

ASiiA Application Form

Technische Universität Dresden
LEONARDO-BÜRO SACHSEN (LEONARDO-OFFICE SAXONY; LEOSACHSEN)
01062 Dresden

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url: www.albertasaxony.com

Applicant

Family Name			
First Name			
Sex	Female	Male	
Date of Birth			
Citizenship			
Postal Address (valid during and after the internship)			
Telephone			
Email			
Emergency contact	Name: Relation: Telephone: Email:		
Field of Studies			
Do you receive academic recognition for your placement?	Yes	Amount of expected Credit Points:	
	No		

Placement Intentions

Start of internship	Option 1: Option 2:
Preferred duration	Option 1: Option 2:
Latest date, that you must have a decision about the placement:	
Preferred field of work	Option 1: Option 2: Option 3:

Home university

Name	
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I hereby declare that the information provided in this entire form is true and that if any changes arise; I am required to inform the LEOSACHSEN in writing as soon as possible.

Data Protection in the ASiiA Program

Please note, that German law requires us to inform you about data security procedures in our office.

General Regulations to Data Protection

Data, which has been collected in the course of the project in paper form, will be stored in the LEOSACHSEN up to 5 years after the end of the project.

Data, which has been collected in the course of the project in electronic form, will be stored up to 5 years after the end of the project, protected from an unauthorized access and stored directly on the server of the TU Dresden.

For the purposes of project execution and evaluation, the transfer of data to the funding sources (Government of Alberta, Saxon Ministry of Science, Higher Education and the Fine Arts as well as Internal Audit of University of Alberta and Technical University Dresden) is necessary.

Passing on your information to third parties

To be able to find you a suitable placement, your application material will be transmitted to relevant third parties. This can be bodies that support the LEOSACHSEN in the placement research process, such as possible placement organisations, facilities, which are responsible for language courses as well as tandem partners or students/ graduates participating in the ASiiA program and/ or in the ASiiA community. Your data will only be used and stored for these reasons.

Delivery of your placement agreement

To enable a speedy delivery, we transmit the ASiiA Internship Agreement either as a pdf file in an email or by fax to you and/ or to the placement institution for signature.

Last not least, please note, that if you do not accept the stated procedures above with your signature, your application must be rejected because the information in your application cannot be processed.

I hereby certify that I have read and understood all data protection information and I agree with the procedures chosen.

Date:

Place:

Signature:

Participation in a cultural program:

Supporting mobility among young adults is an integral part of the ASiiA Program. LEOSACHSEN therefore, offers a cultural program in which the participants are encouraged to participate. The cultural events are offered at least once a month. Information to this can be found at www.albertasaxony.com.

Please confirm with your signature, that you

are aware of the offer to participate in the cultural program

have been informed about self-financing your participation in the cultural program

The ASiiA Program would like to support the meeting and networking of Saxon and Albertan participants. Your active participation in the ASiiA Community is planned for in the ASiiA Program, which is why we are thankful for your ideas and your participation. Please indicate what you could imagine to contribute to the ASiiA Community.

Creating a tandem partnership with an Albertan ASiiA participant

Organizing a trip or activity with ASiiA participants in Saxony supported by LEOSACHSEN

Organizing a meeting between Saxony ASiiA participants who are in the same city in Alberta

Finding a new internship placement for future Saxon ASiiA participants

Compiling information to an Albertan company

Preparing an intercultural topic to be published on the LEOSACHSEN website

Presenting your internship in Alberta at your sending University during an info-session

Instructions concerning Insurance Coverage:

Important note: Your application can only be accepted if the box below has been checked.

I confirm with my signature that I am responsible for acquiring sufficient insurance coverage (health, accident and liability insurance) during the internship in the host country. Furthermore, I assure that the insurance covers the entire internship period, including the first and the last day of my stay in the host country.

I certify with my signature that I have been informed of the necessary insurance coverage during the internship.

I have read the information about the cultural program and ASiiA intercultural course and agree to the terms.

I hereby declare that I have taken notice of and understood the insurance instructions.

Date:

Place:

Signature:

To support your placement process at the University of Alberta, please provide a

Reference from University Professor:

The above-mentioned applicant would like to complete an internship through the Alberta Saxony Intercultural Internship Alliance (ASiiA) Program. This project was founded in 2010 and is an intercultural internship program with 13 participating Universities in Saxony, Germany and 5 participating Universities in Alberta, Canada. Each year approx. 25 students and recent graduates of all courses of study from Alberta and Saxon Universities get the opportunity to complete an internship in the partner region, to actively engage in the development of the ASiiA Community, to learn more about the country and its people, and to network with partners and friends cross-continentially.

A condition for participants of this program is to possess strong to very strong performance skills in their studies as well as strong to very strong language skills of the working language in the host country. It is important to take into consideration that an internship abroad demands personal development, as participants are required to implement conditions of a different country. Examples of these conditions include different working mentalities, implementing professional knowledge in a second language, acknowledging intercultural differences, and missing their support network from their sending country.

I hereby confirm that the above-mentioned applicant has the performance skills to complete an internship in Alberta, Canada in his or her faculty. I personally recommend the participation of the above-mentioned student to the ASiiA Program.

Please indicate if the applicant has adequate performance skills for an internship abroad.

yes

no

City, Date:

Professor/ University Teacher/ Assistant Professor to responsible Department
Faculty Stamp/ Singnature

Information:

Your application will only be accepted at the University of Alberta (UofA) with a reference from a Professor or University Teacher.

If you do NOT intent to be placed at the UofA there is no need to obtain this reference.