Level	How knowledge is obtained

PRAKTICAL EXPERIENCES IN GERMANY AND/OR ABROAD: _____

Relevant previous internships - tasks of these internships:	from - to	Name of enterprise/host organisation and field of work:

CLASSIFICATION OF THE PLANNED INTERNSHIP: _____

The status of the internship is:		Do you receive <i>akademik</i> <i>recognition</i> for the internship?	Yes No
		How many ECTS points you will receive for the internship?	

Years of study already completed at the start of the internship:	
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Preferred start of the internship:	Option 1: Option 2:
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AVAILABILITY OF AN INTERNSHIP PLACE: _____

Is there already an internship place available?	Yes No
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If yes:

Name of enterprise/host organisation:	
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Contact person: (Surname, first name, position):	
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Address:		Telephon number:	
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Email:		Fax-number:	
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Website:	
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INFORMATION FOR THE INTERNSHIP SEARCH:

<p>Only to be answered if there is no internship position yet</p> <p>Desired kind of internship:</p> <ul style="list-style-type: none"> Administration and Organization Financial Management and Taxes Human Resources Management Project Management Marketing/ Press/ Public Relation Event Management Research and Development Service Social Management Health care and management Other areas: 	<p>Optional:</p> <p>Additional individual questions or comments:</p>
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<p>Preferred areas for the internship: (Multiple entries are possible)</p> <p>Enterprises:</p> <ul style="list-style-type: none"> Financing Media Advertising Logistic Construction Manufactory/Production Information technology Environmental technology/economy Telekommunikation Design, Webdesign, technical design Museum, kulturelle Einrichtungen Tourismus und Hotelgewerbe Bildungseinrichtung Press, Media, Mass media Housing, social services, customer services Sports and leisure area Health care Other areas <p>Area:</p> <ul style="list-style-type: none"> Active in Taiwan Internationally active Other area <p>Non-profit organisation:</p> <ul style="list-style-type: none"> Politics Culture Others 	<p>Detailed information</p>
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Place:

Date:

Signature:
(handwritten)

Data protection declaration on the processing of personal data Information obligations according to General Data Protection Regulation (German: DSGVO)

For what purposes should personal data be processed?

The processing of personal data takes place exclusively within the framework of the implementation and evaluation of the project IIP Taiwan = *International Internship Program Taiwan* (application, consulting and contract management, evaluation of the internships as well as interim and final reports of the program). To implement the project, only the data that is necessary for this will be processed. Further information can be found at <https://tud.link/h54k>

Who is responsible for data processing and who can you contact?

TU Dresden
LEONARDO-BÜRO SACHSEN
01062 Dresden

Contact person:

Ms Katharina Gabel-Stransky, Director LEONARDO-BÜRO SACHSEN
Email: international.leosachsen@tu-dresden.de

Data Protection Officer at the TUD Dresden University of Technology

Mr Jens Syckor
01062 Dresden
Telephone: +49 (0)351 463 32839
Fax: +49 (0)351 463 39718
Email: informationssicherheit@tu-dresden.de

On what legal basis does the processing of personal data take place?

The legal basis for the processing of personal data is Article 6 Paragraph 1 Sentence 1 Letter b) GDPR German: Art. 6 Abs. 1 Satz 1 lit. b) DSGVO).

Which personal data is processed, how and how long is it stored?

The personal data specified in the relevant application documents will be processed.

If it is determined that participation in the IIP project is not possible, the personal data will be deleted within 4 months. Personal data of students who participate in the program will be stored for the purpose of evaluation for a period of 5 years after the internship. Specifically, this means: Documents with personal data (application documents, internship contracts, final documents and other individually relevant documents and information as part of the application process as well as support before, during and after the internship) are processed and stored by the LEONARDO-BÜRO SACHSEN electronically and/or in paper form. After the period of five years, all of the interns' personal data and documents will be deleted.

Are personal data transmitted to third parties or are they published?

The data submitted via the application process will be forwarded to the National Taiwan University as part of the selection process.

If LEONARDO-BÜRO SACHSEN actively acquires an internship position, personal data can be transmitted to companies upon request. This procedure can be agreed to in the application form. This consent to data transfer is voluntary and has no further influence on the selection process.

What rights do you basically have?

