

# **INTERNSHIP PROJECTION REPORT**

In Indonesia Consult RS GMBH



Submitted to fulfil the requirement of the internship period  
(01 July 2020 – 30 November 2020)

**NABIL SETIOSO**

**11201508015**

Department of International Business Administration  
Faculty of Business and Social Sciences  
International University Liaison Indonesia

October 2020



## APPROVAL PAGE

Internship Location:

Indonesia Consult RS GMBH  
Allersberger Strasse 185, 90461  
Nürnberg, Germany

Internship Period:

(01 July 2020 – 30 November 2020)

Internee:

Nabil Setioso (11201508015)

Approved by:

*Ms. Dwi Anoraganingrum, SKom*

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Company Supervisor

04.10.2020

  
*Dr. Samuel PD Anantadjaya*

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Academic Supervisor

04.10.2020



## **PREFACE**

Due to time shortage, and the Coronavirus SARS-CoV-2-COVID-19 pandemic, the internee just got the opportunity to do internships at the beginning of July to November. However, the self-report collection is scheduled at the end of September 2020 where students still have to complete the contract obligations for 2 months more. Therefore, this projection report is intended to summarize activities during the apprenticeship period and to guess what activities / projects students will work on in the remaining 2 months. Most of the time, the interns do the work from home because of this pandemic and only a few times to visit the offices. The future progress will be sent to the university after the internee finishes her internship period. This projection report consists of 4 chapters: introduction, company profile, details on practical training and conclusions.



## TABLE OF CONTENTS

LETTER OF APPROVAL .....	1
PREFACE .....	2
CHAPTER 1: INTRODUCTION .....	4
1. BACKGROUND .....	4
2. OBJECTIVES .....	4
3. SCOPES OF REPORT COVERAGE AND CHALLENGES .....	5
CHAPTER 2: OVERVIEW THE COMPANY .....	6
1. COMPANY PROFILE .....	6
2. BRIEF HISTORY .....	6
3. TIME AND LOCATION DURING INTERNSHIP .....	9
4. COMPANY SERVICES .....	10
5. COMPANY PRODUCTS .....	10
6. ORGANIZATIONAL STRUCTURE .....	16
CHAPTER 3: DETAILS ON PRACTICAL TRAINING .....	17
1. OVERVIEW .....	17
2. REFLECTIVE JOURNAL .....	18
CHAPTER 4: CONCLUSION AND RECOMMENDATION .....	21
1. CONCLUSION .....	21
2. RECOMMENDATION .....	22
BIBLIOGRAPHY .....	23



## **CHAPTER 1: INTRODUCTION**

### **1. BACKGROUND**

Cross-cultural communication is where ideas or ideas from one culture are transferred to another culture and vice versa, and this can be between two or more related cultures, popular to influence each other, be it for inspiration or to destroy a culture , or it could be the initial stage of the acculturation process (merging two or more cultures to produce a new culture). Cross-cultural communication with other countries can be carried out in various ways, for example through food, artistic activities or conducting social activities.

The export of foodstuffs from within the country to abroad also includes cross-cultural communication, by introducing original raw materials from Indonesia to build relationships with other countries. In Indonesia Consult RS GMBH studied the spice export process, especially from Southeast Asia, which has enormous potential in producing natural and organic commodities through small farmers and also learned other things related to international business and marketing activities.

This report is a mid-apprenticeship report that will conclude all activities during the 2-month apprenticeship process that have been running and will also explain what experiences have been gained regarding spice export, ERP systems and others by Indonesia Consult RS GMBH.

### **2. OBJECTIVES**

The mandatory internship is conducted to fulfil the necessity of the International University Liaison Indonesia – Fachhochschule Erfurt International Joint Degree program. This report summarizes the intern activities in Indonesia Consult RS GMBH during its internship programme. The following purposes of the internship are:



- Put the knowledge that has been gained at the university into the world of the business and marketing industry.
- To improve the intern critical and creative thinking on the solving problem and task.
- Gain experience from the business and marketing industry and learn work ethic, teamwork, and communication in the company.

