



# EU EXAMPLES OF STUDENTS' INTERNSHIPS ORGANISATION

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## List of abbreviations

BOKU	University of Natural Resources and Life Sciences, Vienna
HEI	Higher Education Institution
IAESTE	International Association for the Exchange of Students for Technical Experience
MUHEC	Middlesex University Higher Education Corporation
NatRisk	Development of master curricula for natural disasters risk management in Western Balkan countries
OE	Óbuda University
TUC	Technical University of Crete, Chania, Greece
UNIME	University of Messina

# 1 Introduction

EU examples of students' internships organisation is part of work package 4 "Implementation of developed master curricula and trainings" and activity A4.3 "Implementation of students' internships" of the Erasmus+ Capacity Building in the Field of Higher Education project „Development of master curricula for natural disasters risk management in Western Balkan countries“ (NatRisk).

The internship can be considered as an instrument to reduce the gap between the theoretic knowledge acquired during the academic career, and the integrated and systemic knowledge which characterizes the outside world. Internships represent an opportunity of temporary introduction into the business community, with the purpose of establishing a first contact and carrying out a training period without the setting of a subordinate work.

Internship can be recognized both from the point of view of the student and of the host company:

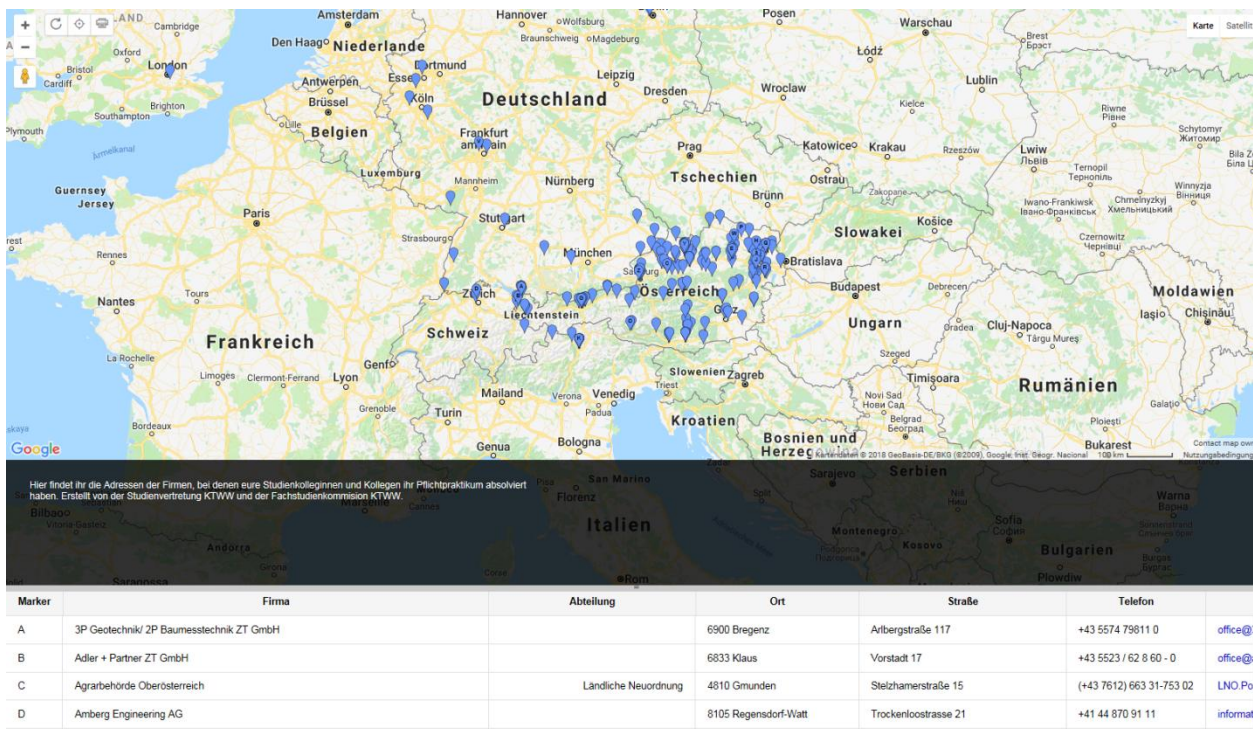
- The student can experience the real work facing the true problems and finding a solution, all that in cooperation with other people. It is not anymore the simple exercise made only by student itself, but it is a team work in company circumstances.
- The host companies consider internships to be both a doorway towards hiring and a moment of integration between academic and operative skills aiming to form professional persons at the end of the academic path. Such experience is important for the company since it allows it to evaluate a possible applicant.

