

# FU/BEST

## Internship Application Form

### Before you start...

- Be sure to download and read the [General Terms and Conditions of Business \(AGB\)](#) for the FU-BEST Internship before completing and submitting your application. All participants must accept these General Terms.
- Please do not submit an application form completed with pen or pencil. **Complete the form on your computer** and then print it out.
- Note that successful transfer of credits earned through the FU-BEST Internship back to your own university, college or program provider in many cases requires you to obtain home institution approval prior to enrollment in the FU-BEST Internship. It is your personal responsibility to secure such approval.
- Please note the **application deadline** (day of receipt in Berlin!): February 19, 2020, or January 19, 2020 for the standalone option. However, the earlier you apply the more time this will give us to find a fitting internship placement.

### Important to know...

#### Required documents:

- Completed application form
- Copy of valid passport or identity card
- Current academic transcript
- Short motivational statement "What I expect to learn from and contribute to my internship in Germany" (1 page)
- Résumé/CV in English or German using the template [posted on our website](#) including a portrait style photo

#### Booking Flights:

- Wait with booking your flight(s) until after the placement interview. The availability of internships in your specific area of interest may vary from cycle to cycle.

#### Finances:

- Applicants will have a non-refundable **250 Euro Application Fee** charged to their credit card after their formal admission to the FU-BEST Internship, unless they notify us within the deadline given upon formal admission of their intention not to participate within the deadline given upon formal admission. If a college/university/program provider pays your FU-BEST Internship bill on your behalf, they will also take care of these fees, but you remain subject to the General Terms and Conditions of Business (AGB).
- If you opt for an apartment as housing, you will be required to provide credit card information to us as a financial guarantee to be used after the FU-BEST Internship in case of lost keys/damage.

## **Health Insurance:**

- All FU-BEST Internship participants will receive health, liability and accident insurance via the German Insurance Package. It is up to you whether you want to continue with your current health insurance plan for the duration of the internship.

## **When you're done...**

### **Checklist:**

- ✓ Did you provide full and correct information throughout the forms?
- ✓ Did you sign every page where it is required?
- ✓ Did you make a photocopy for your own records?
- ✓ Did you include all required documents?

Completed applications should be sent to

**Freie Universität Berlin  
European Studies Program (FU-BEST)  
c/o ERG Universitätsservice GmbH  
Malteserstraße 74-100, Haus S  
12249 Berlin  
Germany**

or as a scanned document to

**fubest@fu-berlin.de**

### **Deadline (day of receipt in Berlin!):**

February 19, 2020

or January 19, 2020 for the standalone option

# FU-BEST Internship Application

## FU/BEST General Information

Last name:		First name and middle initial:	
Gender:		Date of birth (day-month-year):	
Place of birth (city, state, country):		Citizenship(s):	
Current address: Street:			
City/town:			
State/province and postal code:			
Country:			
Current telephone number (including area code):			
Skype name:			
Your primary e-mail address:			
Alternative e-mail address (e.g. when not in school):			
Emergency Contact: First and Last Name:			
Relation:		Telephone number (incl. area code):	
E-Mail address			
Current or Highest Degree (e.g. High School Diploma, BA, MA etc.):			
Name and place of current university/college:			
Expected degree:		Date Started & (Expected) Finished (MM-YY):	
If undergraduate, current class standing (e.g. Junior, Senior etc.):			
Major(s)/minor(s):			
I would like the main language of my internship to be		German English	
If you chose "German," please provide us with some form of documentation regarding your language proficiency (e.g. letter from the German Language Department at your home school, current transcript, German language test results etc.)			
Desired Internship/Professional Field or Skills Area:			
Alternative Option:			
Do you have prior work experience in this field?		Yes No	
(Optional) If yes, name of the employer and duration of work experience there:			
<p align="center"><b>I have read the General Terms and Conditions of Business, posted on the FU-BEST website, and agree to all stipulations and regulations contained therein.</b></p>			
Signature		Place and Date	

# FU/BEST Housing & Payment Information

Last name:		First name:	
<b>1. Housing</b>			
I commit to arranging my own housing			
I wish to be housed in a single-occupancy studio apartment (self-catering)			

If you opt for independent housing, please be sure to rent an apartment only when you are presented with a clearly formulated contract, that you fully understand its content if it is a document in German, that the information on the location of the apartment is clear and complete, and that the contract contains explicit details regarding the full name, address, and telephone number of the landlord/rental company.



<b>2. Payment of Fees</b>			
We will charge the non-refundable 250 Euro Application Fee to a credit card. The credit card must be valid for at least three months beyond the end of the FU-BEST Internship. Please provide your card information here:			
Name on the card:			
VISA		Mastercard	(Sorry, we cannot accept other credit cards)
Card number:			
KPN number (last 3 digits on the back of the card):		Expiration date:	
Signature			

<b>2a. Additional Information for Apartment Option</b>			
If you are opting for apartment housing, you are required to provide credit card information as a financial guarantee to be used after the program in case of lost keys/damage. The credit card must be valid for at least three months beyond the end of the FU-BEST Internship.			
If you have completed credit card information above and want that card to be used as a financial guarantee, please check here:			
Name on the card:			
VISA		Mastercard	(Sorry, we cannot accept other credit cards)
Card number:			
KPN number (last 3 digits on the back of the card):		Expiration date:	
Signature			

## Freie Universität Berlin European Studies (FU-BEST) Internship

### Conditions of Participation

#### Responsibility of Participant

The participant is responsible for covering housing, meal, travel, and other living expenses for the duration of the FU-BEST Internship.