To exercise the rights, a notification in text form (letter, email or fax) to the person responsible is sufficient. However, the exercise of the rights only has an effect if the data processed allows a natural person to be identified.

1) Right to information (Article 15 GDPR)

Those affected have the right to request information at any time about the data processed about them and the possible recipients of this data. You are entitled to a response within one month of receipt of the request for information.

2) Right to correction, deletion and restriction (Articles 16 – 18 GDPR)

Those affected can request the correction or deletion of their personal data or the restriction of processing from TU Dresden at any time.

3) Right of data transmission (Art. 20 DSGVO)

Those affected can request that the person responsible sends them their personal data in a machine-readable format. Alternatively, you may request that the personal data you have provided be transmitted directly to another responsible person, where possible.

4) Right of appeal (Art. 77 DSGVO)

Affected persons can contact the data protection officer of TU Dresden at any time or in the context of a complaint in accordance with Art. 77 GDPR (German: DSGVO), you can contact the responsible supervisory authority for data protection. The responsible supervisory authority is:

Saxon data protection officer

P.O. Box 11 01 32

01330 Dresden

Telephone: +49(0)351/85471 101

Fax: + 49(0)351/85471 109

Email: saechsdsb@slt.sachsen.de

Sending the application documents for participation in the IIP project to the National Taiwan University:

As part of the selection process, your application documents and the personal data they contain will be sent to the National Taiwan University (International Office). In order to avoid the lengthy postal process and to ensure that the application process is processed quickly and efficiently, the LEONARDO-BÜRO SACHSEN will do this electronically. We therefore ask you to agree to the procedure:

I agree to the encrypted (SecureMail) sending of the application documents electronically and storage on the server at TUD Dresden University of Technology and National University Taiwan.

I do not agree to the encrypted sending of the application documents electronically and storage on the server of the TUD Dresden University of Technology and National Taiwan University.

Note: If you do not agree, you will have to send your application documents to third parties yourself.

Place:

Date:

Signature:

INSURANCE INSTRUCTIONS Accident

insurance for internship periods

German students are responsible for ensuring that they have adequate health, accident and liability insurance coverage. You may also take out theft insurance.

Due to legal requirements in Taiwan, the Taiwanese "National Health Insurance Program" must be used for internships lasting three months or more.

Please inform your health insurance company yourself as soon as you have been confirmed for an internship position. Fees paid by internship companies can have an influence on the amount of the insurance premium.

Place:

Date:

Signature:

Willingness to actively participate in developing the IIP Taiwan community:

Participants in the IIP project are expected to actively participate in the promotion and/or development of the program. Please indicate which activities you would like to actively participate in (multiple answers are possible):

Presentation on your individual experiences after completing your internship (personal or web-based)

Participation in the application of the IIP project at your university/faculty

Provision of photos and comments for the LEONARDO OFFICE SAXONY website

Place:

Date:

Signature:

CHECKLIST

FOR SUBMISSION OF APPLICATION DOCUMENTS TO THE LEONARDO OFFICE SAXONY

<p>Please check the completeness of your application documents here (please mark each one in the "click boxes")!</p>
<p><u>Incomplete application documents</u> after the application deadlines stated on the LEONARDO-BÜRO SACHSEN's website will automatically result in the rejection of the application. The application can then be submitted in full again for a later call for applications..</p>
<p>Application form (including signature) via Email as PDF (secure mail) Data protection form of the LEONARDO BÜRO SAXONY via Email as PDF Individual CV or Europass CV (each signed) via Email as PDF (secure mail)</p>
<p>Current certificate of enrollment via Email as PDF (secure mail)</p>
<p>Letter of motivation, including expressed willingness to actively participate in the IIP Taiwan Community via Email as PDF (secure mail)</p>
<p>Proof of achievement/grade extract for current studies; for master's students in the first semester: the bachelor's degree certificate must also be submitted (List of lectures, seminars and exercises attended, including grading) via Email as PDF</p>
<p>Proof of English language skills level B 2 with reference to CEFR (Common European Framework of Reference for Languages) plus other languages, if available (e.g. Mandarin) via Email as PDF</p>
<p>Internship certificates or other references, if available (these should be translated into English - this can be done by yourself if marked accordingly). via Email as PDF</p>