Meanwhile, during the internship, following are the details of the activities carried out within the company:

- Introduction to the company processes, administration, and job desk
- Learn ERP (Enterprise Resource Planning) with Dolibarr
- Marketing design and administration
- Quality management

### 3. SCOPES OF REPORT COVERAGE AND CHALLENGES

#### a. Scope of report coverage

This report will only cover the basics of the components, which are the ERP (Enterprise Resource Planning), marketing design, and administration. The process will start from understanding the ERP using Dolibarr as the tool to get to know planning inside the company. Thereafter, do the marketing design for instance, designing the spices card using photoshop and the last is administration to filled in the form of supplier of spices to Europe.

#### b. Challenges and problem

Most of the time is working from home, it is quite difficult to build communication between departments. Applying knowledge and adapting it to the company's identity in a short time is also not easy, so there are often misunderstandings when doing several assignments.



## CHAPTER 2: OVERVIEW THE COMPANY

### 1. COMPANY PROFILE

Company Name	: Indonesia-Consult RS GMBH
Head Office Location	: Allersberger Strasse 185, 90461 Nürnberg, Germany
Phone	: +49 911 960 44 850
Email	: <a href="mailto:info@indonesia-consult.de">info@indonesia-consult.de</a>
Website	: <a href="http://www.indonesia-consult.de">www.indonesia-consult.de</a>
Year Founded	: 2007
Managing Director	: Mr. Dipl. Ing. Rolf Schleyer

Figure 1: Logo of The Company



Sources: (Indonesia-Consult, 2020)

### 2. BRIEF HISTORY

Indonesia-Consult RS GmbH (IndoCon) is an interdisciplinary company and network, which aims to be the gateway of different cultures and expertise all over the world. Since 2007, IndoCon has been representing the communication and cooperation between South-East-Asia and Europe (Indonesia-Consult, 2020).

The cross-cultural background, the expertise, and the experience of the IndoCon network members guarantee a careful, comprehensive, and individual treatment of your interests & projects. Thus, Indocon maintains its flexibility and



openness, and will adapt to the consistently evolving needs of its clients and partners by keenly providing the best services. South-East-Asia offers an immense potential in producing natural and "organic" commodities through their smallholder farmers, mostly still in traditional processes by conserving resources (Indonesia-Consult, 2020).

Europe, the USA, and other countries follow the trend to demand food, which is locally, socially responsible, and naturally produced; and meets highest quality standards. As an experienced player in Indonesia / South-East-Asia and Europe, IndoCon becomes a linking partner between farmer cooperatives, producers and experts in Asia and the specific market demands in Europe and the USA (Indonesia-Consult, 2020).

Figure 2: Fairtrade Certificate



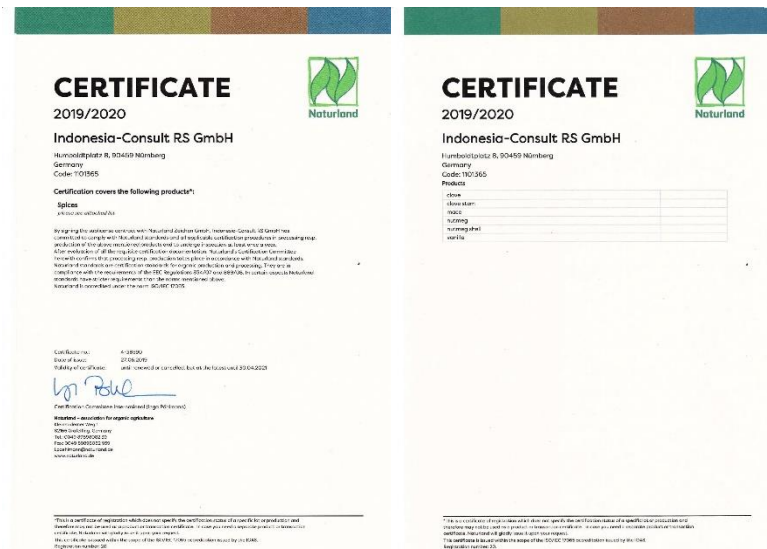




Sources: (Indonesia-Consult, 2020)

In 2017, Indonesia Consult RS GMBH started with the holding certification of Fairtrade FLO ID 34581 that can be seen from figure above. The function is importing from country of origin with the product category are herbs, herbal teas, and spices and the product type that imported are coconut palm sugar/nectar (Cocos nucifera).

