

**REQUIREMENTS FOR INTERNSHIP PROGRAM IN GERMANY WITHIN
THE DAAD PROGRAMME**

**“Towards Demand Driven Teaching in Uganda and Zambia – DDT
Makerere University / University of Zambia / University of Siegen**

Requirements:

1. Must be a Ugandan citizen with a valid passport.
2. Acceptance: must be registered / enrolled / employed in one of the programs at Makerere University
3. **Send in: Complete CV** with your portrait photo (Check CV Template Below)
4. **Send in: A copy of your valid passport**
5. **Send in: Motivation letter** with personal statement on the relevance of the internship for you and for your country
6. **Send in: Two References** (one academic and one professional; two academic, if from educational institution)
7. **Send in: A work plan** of what you expect to do in Germany. The plan must be flexible to accommodate changes from the host institution.
8. When accepted, you must learn Basic German Language for Communication
9. Applicants should be ready to stay abroad for 90 days and share their cultural background in form of a presentation as expected or when asked.

CV TEMPLATE

PERSONAL INFORMATION

PORTRAIT
Photo

Replace with First name(s) Surname(s)

[All CV headings are optional. Remove any empty headings.]

 Replace with house number, street name, city, postcode, country

 Replace with telephone number  Replace with mobile number

 State e-mail address

 State personal website(s)

Sex Enter sex | Date of birth dd/mm/yyyy | Nationality Enter nationality/-ies

INTERNSHIP APPLIED FOR

Replace with INTERNSHIP applied for

WORK EXPERIENCE

[Add separate entries for each experience. Start from the most recent.]

Replace with dates (from - to) **Replace with occupation or position held**

Replace with employer's name and locality (if relevant, full address and website)

- Replace with main activities and responsibilities

Business or sector Replace with type of business or sector

Replace with dates (from - to) **Replace with occupation or position held**

Replace with employer's name and locality (if relevant, full address and website)

- Replace with main activities and responsibilities

Business or sector Replace with type of business or sector

EDUCATION AND TRAINING

[Add separate entries for each course. Start from the most recent.]

Replace with dates (from - to) **Replace with qualification awarded**

Replace with education or training organisation's name and locality (if relevant, country)

- Replace with a list of principal subjects covered or skills acquired

Replace with dates (from - to) **Replace with qualification awarded**

Replace with education or training organisation's name and locality (if relevant, country)

- Replace with a list of principal subjects covered or skills acquired

PERSONAL SKILLS

[Remove any headings left empty.]

Mother tongue(s) Replace with mother tongue(s)

Other language(s)

Replace with language

Replace with language

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
Enter level	Enter level	Enter level	Enter level	Enter level
Enter level	Enter level	Enter level	Enter level	Enter level

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user

Communication skills Replace with your communication skills. Specify in what context they were acquired. Example:
▪ good communication skills gained through my experience as sales manager

Organisational / managerial skills Replace with your organisational / managerial skills. Specify in what context they were acquired.
Example:
▪ leadership (currently responsible for a team of 10 people)

Job-related skills Replace with any job-related skills not listed elsewhere. Specify in what context they were acquired.
Example:
▪ good command of quality control processes (currently responsible for quality audit)

Computer skills Replace with your computer skills. Specify in what context they were acquired. Example:
▪ good command of Microsoft Office™ tools

Other skills Replace with other relevant skills not already mentioned. Specify in what context they were acquired.
Example:
▪ carpentry

Driving licence Replace with driving licence category/-ies. Example:
▪ B

ADDITIONAL INFORMATION

Publications Replace with relevant publications, presentations, projects, conferences, seminars, honours and awards, memberships, references. Remove headings not relevant in the left column.
Presentations
Projects Example of publication:
Conferences ▪ How to write a successful CV, New Associated Publishers, London, 2002.
Seminars Example of project:
Honours and awards ▪ Devon new public library. Principal architect in charge of design, production, bidding and construction supervision (2008-2012).
Memberships
References

ANNEXES

Replace with list of documents annexed to your CV. Examples:
▪ copies of degrees and qualifications;
▪ testimonial of employment or work placement;
▪ publications or research.