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**TRAINEESHIP DATA SHEET**

|  |  |
| --- | --- |
| **Name of trainee** | **Major subject** |

# The tasks and basic abilities of the trainee:

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| --- |
| The main tasks of the trainee: |
|  |
|  |
| The basic skills and abilities required to perform the traineeship (e.g. language skills, ICT skills) |
|  |
|  |

### **Duration and timing of the traineeship, traineeship compensation**

|  |  |
| --- | --- |
| Timing of the traineeship | Duration of the traineeship (months) |
| Traineeship compensation / month |  |
| Further details on traineeship compensation or other issues |
|  |

Employer’s name and contact information

|  |  |
| --- | --- |
| Name of company / organisation | Contact person |
| e-mail address | Phone |
| Street address | ZIP/Postal code, city (+ country) |
| Website  |  |
|  |  |
|  |  |

### Place and date Signature of the employer’s representative (with clarification)

**To be filled in by the teacher in charge of traineeships in the student’s degree programme/faculty:**

I hereby approve the traineeship presented in this document and it can be included in the student’s currently pursued degree.

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| --- | --- |
|  |  |

### Place and date Signature (with clarification)

Please notify the teacher in charge of traineeships in your degree programme/faculty of your traineeship by e-mail.