



INTERNSHIP OFFER

Ref. No. TT-2024-000024

Internship Host Information

<i>Internship Host:</i>	ABC company Narrow Street 13	<i>Website:</i> https://www.abc.com
	1989 Trinidad and Tobago Country of Spain	<i>Location of placement:</i> Trinidad and Tobago
		<i>Nearest airport:</i> Madrid
		<i>Working hours per week:</i> 40.0
		<i>Working hours per day:</i> 8.0

Number of employees: 100
Business or products: Research laboratory

Student Required

<i>General Discipline:</i>	ENGINEERING, Other	<i>Completed years of study:</i>	2
<i>Field of Study:</i>	Material Science	<i>Student status requirements:</i>	required during whole internship
		<i>Language required:</i>	English Excellent (C1, C2) And Spanish Good (B1, B2)

Required Qualifications and Skills:

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Other requirements:

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Internship Offered

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<i>Number of weeks offered:</i>	8 - 16	<i>Working environment:</i>	Research and development
<i>Within the months:</i>	01-MAY-2024 - 31-SEP-2024	<i>Gross pay:</i>	1000 EUR / Month
<i>Or within:</i>	-	<i>Deduction to be expected:</i>	-
<i>Company closed within:</i>	-	<i>Payment method / time fo the first payment:</i>	monthly
<i>Latest possible start date:</i>	01-JUNE-2024		

Accommodation

<i>Canteen at work:</i>	Yes		
<i>Expected type of accommodation:</i>	Student dormitory	<i>Estimated cost of lodging:</i>	400 EUR / Month
<i>Accommodation will be arranged by:</i>	Employer	<i>Estimated cost of living incl. lodging:</i>	1000 EUR / Month

Additional Information

Suspendisse in justo eu magna luctus suscipit. Sed lectus. Integer euismod lacus luctus magna. Quisque cursus, metus vitae pharetra auctor, sem massa mattis sem, at interdum magna augue eget diam.

Nomination Information

Deadline for nomination: 24-DEC-2023

<i>Date</i>	01-DEC-2023	<i>On behalf of receiving country:</i>	IAESTE Trinidad and Tobago
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STUDENT NOMINATION

Ref. No. TT-2024-000024

Personal Information

Family name: Novak
Date of birth: 12-Sep-2001
First and/or other names: Karel
Hodonin

Gender: Male
Nationality: Czech

Address in country of current residence:

Na kolejí 3 , Prague 100 00, Czech Republic

Passport expiration date: 14-Dec-2028

If you do not need passport to enter the country, you can use ID card. In the end of the document, you have to scan ID instead of passport. **Passport has to be valid during the whole period of internship.**

Phone no: +420 777 123 456 **Don't forget the preset (+420, +421,...)!**

Alternative phone no:

Email: karel.novak@email.cz

Do you have medical conditions that could prevent you from undertaking a traineeship? No

Study Information

General Discipline: 14A - ENGINEERING, Other
Languages: English - Excellent (C1, C2), Czech - Excellent (C1, C2)

Field of Study: 14.9999-Engineering, Other

Completed years of study: 2
Total years required: 4

University / College: University of Technology **Full name of the university in English**

Skills: Teamwork | Team Management | Microsoft
Office | Communication | CAD **Include max 5 relevant skills for the intership.**

Working related information

Preferred period of training: 03-Jul-2024 - 27-Aug-2024

Maximum period of availability for the training: 01-Jul-2024 - 15-Sep-2024

Choose your period of training in the term given in the o-form, also count your weeks starting from Monday to Friday.

Disclaimer

- I agree that the personal data, which has been provided to IAESTE, may be passed to IAESTE member countries (full members, associate members and cooperating institutions) and potential employers for the purpose of arranging my traineeship. Also my personal data may be
- provided to government authorities for the issuance of visa/work permit purpose.
- I am aware that I am not allowed to contact the company of the Receiving Country before being accepted.
- I understand that I am accepted for this training offer only after receipt of the IAESTE acceptance form.
- I confirm that all the data I provide is correct.
- I confirm to assume all of the foregoing risks, and accept personal responsibility for any injury to my myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability or expense, of any kind or nature, that I may suffer arising out of or in connection with myself becoming exposed to or infected by COVID-19 while I am doing an IAESTE internship.

Date:

20-FEB-2024

Student's signature

Do not forget to sign it!

Don't forget a clear cover letter header. Your details (address, phone number, email) on the top right and your employer's details on the left (use what you can from the o-form).