Figure 3: Certificate of Naturland



Sources: (Indonesia-Consult, 2020)

Indonesia Consult RS GmbH has committed to comply with Naturland standards and all applicable certification procedures in 2019 by signing the sublicense contract with Naturland Zeichen GmbH. Naturland standards are certification standards for organic production and processing. They are in compliance with the requirements of the EEC Regulations 834/07 and 889/08.

Figure 4: Certificate of Documentary Evidence



### Sources: (Indonesia-Consult, 2020)

In 2020, Indonesia Consult RS GmbH holding certificate from Kiwa BCS Oko-Garantie GmbH. The activity are processing, import, and assignment for subcontractors and defined as organic production. Products that fall within the scope of certification which are cashew nuts, coco palm products, coffee, spices, tea, and tea-resembling products.

### 3. TIME AND LOCATION DURING INTERNSHIP

After finishing all the courses at the International University Liaison Indonesia and Fachhochschule Erfurt, it is mandatory for the student to do an internship for 16 weeks of IULI requirement and 20 weeks for FH Erfurt requirement. Therefore, according to the International Joint Degree regulation, the mandatory internship is implemented in:

- Name of the company : Indonesia-Consult RS GmbH
- Internship Time : 08.00 – 16.30 (flexible time)
- Internship location : Allersberger Strasse 185, building G 3<sup>rd</sup>

(Erfurt)

#### 4. COMPANY SERVICES

Indonesia-Consult RS GmbH have 6 services, which are:

- Export and import foods (herbs and spices)
- Project management
- Capacity building
- Building resilience
- IT and photography
- Cross cultural communication and host services

#### 5. COMPANY PRODUCTS

Indonesia-Consult RS GmbH has 6 types of spices that distributed to Europe which are taken from farmers in Southeast Asia, the 6 spices are:

##### 1. Long Pepper

The long pepper is origin from India and distribution to Indonesia and India. Harvest and processing are two months after the fruit clusters have formed, the still dark green long pepper can be harvested. The long pepper develops its dark grey to black colour as it dries. The drying process takes a few days, but only slightly longer than with black pepper.

**Figure 5: Long Pepper**



**Sources:** (Indonesia-Consult, 2020)

The aroma of long pepper differs significantly from that of real black pepper. For one thing, the long pepper is hotter than the real black because of the higher piper content pepper. In addition, it has sweet and spicy-balsamic fragrance components that are hardly or not at all preserved in other types of pepper. For the sweetish aroma of long pepper that is on Reminiscent of licorice and ginger, the essential oil zingiberen is responsible. The long pepper is suitable for hot as well as cold dishes, as the piperine is mainly only released with the heat. If you use it for cold dishes, it still has its full aroma profile without it getting too hot.

## 2. White Pepper

The white pepper is origin from India and distribution to Vietnam, Indonesia, India, Brazil, and Malaysia. Harvest and processing in the classic processing method, the fully ripened and red pepper berries are harvested and then watered. By soaking for a longer period, the peel and pulp can be more easily removed from the core mechanically. This process can be shortened by adding enzymes. Due to the high moisture content of the pepper after watering, it is susceptible to mold and bacterial infections, which is why careful drying is essential. In addition to these processing methods, however, there are also more questionable methods such as bleaching or machine peeling of black peppercorns.

**Figure 6: White Pepper**



**Sources:** (Indonesia-Consult, 2020)

The aroma in the pepper berry, the piperine, responsible for the spiciness, dominates in the core. Since when processing the white pepper, it is peeled and the pulp is removed, it is hotter than the black pepper. For the same reason, white pepper has less of the other essential oils and is therefore less aromatic than black. The use is for food that is primarily about spiciness or for optical reasons.

### 3. Black Pepper

The black pepper is origin from India and distribution to Vietnam, Indonesia, India, Brazil, and Malaysia. Harvest and processing with black pepper, the green still unripe fruits are harvested and then traditionally air-dried. The black colour is created through a natural fermentation process. In addition to the classic method of drying in the air, the black pepper can also be dried in air-conditioned rooms or heated air ovens. These newer drying methods are not as labour-intensive as traditional air drying. In addition, with the new drying methods, the risk of external contamination (insects) and the risk of mold formation are lower anyway.

