



2013 UMM Scholarships Application form for internships Bachelor and Master Students

The application shall include the following documents:

1. Job description (2 pages maximum – preferably in English, but French and Italian are accepted):
 - Short description of the hosting organization
 - Short description of the mission/tasks of the internship
 - Tentative timetable (mile stones)
 - Provisional budget for the field expenses
2. CV
3. Letter of reference from the hosting organization
4. Application Form (Appendix I)
5. Declaration of Consent (Appendix II)
6. Declaration of Acceptance from the supervising tutor from the hosting organization (Appendix III)
7. Declaration on funding besides UMM (Appendix IV)

It is recommended to write the internship report in English. If the internship report is written in another language, the student will need to provide a short abstract of the results in English.

Appendix I

Application Form

Name:	
Surname:	
Date and place of birth:	
Address:	
City:	
Country:	
Phone:	
Email:	

University:	
Degree (Bachelor / Master):	
Faculty / field of study:	
Internship Hosting organization:	
Tutor from hosting organization:	

Bank Account Nr.:	
Account holder:	
Name of the bank:	
BLZ (in case of a German bank account):	
IBAN:	

BIC-/SWIFT-Code:	
Address of the bank:	

Place and Date

Signature Applicant

Appendix II

Declaration of Consent

In case the UMM scholarship is granted I agree on delivering a 2-pages report in English on my internship as well as the original boarding passes for flights and/or train tickets. I am aware that the granted scholarship can be reclaimed in case of non-fulfillment. I am aware that 60% of the scholarship will be granted in advance, 40% will be granted after the submission of the required documents. I am generally disposed to present my experience on workshops and events organized within the UMM project.

Place and Date

Signature Applicant

PlaNet Finance UMM Project

Appendix III

Declaration of Acceptance (Internship) and official job description (to be enclosed)

To be printed on Company Letter Head

I confirm that I accepted to supervise the internship of:
(Name of the student)

This internship will be hosted by:
(Name of the organization)

The internship will focus on the following activities:
(Please indicate where in the organizational structure the student will be imbedded, the tasks of the intern and planned outcomes of the internship, and how the internship will benefit the organization)

Place and Date

Signature of Tutor

Appendix IV

Declaration on funding besides UMM

- I declare that I have not received any other funding for the internship field mission.
- I declare to have secured a funding of _____ EUR from _____ (organization) for the internship field mission.
- I declare to have secured a funding of _____ EUR from _____ (organization) for the internship field mission.
- I have applied for a funding of _____ EUR from _____ (organization) for the internship field mission but have not received an answer yet.

Place and Date

Signature Applicant