KAREL NOVAK

Karel Novak
Address
+420 777 123 456
karel.novak@email.cz

Company name
Address

Dear Name of person in charge if known OR Sir or Madam (NB. be careful to use both unless you are certain that the person is male or female)

- Paragraph 1: Introduce self, and what you study, e.g. I am a fourth year student at the University of Edinburgh, studying Mechanical Engineering Msc.
- Paragraph 2: Say why you are interested in this position, show that you have done some research into the employer's background and work; highlight things that interested you in the work offered and anything else that you would be particularly interested in working on whilst you are on placement. Show a genuine interest and enthusiasm for the position for which you are applying.
- Paragraph 3: Why are you perfect for this position? Give examples of your specific experience which prove that you are qualified to do the work offered. What relevant courses have you studied? Have you worked on any projects that are relevant? Describe any relevant work experience and link the skills gained from this to the placement you are interested in.
- Paragraph 4: If there are any other requirements or languages necessary, make sure that you mention what you can offer in relation to these things and clearly state the level you are at in each requirement. Also state your level/experience of technical English. NB. If there is a requirement on the Offer form that you cannot fulfill, tell the employer what you can offer instead or tell them what you are willing to learn in advance of the placement.
- Paragraph 5: Tell the employer how this relates to future plans for study or work and/or your interests.
- Paragraph 6: Give any other examples of experience or skills that you feel are important to mention or that also prove that you are qualified for the work offered. Describe extra-curricular activities e.g. sports or awards. Always explain what you have developed from each activity e.g. time management skills, teamwork, initiative, commitment, independence.
- Paragraph 8: Finish the letter with a paragraph saying that you are looking forward to hearing from the employer soon and would like to thank them for reading the letter.

Yours sincerely /Yours faithfully,

Note: if you started with the person's name, you should use "Yours sincerely" and if you started with "Sir or Madam", you should use "Yours faithfully".

Student's name, Student's signature and date

Signature

This is the only personalised part of your application, so, make it specific to the employer you are applying to. Remember that this is your opportunity to convince your supervisor that you are able to do the work and that you will be the best candidate - really sell yourself by highlighting your best experience/qualifications.

Always check your spelling and grammar when you finish!

Please take a look at PDF named *Tips_how_to_write_a_motivational_letter*, it is a uploaded in the EP.

Professional photo (not selfie!), contact details (e-mail, phone number, country)



KAREL.NOVAK@EMAIL.CZ



(+420) 712 345 678



CZECH REPUBLIC

PERSONAL INFORMATION

Brief summary to give your potential employer insight into you.

I am a hardworking, proactive, and dedicated chemist, with a strong background in plant operation, safety improvements, and process. I am currently seeking an opportunity to use my skills in a challenging work environment and become a valuable asset for the firm.

INTERESTS

Mention current hobbies and interests. Choose a hobby that will make you stand out. Don't lie.

KAREL NOVAK

Chemistry Student

WORKING EXPERIENCE

Employee info (the name of the organization, the city/country)
Dates (months and years)

Responsibilities: Describe your daily tasks and responsibilities. Include details such as devices you used.

Achievements: This should cover your added value or any quantified work such as projects completed, articles published.

Start with your most recent post and go back. Indicate your internships and the jobs you held during your studies or college. You can include volunteering in the university laboratories as well.

EDUCATION

University, City
Dates (months and years)

Master studies:
Field of Study

Bachelor studies:
Field of Study

Include topics of your theses. If you have a lot of practical seminars, describe them.

Add the same details for any relevant certifications you have obtained or for additional training opportunities you have done since you graduated from university.

LANGUAGES

List each language you speak and your level of proficiency (for example, basic, proficient, native speaker)

CZECH



Native speaker

ENGLISH



Intermediate

COMPUTER SKILLS

Make a list of softwares that are relevant to the internship. Anything from programming languages (Java and Python) to softwares (AutoCAD, Solid Works, Photoshop, MS Office).

Sign your CV and add the date

University of Prague

Transcript of Academic Record

Student Name: **Karel Novák**
Faculty: **Faculty of Chemical Engineering**
Programme Title: **Chemical Engineering**
Course: **Master course**

Start Date: **01 September 2022**
Date of expected graduation: **30 June 2026**

Date issued: **15 February 2024**

Year 1 Results (2020/21)

Unit Code	Unit Title	Credits Awarded	Attempt	Grade	Outcome
AB10000	Subject 1	6	1	A	Pass
AB10001	Subject 2	6	2	B	Pass
AB10002	Subject 3	3	1	C	Pass
AB10003	Subject 4	3	1	D	Pass
AB10004	Subject 5	6	1	A	Pass
AB10005	Subject 6	6	1	C	Pass
AB10006	Subject 7	6	1	E	Pass
AB10007	Subject 8	3	1	A	Pass
AB10008	Subject 9	3	1	C	Pass
AB10009	Subject 10	6	1	B	Pass
AB10010	Subject 11	3	1	C	Pass
AB10011	Subject 12	3	1	A	Pass
AB10012	Subject 13	3	1	D	Pass
AB10013	Subject 14	3	1	C	Pass

Grading scale: A - excellent; B - very good; C - good; D - satisfactory; E - sufficient; F - failed

Do not forget explanation of grading system (if its not included with your grades, add them by yourself).

