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TRAINEESHIP SEARCH

POSITIVE ANSWER

BEFORE LEAVING

AFTER RETURNING

TRAINEESHIP TYPES

- Company traineeship
- International Organisation
- Research traineeship
- Foreign school

TRAINEESHIP PLACEMENT

- DAAD programmes
- Traineeship exchanges

LETTER OF ACCEPTANCE

- Confirmation of traineeship
- Start and end date

OLS language assessment

- Working language
- Optional language course

GRANT AGREEMENT

- Binding contract
- Planned period of stay
- Planned grant amount
- Rights and responsibilities
- PAYMENT 1st INSTALMENT (70%)

- Confirmation of Stay
- Traineeship certificate
- Proof of recognition
- Participant Report
- Travel Report

PAYMENT 2nd INSTALMENT (30%)

GRANT APPLICATION

APPLICATION DOCUMENTS

- Certificate of study
- List of achievements or Bachelor's certificate

PROGRAMME

LEARNING AGREEMENT

- Table A: Traineeship programme
- Table B: Recognition
- Guaranteed traineeship
- Guaranteed recognition

WHILE ABROAD

LEARNING AGREEMENT

- If programme changes
- Up to 1 month after start

APPLICATION FOR EXTENSION

- If extension of stay is desired
- Up to 1 month before end

BACK IN SIEGEN

ENGAGEMENT

- Erasmus Student Network
- "Europa macht Schule"

GO ABROAD AGAIN?

- Erasmus+ Graduate Traineeship
- DAAD scholarships

IMPORTANT: Please note that this document is a schematic representation intended to give you an overview.