



Robert-Bosch Fachoberschule
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Betreuung fpA Auslandspraktikum
Daniel Krüning

To whom it may concern

The Robert-Bosch Fachoberschule in Munich is a secondary school that makes it obligatory for its students to participate in vocational internships during their first year at school.

Students continuously switch between a three-week school period and a three-week period of internships in the commercial sector and/or in public services.

During the 2nd term of the first school year, the school gives permission to its students to do one internship abroad.

However, certain criteria have to be fulfilled:

- *The internship should last three weeks (students normally work from Mondays till Fridays, however, exceptions might be possible)*
- *The required working time should be around 34 to 36 hours per week*
- *The student may not get paid*
- *The tasks given to the student also have to encompass duties in the commercial sector/and or in public services*
- *An emergency contact person for the student must be named by the employer (i.e. supervisor) or by the student (i.e. relatives that live closeby)*

After the internships, employers are asked to fill out a form provided by the school to assess the performance of the students.

Should the receiver be able to provide an internship abroad that fulfills the given criteria, the Robert-Bosch Fachoberschule will thankfully evaluate the application.

Company name	
Company address	
Name and contact details of emergency contact	

I/We, _____ (name of company/owner/supervisor), can offer _____ (name of student) an internship that fulfills the given criteria.

The internship will last from _____ to _____.

Date

Signature