TU Chemnitz – English Department

# Portfolio (semester abroad) COVER SHEET

**Name**:

**Matriculation number**:

**Email**:

**Address**:

**Internship placement at**:

I stayed in \_\_\_\_\_\_\_\_\_\_\_\_\_ (country), at \_\_\_\_\_\_\_\_\_\_\_\_ (internship organisation) from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (exact dates of stay) and used the following funding: (self-funded / PROMOS scholarship / Erasmus+ / AuslandsBAföG / other, namely: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Having successfully completed my semester abroad and returned to Chemnitz, I understand that I must now request permission from the **Prüfungsausschuss** to replace the **Prüfungsleistung (PL)** “Transcript of Records” with the Portfolio as a PL. I hereby submit the following documents as requested in preparation for the oral examination:

|  |  |
| --- | --- |
| [ ]  | Reflective essay |
| [ ]  | Learning agreement |
| [ ]  | Internship certificate / proof of internship letter |
| [ ]  | Other items, namely: |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |

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Signature (Returning Student) Date