**Figure 7: Black Pepper**



**Sources:** (Indonesia-Consult, 2020)

The aroma of black pepper loses some of its fresh, fruity taste through drying. But since black pepper still has the entire skin and pulp, it is more aromatic and not as hot as white pepper. The use is for food that is primarily about spiciness or for optical reasons.

#### 4. Nutmeg

Nutmeg is origin from Moluccas (Indonesia) and distribution to Indonesia, Grenada, India, Malaysia, Papua New Guinea, and Sri Lanka. The nutmeg is the seed and not, as is often assumed, the fruit of the nutmeg tree. This seed is wrapped in a shell and a reddish seed coat. This seed coat is the mace which is also used as a spice. After the fruits have been harvested, the seed and the seed coat are separated from the fruit and then dried. The colour of the mace changes to orange yellow as it dries. Then, after drying, the shell of the nutmeg is separated, whereupon the nutmeg we use as a spice comes out.

**Figure 8: Nutmeg**



**Sources:** (Indonesia-Consult, 2020)

Nutmeg has a wide range of flavours. The most important flavouring aromas are the spicy, warm myristicin, the saffron smelling of anise, and the resinous-spicy elemicin. Many of the compounds contained in nutmeg are also part of herbs, which is why nutmeg can be used as a "bridge" between herbs and spices. The uses of nutmeg as a basic rule of European cuisine is that the nutmeg should be used for salty dishes and the mace for sweet dishes. It should be noted that the nutmeg loses its aroma when it is heated, which is why it is often given

over the dishes shortly before serving. However, care should be taken when seasoning, as the nutmeg has a very dominant taste.

## 5. Cloves

Cloves is origin from Moluccas (Indonesia) and distribution to Indonesia, Sri Lanka, India, Guyana, and Brazil. The cloves grow on an evergreen tree that can reach a height of over 10m. The cloves are the buds of the *Syzygium aromaticum*, which are picked by hand before they bloom. After the harvest, the cloves are briefly dipped in hot water and then dried in the sun. They get their familiar brown colour.

**Figure 9: Cloves**



**Sources:** (Indonesia-Consult, 2020)

Cloves give dishes a warm, sweet aroma. The dominant flavour compounds in cloves are eugenol and the chemically closely related acetyl eugenol. The smell comes primarily from eugenol, since acetyl eugenol does not exude a strong scent, but contributes a sweet, balsamic, spicy taste. A good quality of cloves can be recognized by the fact that they are firstly whole, so also the upper, rounded part and secondly feel oily or exude oil when you press your fingernail against their stem. Cloves go well with dark sauces, stews, game, sausage, compotes, baked goods. For cooked dishes, it is best to add whole or ground so that the fragments can be removed before finishing, as they are

perceived pure as fiery-spicy and leave a slightly numbing feeling. The slightly numbing feeling comes from eugenol, which has a slightly numbing effect.

## 6. Cinnamon

Cinnamon is origin from China and distribution to Indonesia, China, Vietnam, and Sri Lanka. The harvest and processing of cinnamon is the bark of the cinnamon tree. The cinnamon tree is stripped of its bark during production. This is then dried in the sun for several days. Depending on the quality, this is then ground or cut into the cinnamon sticks we know.

