

RISE worldwide

Responsibilities of Internship Providers

In order to help you submit a successful project offer which will attract many applications, and – should your project be successfully matched with an intern – to give you a better idea of your role and responsibilities as mentor of a RISE worldwide intern, DAAD has prepared these guidelines below.

The internship offer itself

An offer/project description should fulfil the following layout and content criteria:

- Project description should be detailed but concise (one page minimum, three pages maximum)
- Letter head of the host institution and/or university (top of the page)
- Contact information of the internship provider (bottom of the page)
- Short, but comprehensible outline of the project, the background, and the tasks/responsibilities of the intern
- Define the knowledge and skills to be acquired by the intern
- Provide some information about the city or region

Please note:

- Offers/project descriptions containing ONLY textual fragments, formulas and/or bullet points will not be considered as serious or attractive offers by the applicants.
- Please confirm, if at all possible, that you will be able to provide logistical support to your intern concerning administrative matters at the beginning of his/her stay (e.g. visa, accommodation, residence and/or work permit) – it will be recognized as a positive signal by the applicants and potentially strengthen interest in your project offer.

Before the internship starts

- Contact the candidate who has been matched with your project by DAAD and determine the duration of the internship, giving specific start and end dates. Inform DAAD about the exact dates.
- Assist the intern in finding reasonably priced housing for the time of the internship.

When the intern arrives

- Welcome the intern to his/her new work/research environment, introduce him/her to new colleagues, and present the rules and regulations in place, including work place safety.
- Provide the intern with appropriate resources, for example work or lab space and access to a telephone and computer.
- Point out key objectives of the internship for attention and limit the tasks of the intern to a manageable number. Clearly communicate your expectations and the student's responsibilities.
- Assist your intern with all necessary administrative steps after the arrival.

During the internship

- When engaging in social activities with your colleagues, invite your intern to come along.
- Connect your intern with other RISE program interns in your research group (if hosting more than one). For this, please make use of the list of all RISE scholarship holders provided to you by DAAD.
- Provide your intern with contact details of the International Office at the host institution.
- Regularly monitor your intern to ensure that tasks and duties are performed as outlined in your project description.
- Give full recognition to the intern for tasks completed and work well performed.
- If you are not available as supervisor for the intern during the entire time of his/her internship, please name another contact person who is available for the intern during your absence.
- Contact DAAD immediately when any major changes regarding the internship occur. Also, please contact DAAD in case your intern falls ill for an extended period of time.

End of the intern's stay

- Give your intern the chance to present his/her results, for example in a presentation or poster session to the entire research team.
- Evaluate, together with your intern, his or her personal and professional development during the internship.
- Fill out and sign an internship certificate (document example available on this website).
- Fill out DAAD's final evaluation form.

Thank you!

We wish you and your intern a productive and enjoyable time together!