Dear Sir or Madam,

Fortunately, our students usually find instructive and exciting internships, after which they return to their studies with many new and positive experiences and insights. Regrettably, however, there are just a few very rare cases where work placements are not designed to a suitably qualifying standard or level for prospective academics. In such cases, the internships cannot be regarded as sufficient vocational preparation, so that we are not able to recognize the time thus spent as completion of the obligatory work placement. In order to avoid this double disappointment, we would request you to draw up a brief profile of the internship placement so that the post is deemed adequate according to the examination regulations using the following text modules.

Yours faithfully,

Silvia Kopecny
Fabian Stöhr