**Figure 10: Cinnamon**



**Sources:** (Indonesia-Consult, 2020)

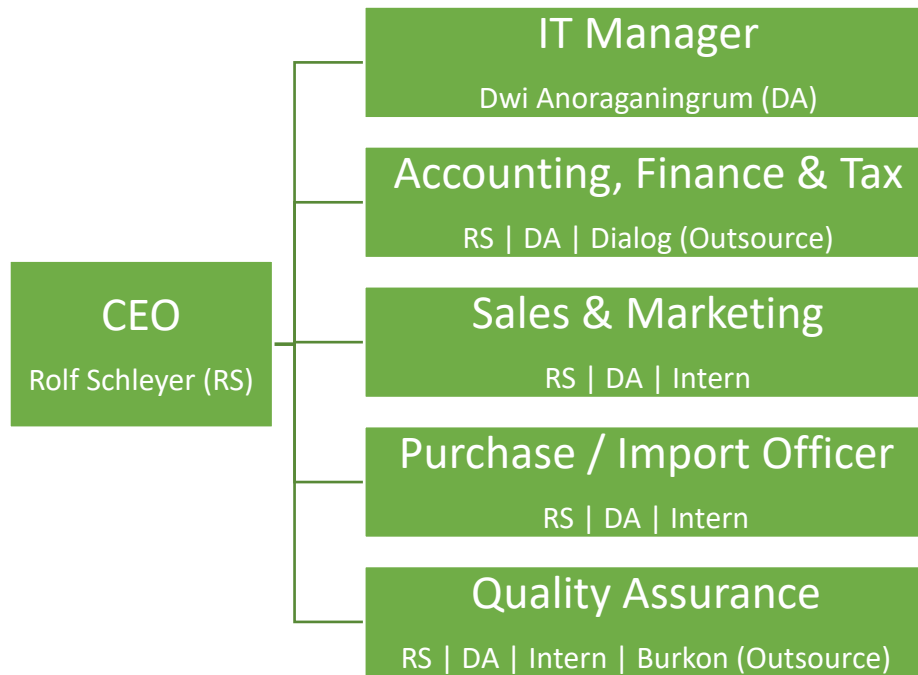
The dominant aroma in cinnamon is ZIMTALDEHYDE. This and the clove-like scented eugenol determine the smell of cinnamon. Basically, the cinnamon is divided into two different types: the Ceylon cinnamon and the cassia cinnamon. The main difference between these two types is the coumarin content. This is significantly higher for Cassia cinnamon than for Ceylon cinnamon. Coumarin is in it for responsible for the tart and hay-like aromas. Classically, cinnamon is used in European cuisine in desserts such as apple compote. The seasoning of hearty or spicy dishes, on the other hand, is hardly known. Due to the eugenol contained in cloves, allspice and nutmeg, cinnamon





can also be used excellently for stews or in combination with, for example, nutmeg in mashed potatoes.

## 6. ORGANIZATIONAL STRUCTURE



## CHAPTER 3: DETAILS ON PRACTICAL TRAINING

### 1. OVERVIEW

In this chapter, we take an in-depth look at what work is given to interns at Indonesia Consult RS GmbH. As an intern at Indonesia Consult RS GmbH, he got a job, namely learning about ERP using Dolibarr software. ERP (Enterprise Resource Planning) is a set of software that functions to manage and integrate various operational activities in a business. ERP functions to manage daily business activities, such as financial management, procurement, production, projects, HRM, and others.

**Figure 11: Enterprise Resource Planning**



**Sources:** (Surya Semesta, 2020)

The use of ERP for a company or business is to optimize efficiency by simplifying various operational activities that take a lot of time and effort. With less manual work, teams can focus more on their work without having to disturb other teams. ERP can also increase inter-departmental collaboration which is a crucial and often required part of business. ERP software breaks down the walls between departments. With data entered a centralized and consistent ERP system, one department can access data from another department.

In addition, ERP also helps companies save on operational costs. Since most of the operational activities are automated, various disruptions, problems



and breakdowns can be anticipated properly and can also improve data security. Because ERP has a firewall and restriction controls to prevent data breaches. All data is stored in a centralized system so that access points can be closely monitored, and security is maintained. Admins who are responsible for managing company data can provide limited access rights to employees.

Apart from learning about ERP software, he also got a job as a marketing design. The work that has been done so far is designing various spices cards for marketing purposes using Photoshop as the design software. Apart from that, there is no other job related to marketing design. Other work carried out as an intern at Indonesia Consult RS GmbH is as administration. The work carried out is to input spices import data from Indonesia or Southeast Asia to Europe from the official spice export-import website into Microsoft Excel. Apart from that, also fill out the form for importing suppliers of spices to Europe.

## 2. REFLECTIVE JOURNAL

### a. Week 1

**Introduction to the company processes.** The intern started the internship on Wednesday 01 July 2020, there is an introduction and background of the company. This week, the job was given by Ms. Dwi Anoraganingrum is in the field of ERP, marketing design and administration. In ERP software, it is given an introduction to Dolibarr and internally learn Dolibarr by itself. Also, this week attend an online seminar regarding information about organic products to Europe, especially Germany using the Zoom application.

