

**Application for approval of a career-oriented internship or internship  
for relevant work experience (abroad)**  
gem. Satzungsteil Studienrechtliche Bestimmungen

Personal Data	
Surname:	First Name:
Tel.:	Registration No.:
Study programme:	

<b>Initial Application</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b> (please enclose a copy of any internships that have already been approved)
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Information about the internship	
<input type="checkbox"/> Internship national	<input type="checkbox"/> Internship abroad
Name Company/Institution:	
Address:	
Contact person:	
Telephone nr./E-mail address:	
Expected duration (from-to):	
Extent of activity (working hours/week):	
<p>To be completed by the student: DETAILED (add additional pages if necessary!) information about the intended activity or academic event and its relevance to the specified degree programme. <i>ESPECIALLY in the case of a compulsory practical training (§ 11), the internship must comply with the requirements set out in the curriculum. In cases of doubt, the relevant organs of the law regulating university studies must be contacted BEFORE THE INTERNSHIP BEGINS.</i></p>	

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Application for approval of a career-oriented internship or internship for relevant work experience for	
<input type="checkbox"/> <b>Compulsory practical training:</b>	
<input type="checkbox"/> <b>free elective course</b>	<input type="checkbox"/> <b>relevant to subject area as a useful addition</b>

Date	Signature of the student
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<b>Approval free elective course of (Vice-)Dean of Studies</b>
<input type="checkbox"/> Completion of the internship at the above-mentioned company/institution is credited to the extent of _____ ECTS credit points for the free elective course (8 weeks of full-time employment = 12 ECTS) <input type="checkbox"/> approved/recognised <input type="checkbox"/> not approved/not recognised*

<b>Approval Compulsory practical training or relevant to subject area as a useful addition of Chairperson of the Curriculakommission (CuKo)</b>
<input type="checkbox"/> Completion of the compulsory practical training at the above-mentioned company/institution is credited to the extent of _____ ECTS credit points (see curriculum) OR <input type="checkbox"/> Completion of the internship at the above-mentioned company/institution is credited relevant to subject area as a useful addition <input type="checkbox"/> approved/recognised <input type="checkbox"/> not approved/not recognised*

*Reason (in case of negative decision):   
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Date	Signature Chairperson CuKo resp. (Vize-)Dean of Studies
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# Confirmation

To be filled in by the host institution/host organisation after the placement.

For university use:

Serves as a submission to the responsible student body of the Karl-Franzens-University Graz for the consideration of the practice as a free optional subject or as a compulsory internship (see §§ 10 (3) and 11 of the statute of the study law of the Karl-Franzens-University Graz). This confirmation can be replaced by a confirmation of participation.

## Host Institution / Host Organisation:

Name .....  
Address .....  
Contact Person .....  
Telephone ..... Email .....

## Confirmation of Placement / Work / Participation issued for:

Date of birth

Family name, first name .....  
Address .....  
Type of employment .....  
(Voluntary service, internship, academic activity,...)  
Duration of employment from ..... to .....  
Extent of employment ..... Working hours/week .....  
(Full time, part time, ...)

T	T	M	M	J	J
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## Comments:

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Date

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Signature and stamp of host institution