

## Letter of Intent

The partners listed below declare, that they want to cooperate for the purpose of work integrated education & training and the successful completion of the dual degree program Engineering and Production Management by the student, provided that the applicant has positively completed the application procedure at FH JOANNEUM in Graz.

Period: Start of 1<sup>st</sup> Semester – End of 4<sup>th</sup> Semester (acc. Academic Calender of FH JOANNEUM)

Start of Internship: 1<sup>st</sup> of January

This statement defines only the intention of the partners to cooperate for the period mentioned. All other agreements relating to remuneration, working hours, place of work, etc. are to be regulated in a separate contract between the training company and the applicant / student. (Sample contracts available on demand.)

### Partner - Training Company

Company Name	
Address:	
Contact Person	

Place, Date	Stamp, Signature
-------------	------------------

### Partner – Applicant / Student

Name	
Date of Birth:	

Place, Date	Signature
-------------	-----------

in case a letter of intent can't be submitted

## Confirmation

The applicant / student declares on the occasion to be permitted for the dual degree program Engineering and Production Management at the FH JOANNEUM Gesellschaft mbH that he/she is informed about and well understands

1. the regulations concerning the necessary company training (equivalent min. 50% employment) to continue and successfully complete the degree program.
2. that Engineering and Production Management is a cooperative education which means the course is divided into theoretical and practical phases, therefore he / she must have an appropriate training company within the meaning of the study regulations from January of the 1st semester onwards.
3. if there is no commitment or letter of intent of a company, it's his / her own responsibility to find an appropriate training company before January of the 1st semester. On timely request support can be given in adequate extent by the study program's training coordinator.
4. that he / she fails to find an appropriate training company until January of the 1st semester it is not possible to continue the degree program.
5. that he / she has to inform the program director and the training company about relevant developments / changes regarding training, studies or personal situations etc, immediately and without being asked.

### Applicant / Student

Name	
Date of Birth:	

---

Place, Date	Signature
-------------	-----------