### b. Week 2

**Find out more about products and services in Dolibarr.** This week learn about expense reports, vacation requests, commercial proposals, and customer orders in Dolibarr.

### c. Week 3

**Find out more about products and services in Dolibarr and created design for spices card.** This week learn more about contract and



subscriptions to services. After that, got a new job in the area of marketing design, which is do the designs for spices cards. This week created a card design and information about long pepper, white pepper, black pepper, and nutmeg. The purpose of making these cards is for marketing and educational purposes for project management.

d. Week 4

**Created design for spices card.** This week revised the spices card design that was made last week. The revised spices card is long pepper, black pepper, and white pepper because of the lack of information that must be conveyed.

e. Week 5

**Data processing on madb.europa.eu to Microsoft Excel.** This week inputting spice import data to Europe. Data is taken from the website madb.europa.eu to Microsoft Excel. The types of spices that are input are nutmegs, pepper, andaliman pepper, coffee, coconut sugar, mace, cassia, and cloves.

f. Week 6

**Import spices data to Europe.** This week did a sorting of supplier companies' websites and companies emails in Microsoft Excel. The data is taken from the company website.

g. Week 7

**Import spices data to Europe.** This week compile all imported data that have been sorted in the last week, then compile them into 1 sheet. This week focuses more on the bachelor thesis because it is nearing the deadline.

h. Week 8

**Created new design for spices card.** Create new spices card designs and edit old ones using Photoshop. The edited spices card designs are nutmegs, cloves, white pepper, black pepper, and long pepper.

i. Week 9



**Created new design for spices card and filled form.** Continuing last week's design work and this week the redesigned spices card is Cassia. Also, fill out the form for the importer supplier "Pfeffer Weiss Ganz Keimreduziert KBA" and "Zimt Bruch KBA"



## **CHAPTER 4: CONCLUSION AND RECOMMENDATION**

### **1. CONCLUSION**

The intern has obtained many new knowledges from involvement in several projects. There are some results that were achieved, some were not and there are also some results that need to be improved or to be called as a future assignment. In conclusion, during his mid-internship at Indonesia Consult RS GmbH, he has gained a lot of experience that is directly related to the business world, especially in the field of export and import between countries. Experience in this field is very useful for future career paths.

While studying ERP, getting new experiences is very useful for building planning for a company. The benefit of ERP is that it facilitates integration between marketing, sales, and accounting to synchronize sales data to financial position data in real time. ERP systems are also able to organize more valid and measurable planning which in turn can increase company competitiveness and also increase company profits. While studying ERP, getting new experiences is very useful for building planning for a company. The benefit of ERP is that it facilitates integration between marketing, sales, and accounting to synchronize sales data to financial position data in real time. ERP systems are also able to organize more valid and measurable planning which in turn can increase company competitiveness and also increase company profits.

The challenge that internships have faced during this pandemic is working from home and only occasionally coming to the office. Working from home does not get a working atmosphere in the office that can exchange ideas between divisions so that there are always new innovations that grow for the progress of the company. In addition, the difficulty faced is learning ERP by yourself only with knowledge from the internet.



## 2. RECOMMENDATION

In connection with the challenges faced by internships, the recommendations to be conveyed are:

1. **Zoom meeting between division.** During this pandemic, interns do work from home, therefore it would be better to hold a zoom meeting between divisions to exchange ideas or to get to know each other in order to build good relationships with fellow workers.
2. **Manual book for ERP.** In studying ERP, it would be better for companies to provide a manual book as a guideline for suggestions from companies regarding ERP. Because studying ERP via the internet, there are several different ways to existing systems.
3. **Guides book for interns.** While working as an intern at a company, guidelines recommended by the company are needed or get the goals achieved from the apprenticeship process according to the existing contract.



