



**BasqueTrade  
& Investment**  
Agencia Vasca de Internacionalización  
Nazioartekozko Euskal Agentzia

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**ANNEX III - APPLICATION FOR PARTICIPATION: GLOBAL TRAINING PROGRAMME – INTERNSHIP INFORMATION\***

*\*This form must be completed in full without modifying or altering the provided text. Any changes to the template will render the application invalid.*

**INTERNSHIP REFERENCE:** (Please include the same code or reference number in the file name as that used to identify the internship in Annex IV) **REFERENCIA: EHU33**

<b>CORPORATE INFORMATION</b>		
Name of company/organisation		
Tax ID number		
Contact person		
Legal representative		
Location	Country	Austria
	City	Graz
	Address	Puchstraße 17
Sector		
Total number of internships offered at this site for Global Training 2025 (according to the Programme Rules, companies or organisations may offer a maximum of 5 internships per site)		
3		



<b>INTERNSHIP INFORMATION</b>	
<b>Number of interns to be hosted</b>	3
<b>Type of visa or permit required for the internship, in accordance with current legislation</b>	/
<b>Department</b>  (If more than one intern is being requested, specify the department for each individual)	Design -1 Finance and Data - 1 People Department -1
<b>Description of the project/activities</b>  (If more than one intern is being requested, specify the project/activities for each individual)	<p>Design</p> <ul style="list-style-type: none"> <li>-Collaborate with product managers, developers, and other designers to define and implement solutions for the product direction, visuals, and UX experience</li> <li>-Assist in the development and maintenance of design guidelines, small designs and update our brand book</li> <li>-Conduct user research and usability testing to gather insights</li> </ul> <p>Finance and Data</p> <ul style="list-style-type: none"> <li>-Collecting and organizing data to help drive smart business decisions</li> <li>-Supporting monthly reports, dashboards, and presentations</li> <li>-Spotting trends, patterns, or tiny mistakes that others might miss</li> <li>-Learning how finance and data impact the business as a whole</li> </ul> <p>People Department</p> <ul style="list-style-type: none"> <li>-Organising events and activites for the team</li> <li>-Travel management</li> <li>-Shaping a pleasant office environment</li> <li>-Assisting in various HR processes such as onboarding, offboarding, file management, meetings</li> </ul>



Activity schedule	<p>Trainees will be integrated in the existing teams and will have permanent supervision and communication with seniors in the company. They will have a chance to experience working in international, cross-functional teams, as well as connect with other trainees from this program, who later stayed in the company. They will have onboarding period of adjusting to the new roles and then they will be given their own tasks. They will have a session in the beginning that will help them set goals for themselves, and we will track them, so we can insure that the trianing period is beneficial for their personal and professional goals.</p>
<b>Internship supervisor (according to the Programme Rules, a maximum of 2 internships may be supervised by the same individual)</b>	<p>People Department - Johanna Panse Design - Dan Hagiu Finance and Data - Martina Hadolt</p>

REQUIRED COMPETENCIES FOR THE ROLE	
<b>Information on the desired profiles</b> (Education, previous experience, languages, other skills, etc.)	Design Background in UX Design, Data analytics, graphic design or similar roles Creativity and attention to detail  Data and Finance Background in finance, data analytics, business intelligence or related studies Sharp attention to detail  People Department Background in social sciences, business administration, Great communication and organization skills
Comments	



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#### PRE-AGREEMENT ON INTERNSHIP EXTENSION

The company/organisation declares its commitment to extend the intern's stay under the Global Training programme for:

6 months.

No Extension.

This extension is conditional upon the normal and satisfactory completion of the initial 6-month funded internship period. During the extended period, the insurance cost will be covered by the company/organisation. The monthly allowance may not be less than €1,000.

#### MONTHLY ALLOWANCE DURING EXTENSION:

Same as the programme allowance (€1,635)

\_\_\_\_\_ € (must not be less than €1,000)

No Extension.

#### STATUTORY DECLARATION:

**The applying company or organisation declares that:**

All information provided in this document is true and accurate.

No more than 5 internships are being offered at this site under Global Training 2025 and no more than 2 per supervisor.

Where a visa or other permit is essential for the intern's stay in the host country, all relevant legal requirements are met.

In the case of signing the extension pre-agreement, the company will provide supporting documentation confirming the extension (e.g. internship contract or similar). If unable to honour this commitment due to unforeseen circumstances, a report will be submitted detailing the reasons and providing the necessary justification.



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COMPANY/ORGANISATION	SIGNATURE	DATE
Legal representative  Jan Pannenbäcker	<p>DocuSigned by:  5D0B80823BDD416...</p>	04.06.2025

REMARKS: