



Information for Schools and Research Facilities regarding Erasmus+ Traineeships at UOS

The following information is intended to provide you with the necessary knowledge related to Erasmus+ trainees' expectations of your School/Institute. We are happy to support you with regard to taking on international interns! Please do not hesitate to contact us if you have any questions.

- Contact the HR department with regard to the traineeship contract. Your contact person is Ms. Schmalz (martina.schmalz@uni-osnabrueck.de).
- Sign the *Learning Agreement for Traineeships* and return it to the trainee prior to the start of the internship
- Support the trainee with regard to visa requirements (e.g. by providing him/her with a letter of invitation)
- Help with the search for accommodation (please note that the Studierendenwerk usually only offers rental contracts with a duration of 6 months and is therefore an unattractive option for short-term trainees)
- Orientate the trainees upon their arrival (opening a bank account, registration at the immigration office, etc.).
- Ensure that you supervise the trainees according to the learning objectives defined in the *Learning Agreement for Traineeships*.
- If significant changes occur during the traineeship (including but not limited to a change in traineeship dates, changes in projects, etc.), please record these changes in writing in the *Learning Agreement for Traineeships - During the Mobility* as soon as possible. If a trainee wishes to extend the traineeship, the extension must be agreed at least one month before the end of the traineeship.
- Issue a traineeship certificate (*Learning Agreement for Traineeships - After the Mobility*) within five weeks of the traineeship's end.

If you have any questions, please contact Mr. Benjamins via phone (-4972) or email (malte.paolo.benjamins@uos.de).