

Guidelines for internships

1. The procedure of choosing and accepting interns

BAYHOST will inform interested students about internship possibilities abroad. Students who have appropriate qualifications will send the following documents to the host company:

- motivation letter
- CV
- copies of certificates of relevant exams and practical experience

The company will decide if the candidate can be accepted for an internship.

The time frame of the internship may vary and has to be adapted to the requirements of the company. Internships can last between 1 and 6 months.

2. Program of the internship

If an intern is accepted, the host company will appoint a contact person who will assign tasks to the intern, serve in an advisory capacity, and provide information and support to the intern. The intern should actively take part in everyday work tasks of the company as far as it is possible.

Basically, the program of the internship is going to be defined by the host company. If the university where the intern is studying has certain requirements concerning the program of the internship, BAYHOST or the intern are going to discuss this matter with the company after sending his/her application.

3. Travel, accommodation and compensation

- Costs and arrangements for travel and living expenses are the responsibility of the intern.
- Prior to the beginning of the internship, the company will send a letter of acceptance to the candidate indicating the agreed time frame.
- After the internship the company will give the student a letter of reference, which contains a short description of internship tasks and an assessment of student's performance.
- The company should assist the student in finding accommodation.

The company should pay a compensation to the student in order to help cover additional expenses for living abroad, as far as this is possible.