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# PRAKTIKUMSVERTRAG

zwischen

**Indonesia Consult RS GmbH**  
**Allersberger Str. 185 D-90461 Nürnberg**

- nachfolgend „Arbeitgeber“ genannt -  
und

**Herr Nabil Setioso**

Wohnhaft **Plauener Weg 8, D-99089 Erfurt**

**Eingeschrieben im Sommersemester 2020 als Austauschstudierender  
im Studiengang Business Administration der Fachhochschule Erfurt**

- nachfolgend „Praktikant“ genannt -

wird folgender Pflicht-Praktikumsvertrag geschlossen:

## § 1 Vertragsdauer

**Der Praktikant** wird beim Arbeitgeber vom **01.07.2020** bis zum **30.11.2020** als **Praktikant** eingestellt.  
Das Praktikantenverhältnis endet nach Ablauf dieser Zeit, ohne dass es einer Kündigung bedarf.

## § 2 Probezeit

Die Probezeit beträgt **4** Wochen. Während der Probezeit kann das Praktikumsverhältnis von beiden Seiten jederzeit mit zweiwöchiger Frist ohne Angabe von Gründen gekündigt werden, näheres siehe "§ 11 Kündigung".

## § 3 Tätigkeit

**Der Praktikant** wird im Bereich **ERP, Marketing Design und Administration** eingesetzt und, falls nicht betriebliche Gründe anderes ergeben, von **Frau Dwi Anoraganingrum** betreut.

Der Praktikant wird vor allem mit folgenden Arbeiten beschäftigt:

**Modulaufbau für ERP Open Source Software Dolibarr, Design für Lernmodule mit Photoshop, Aufnahme der Geschäftsprozesse und Administrative Tätigkeiten mit Office Produkten.**

## § 4 Vergütung

Nach den gesetzlichen Bestimmungen hat der Praktikant keinen Anspruch auf Vergütung. *(Bei einem Pflicht-Praktikum hat der Praktikant kein Anrecht auf Vergütung)*

## § 5 Arbeitszeit und Arbeitsort

Die Arbeitszeit während der ersten Periode (01.07 bis 30.09.) richtet sich nach der Aufgabe und dem Anteil der im home-office durchgeführten Arbeit. Ab 1.10. beträgt die Arbeitszeit 30 Stunden. Beginn und Ende der täglichen Arbeitszeit richten sich nach der betrieblichen Einteilung.

## § 6 Urlaub

*(bei einem Pflicht-Praktikum gilt)*

Nach den gesetzlichen Bestimmungen hat der Praktikant keinen Urlaubsanspruch.

## § 7 Betriebsferien (optional)

Der Arbeitnehmer ist damit einverstanden, einen Teil seines Urlaubs während der Dauer der Betriebsferien (in der Regel vom 27.12. bis 31.12.) zu konsumieren.

*(Betriebsferien bieten sich in ruhigen Phasen an, zum Beispiel zwischen Weihnachten und Silvester. Zulässig sind bis zu 3/5 des Gesamturlaubs als Betriebsferien festzulegen.)*

## § 8 Krankheit

Ist **der Praktikant** infolge unverschuldeter Krankheit arbeitsunfähig, so ist diese Arbeitsverhinderung dem Arbeitgeber unverzüglich mitzuteilen.

Dauert die Arbeitsunfähigkeit länger als drei Kalendertage, hat die Arbeitnehmerin eine ärztliche Bescheinigung über das Bestehen sowie deren voraussichtliche Dauer spätestens an dem auf den dritten Kalendertag folgenden Arbeitstag vorzulegen. Diese Nachweispflicht gilt auch nach Ablauf der sechs Wochen. Der Arbeitgeber ist berechtigt, die Vorlage der Arbeitsunfähigkeitsbescheinigung früher zu verlangen.

In beiderseitigem Einvernehmen kann sich die Praktikumsdauer nach § 1 um die Krankheitstage verlängern.

## § 9 Verschwiegenheitspflicht

Der **Praktikant** verpflichtet sich, während der Dauer des Arbeitsverhältnisses und auch nach dem Ausscheiden, über alle Betriebs- und Geschäftsgeheimnisse Stillschweigen zu bewahren.

## § 10 Nebentätigkeit

Jede entgeltliche oder das Arbeitsverhältnis beeinträchtigende Nebenbeschäftigung ist nur mit Zustimmung des Arbeitgebers zulässig.