If you are **Master student**, attach Diploma supplement in English (only the pages with subject and grades).

Signature

Dean of the Faculty University of Prague



Stamp and signature is required!

Use only **the first site** of Certificate (not the additional papers).



Certificate has to be **maximally two years old** (excluding Cambridge English certificates and similar).

IAESTE - Language Certificate

This sheet must be completed and sent with the o-form if required.

Tick Language to be tested

English French German Spanish Other Please specify _____

Surname: Novak	First name: Karel
Nationality: Czech	Study Course: Professional English Language II
How long have you studied this Language? 11 years	Last Class: 2020
Examinations Achieved and Grade: <i>Please provide additional Certificates if available</i> Grade A	Dates of Examinations: 30 June 2023

To be completed by the Examiner

Fill in the whole table,
do not leave empty cells.

Knowledge of Required Language

(Please tick one box for each of the four language sections)

1. Comprehension

- Understands conversation and reads without difficulty
Understands almost everything spoken slowly and clearly
Understands with difficulty
Cannot follow conversation and written word

2. Speaking

- Speaks fluently, correctly and is easily understood
Is understood but is not completely correct and fluent
Speaks haltingly with many mistakes
Cannot speak this language

3. Writing

- Writes accurately with ease
Writes slowly with occasional errors
Writes with difficulty and makes many errors
Has no written ability in this Language

4. Reading


- Reads quickly with understanding
Reads slowly, understanding only some of the text
Has difficulty understanding and must look up many words
Cannot understand simple texts

Overall Conclusion

Excellent Good Fair Poor

Language level need to be the same as in the student nomination.

Additional Comments:

Examiner: Jana Nová	Position: English teacher
Place and Date: 15 February 2024	Signature 



Stamp and signature is required!



IAESTE - Language Certificate

This sheet must be completed and sent with the o-form if required.

Tick Language to be tested

English French German Spanish Other Please specify _____

Surname: Novak	First name: Karel
Nationality: Czech	Study Course: Spanish Language II
How long have you studied this Language? 5 years	Last Class: 2018
Examinations Achieved and Grade: <i>Please provide additional Certificates if available</i> Grade A	Dates of Examinations: 30 June 2018

To be completed by the Examiner

Knowledge of Required Language

(Please tick one box for each of the four language sections)

1. Comprehension

- Understands conversation and reads without difficulty
- Understands almost everything spoken slowly and clearly
- Understands with difficulty
- Cannot follow conversation and written word

2. Speaking

- Speaks fluently, correctly and is easily understood
- Is understood but is not completely correct and fluent
- Speaks haltingly with many mistakes
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- Writes accurately with ease
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4. Reading

- Reads quickly with understanding
- Reads slowly, understanding only some of the text
- Has difficulty understanding and must look up many words
- Cannot understand simple texts

Overall Conclusion

- Excellent Good Fair Poor

Additional Comments:

Examiner: Lenka Konečná	Position: Spanish teacher
Place and Date: 15 February 2024	Signature <i>Signature</i>



Stamp and signature is required!

If student status is **required**, certificate of enrollment has to be valid **during the whole period of internship**.
(Internships in Germany have special Certificate of enrollment, which will be sent by IAESTE).

University of Prague

Hlavni ulice 123, Prague, Czech Republic

CERTIFICATE OF ENROLLMENT

Date Issued : February 15, 2024

Issue Number: 0123456

Name in Full : Karel Novak
Date of Birth : September 12, 2001
Date of Admission : September 01, 2022
Department/Major : Chemical Engineering
Course : Bachelor Course
Date of Expected Graduation: June 30, 2026

This is to certify that the above mentioned has been a full-time student of the Faculty of Information Technology at the University of Prague.

Signature 

Dean of the Faculty University of Prague

Stamp and signature is required!

Reccomendation letter



A recomendation letter is **not mandatory but recommended**, it can help you get accepted for chosen offer.

If you have the opportunity to get one, attach it to your application.

Recomendation letter should be personalized for chosen offer and should not be older than 1 year.

You can add another relevant documents at the end of your nomination.

A large area containing multiple horizontal grey bars of varying lengths, representing a form or document template. The bars are arranged in a grid-like pattern, with some bars spanning the width of the page and others being shorter. In the bottom right corner of this area, there is a green checkmark icon inside a square box.



Passport photo located in the upper left corner.
Approximate size 3,5 x 4,5 cm.

Head shot preferable with white or blue background.



This documents it is not part of the whole nomination documents but it have special place for upload.

Scan only **first site** of passport/ID.

It has to be in the upper left corner of A4 white paper (do not use small page with scan).

Us the same ID as described in student nomination form.