The participant is responsible for informing the FU-BEST Internship office about any health and/or medical conditions that may affect his/her ability to participate in the Internship, including but not limited to pre-existing or prior conditions, allergies, or prescription medications.

The participant agrees to communicate well with the FU-BEST Internship office in order to ensure timely internship placement and to resolve any issues that may arise during the Internship. Failure to communicate in a timely manner with the office may result in cancellation of participation in the Internship.

During the Internship, the participant needs to comply with all internal company regulations essential to having a meaningful internship experience. He or she is responsible for his or her own safety and will not hold the FU-BEST Internship office liable for any injuries to person or property or any other losses as a result of participation in the Internship.

The participant is responsible for any civil or criminal liability or for defending himself or herself against any legal claims made against him or her.

The participant agrees to not disclose any confidential information gained as a result of working with the host company. Any communication of internal processes, information or know-how must be explicitly granted by the host company.

#### Interviews and Internship Offers

The participant agrees that his/her resume may be forwarded by the FU-BEST Internship office to potential host companies. If a host company agrees to conduct an interview with the participant, the office will provide his/her name and e-mail address to the company.

The participant agrees to only request or accept interviews with companies from which he or she would also accept an internship offer. During the preparation and matching process, the participant will demonstrate openness and flexibility towards various placement possibilities suggested by the Internship's placement experts.

The participant may only request an interview with one host company at a time. In case the first interview does not lead to an internship offer by the host company for reasons unrelated to the interviewee's conduct during the interview, or in case the participant declines a resulting internship offer for specific moral, psychological, ethical, or other reasons deemed legitimate by the FU-BEST Internship office, or in case the participant declined the interview in advance, the Internship office attempts to arrange one alternative host company interview but reserves the right to judge whether such an interview can be arranged. Should the participant also decline the second interview or a resulting internship offer, or should the second interview also fail to lead to an internship offer, the FU-BEST Internship is not obliged to undertake a third matching attempt. In this case, the regular cancellation rules outlined in the Internship's General Terms and Conditions apply.

In the unlikely event that the FU-BEST Internship office determines that it is unable, through no fault on the participant's side, to secure an internship for the participant, he or she may withdraw from

participation in the Internship with an exceptional refund entitlement (see the FU-BEST Internship's General Terms and Conditions for details).

Should, however, the participant refuse to accept an interview or internship offer more than once, or should he or she behave in a way during an internship interview which results directly in the interviewing company's refusal to extend an internship offer to the participant, the FU-BEST Internship office is in no way obliged to undertake further placement efforts and at liberty to terminate the participant's Internship participation. In this case, the regular cancellation rules outlined in the Internship's General Terms and Conditions apply.

A successful placement is confirmed in writing by both the participant and the host company to the FU-BEST Internship administration. There will be no host company replacements after a match has been made.

### **Responsibility of Host Company**

The host company will provide a training plan for the participant outlining tasks, duties, and work hours for the participant as well as competences to be gained by the participant during the internship.

Upon successful completion of the internship, the host company will provide a certificate of participation for the participant and, if possible, a qualified brief evaluation and/or recommendation of the participant.

### **Code of Conduct**

The participant is expected to behave in a professional and respectful manner throughout the duration of the FU-BEST Internship and to demonstrate open-mindedness, flexibility, tolerance, and a willingness to adapt. It is essential for a successful internship experience that the participant maintain a positive attitude towards the internship experience, the host company and co-workers, and the host society and culture.

The participant needs to abide by the host company's general working hours, to complete assignments well and on time, and to contact his or her supervisor in case of illness in a timely manner.

### **Dismissal**

The FU-BEST Internship reserves the right to dismiss at any point in the application, placement, or interning process any participant whose attitude, health or mental condition negatively affects their performance in the Internship, or whose conduct is disrespectful or in any other way offensive to others and incompatible with the best interests of Freie Universität Berlin and the FU-BEST Internship. This decision lies entirely at the discretion of the Internship office.

Reasons for dismissal include but are not limited to:

- behavior and/or actions that are illegal in Germany
- a breach of these Conditions of Participation
- intolerant, disrespectful, disruptive or otherwise irresponsible behavior as well as actions detrimental to the safety and well-being of co-workers, clients, fellow students, instructors, and staff and/or the reputation of the FU-BEST Internship, Freie Universität Berlin, or the host company
- not abiding by the agreed-upon work schedule or other internal regulations of the host company
- verbal abuse of faculty, staff, students, and/or other FU-BEST Internship representatives, co-workers, superiors, or business partners at the internship host company
- behavior that is noticeably disturbing or distressing to others
- sexual harassment, disorderly, lewd, indecent or obscene gestures or actions
- self-endangerment, including involvement in activities or behavior that could result in personal harm
- excessive alcohol or drug consumption

Neither the FU-BEST Internship nor any host company bears any liability for losses or claims incurred by the participant in connection with a dismissal, early withdrawal, or the host company's termination of the internship. Likewise, the participant is neither entitled to a replacement nor to any refund and is no longer covered by the accident and liability insurance provided by the FU-BEST Internship after having been dismissed.

**I hereby declare that I have read and that I accept the conditions above pertaining to my participation in the FU-BEST Internship.**

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Date

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First and last name (please print)

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Signature