## § 11 Kündigung

Während der Probezeit kann das Praktikumsverhältnis jederzeit fristlos ohne Angabe von Gründen gekündigt werden.

Nach der Probezeit kann der Praktikumsvertrag nur durch die Praktikantin unter Angabe der Gründe mit einer Frist von vier Wochen gekündigt werden.

Die Kündigung bedarf der Schriftform. Das Recht zur außerordentlichen Kündigung aus wichtigem Grund bleibt für beide Vertragsteile unberührt. Die Kündigung muss schriftlich erfolgen.

## § 12 Zusätzliche Vereinbarungen

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## § 13 Vertragsänderungen und Nebenabreden

Änderungen, Ergänzungen und Nebenabreden bedürfen der Schriftform; dies gilt auch für die Aufhebung der Schriftform selbst.

Sollten einzelne Bestimmungen dieses Vertrages unwirksam sein oder werden, wird hierdurch die Wirksamkeit des Vertrages im Übrigen nicht berührt.

Die Arbeitnehmerin verpflichtet sich, dem Arbeitgeber unverzüglich über Veränderungen der persönlichen Verhältnisse wie Familienstand, Kinderzahl, Adresse, Mitteilung zu machen.

Nürnberg, 30.06.2020

   
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Rolf Schleyer

Geschäftsführer (Arbeitgeber)

Nabil Setioso

Praktikant



# INTERNATIONAL UNIVERSITY LIAISON INDONESIA

## Internship Assessment

Fac./Dept.	<b>Business Administration</b>
Company	<b>Indonesia Consult RS GmbH</b>
Dept.	<b>IT &amp; Administration</b>
Start	<b>01.07.2020</b>
Finish	<b>30.11.2020</b>
Acad. Year	<b>2020</b>
Supervisor	<b>Dwi Anoraganingrum</b>

Score - Overall Result
<b>70,5</b>
Midterm Score

Students Full Name: **Nabil Setioso**

Submission Date: **30.09.2020**

Please write the score in numbers

			86-100 A	71-85 B	56-70 C	46-55 D	Fail F
<b>Attitude</b>							
1	Cooperation	Openness to suggestions for achieving the aim of the training and task (helpful & adaptable)		<b>75</b>			
2	Neatness	Neatness and punctuality at work			<b>70</b>		
3	Reliability	Tasks carried out in a responsible way		<b>72</b>			

<b>Aptitude</b>							
4	Readiness to learn	Interest in training content and tasks			<b>70</b>		
5	Understanding	Understand new assignments, which require speed and accuracy			<b>65</b>		
6	Knowledge	Overall knowledge			<b>70</b>		
7	IT-Knowledge	Skills in using software		<b>75</b>			
8	English knowledge	Proficiency (Speaking – Writing – Comprehension)			<b>70</b>		
9	Potential	Ability to work independently on assignments and to develop understanding			<b>70</b>		

<b>Performance</b>							
10	Quality of work	Performance at work			<b>70</b>		
11	Concentration and persistence	Ability to use the time intensively in doing assignments		<b>72</b>			
13	Working speed				<b>68</b>		
14	Reaction to pressure	Behaviour while completing many jobs under time pressure			<b>70</b>		

OVERALL RESULT (in numbers; average the whole result)	<b>70,5</b>
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Positive or negative comments (to be completed by the Supervisor concerned):

**Nabil Setioso performed his tasks carefully and precisely. He found his way in the new situations. He was responsible and carried out assigned work systematically. He showed commitment and tried to be always fulfill the assignment. He should improve his working speed and quality of work.**

**Basically yes but it depends on the capacity and availability of the company**

Would you accept IULI students for Internship Placement Program in the coming years? Yes / No

The assessment has been discussed with the student

**30.09.2020**

Date

Student's signature

Supervisor's signature & authorize stamp

A	86 - 100	EXCELLENT – Outstanding performance.
B	71 - 85	GOOD – Performance is considerably higher than the average requirements.
C	56 - 70	SATISFACTORY – Performance meets the average requirements.
D	46 - 55	POOR – Performance is poor likely to lead to failure.
F	Fail	FAIL – Performance does not meet the minimum criteria. Considerable further work is required.

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