

Required Internship Documents (German Year)

1. Internship Certificate:

The company should provide the student with an official signed and stamped certificate (Praktikumszeugnis) that includes:

- a. The logo and name of the company and the name of the supervisor
- b. Personal information on the intern, internship duration, description of internship tasks, and the evaluation of the intern's performance

The language of the certificate could be either German or English.

2. Internship Report:

The report should be written according to the GJU Internship Report Instructions. The report should be signed and stamped by the company.

In case the student was not able to finalize the report during the internship a soft copy could be sent electronically (scan) to the company/institution, be signed, stamped, scanned, and then returned to GJU.

The **Internship Team** will send the internship documents to the respective **Exchange Coordinator** for approval. If the report is not approved by the Exchange Coordinator, i.e. does not fulfill the required standard, the student has to rewrite it in order to be accepted.

3. Delivery of Documents

After the student finishes the German Year the internship certificate and Report should be submitted within two months of the next semester.

4. Internship Accreditation process

Internship documents should be validated as instructed below in order to start with the accreditation process:

- After you receive both of your internship documents (report+ certificate) electronically via email from your company, you only need to **send us** the email/s that you received from your company which has your signed documents attached as **email attachment**, in order to be considered official documents so we can proceed with your internship acceptance.

Note: Hard copies won't be accepted.

Approved in the Deans' Council
(Deans' Council Decision 2015/46)