

Guidelines for Internship Provider

The DAAD has developed the following guidelines to help you to submit a successful internship offer and to plan the stay of your intern.

The internship offer

The internship description should meet the following criteria:

- short but understandable description of the project, 1 no longer than 2 pages
- letterhead from the university or research institute
- possible duties and responsibilities of the intern
- general information about the working group, the university and the region
- contact information of the internship provider

Offers that only consist of keywords, formulas or technical terms are less attractive and may appear unprofessional to the applicants.

Before the start of the Internship

- Contact the successfully placed intern, set the start and end dates and inform the BARI-administrator about the dates. (Duration: up to 3 months)
- Support the intern in the search for a room.

At the beginning of the internship

- Welcome the intern in his/her new work environment and please introduce him/her to the new colleagues. Also point out the rules at the workplace (e.g. job security, working hours, etc.).
- Provide the intern with his/her own workplace and the necessary work tools and access to the phone, computer, etc.
- Set the main goals of the internship and list your expectations. Limit the tasks to a feasible level.
- Support your intern with administrative matters such as going to the registration office and, if necessary, to the immigration office. Discuss the method of payment of the scholarship with him/her if there are any questions.
- Please explain the local transport in your city if necessary or help him to find leisure activities if desired.

During the internship

- Involve your intern in the off-duty activities of the working group (if desired).
- Bring him/her in contact with other BARI scholarship holders who may be at the institute. To do this, use the list of all BARI participants provided by the BARI administrator.
- Inform your intern about the activities of the International Office for foreign students.
- Make regular consultations about the course of the internship (e.g. 'mid-term meeting').

- Recognize the intern's successes and progress and reflect on these together.
- If you are not present the whole time of the internship, please name a representative whom the intern can contact.
- Inform the BARI-administration about problems, long or severe illness as well as c about changes in the duration of the internship.

End of the internship

- Give the intern the opportunity to present his/her results in a presentation, lecture or poster in front of the entire project group.
- Have a final talk with the intern where you can point out his/her personal and professional growth during the internship.
- Please issue an internship certificate if desired.
- Please complete the BARI-administration final questionnaire.

Thank you very much!
We wish you and your intern a nice and proliferous time!