## 2 EU examples

### 2.1 University of Natural Resources and Life Sciences (BOKU)

In this section, the internship organisation as implemented in the context of the BSc programme „Civil Engineering and Water Management“ will be presented. Internship is mandatory in duration of 5 weeks. In general, students are searching for an internship on their own. However, there is also support by the Austrian Students Union in writing a CV and providing information related to international internships, rights and obligations and a map of possible employers. If students are unsuccessful in finding an internship, they can present their history of several rejections to the study commission at the university and will subsequently get the chance of an internship in the form of assistance in scientific projects at the university.

The map of possible employers intended as aid to students in finding an internship is presented below:



The formal procedure of the internships involves the following steps:

- Preliminary preparation:
  - \* Registration in the course “internship” in the online-system of the university,
  - \* Verification of the employer’s suitability by the study programme commission
- Completion of the internship
- Postprocessing:
  - \* Completing a university-provided form (“praxis\_kttww.doc”),
  - \* Certification of the employer,
  - \* Writing of an internship report (information about tasks, methods, results, etc.).

In addition, the International Association for the Exchange of Students for Technical Experience (IAESTE, <https://iaeste.org/>) promotes international internship organisation. It is a non-profit organisation operated by students for students, providing study-field specific internships in the technical and natural sciences and operating in more than 80 countries. IAESTE organizes internships for Austrian students abroad and also provides internships for international students in Austria.

## 2.2 Middlesex University (MUHEC)

Erasmus Work Placement is a fantastic opportunity for students to test their career ambitions and motivation. Working abroad boosts student's confidence, enhances their CV, and develops graduate level skills and global employability competencies that employers are looking for. Students may go abroad from 2 to 12 months during term time (compulsory internships), during the summer break (voluntary internship) or immediately after graduation (voluntary internship). In order to go on Erasmus Work Placement they should

- talk to their Programme Leader for approval.
- register their interest: <http://bit.ly/regoabroad>
- improve their CV/Cover Letter with Employability's help ([employability@mdx.ac.uk](mailto:employability@mdx.ac.uk))
- look up and secure a WP in an organization in one of the following countries: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Iceland, Liechtenstein, Norway, Turkey, Former Yugoslav Republic of Macedonia (Canary Islands, Guadeloupe, Martinique, French Guiana, Réunion, Azores, Madeira).

Work Placement in student's Home Country is allowed. Also, Students are responsible to find and secure the Work Placement. Therefore, they should

- Ask for guidance and advice from the Employability Team;
- Seek the advice and approval of your Programme Leader; Director of Studies
- Do a Google Search;
- **Look into European Commission support websites:**  
<http://www.traineeup.com/en/> / <http://erasmusintern.org> / <http://praxisnetwork.eu>  
/ <http://www.placementslovakia.com> /

The grants available will depend on the country where the student goes on exchange. For instance, for the following countries Austria, Denmark, Finland, France, Ireland, Italy, Liechtenstein, Norway, Sweden the monthly grant is €450.

If a Work Placement is secured, student should Complete the form for Employability Team: <http://goo.gl/forms/whRL1pt7Eg> and also to receive the Grant, send an email to [ERASMUSWorkPlacements@mdx.ac.uk](mailto:ERASMUSWorkPlacements@mdx.ac.uk) with their MDX number, the details of the host



organisation (name, address, phone, email, etc.) and the start and end date of their exchange.

Needed Erasmus+ documents for work placements are:

- Before the internship:
  - **Erasmus+ Traineeship Agreement:** to be signed by the student, employability team/programme leader/research supervisor and the receiving university/company
  - **Erasmus+ Grant Agreement:** to be signed by the student and the E&E team
- During internship:
  - **Certificate of Attendance:** to be completed, signed and stamped by the receiving university/organisation
- After internship:
  - **Online Survey:** compulsory online report sent to student's email
  - **Feedback form**

Middlesex University has launched an exciting opportunity for students who are involved in Exchange Study Programmes. The Mentoring Scheme provides support to Middlesex inbound and outbound exchange students during their transition to the new country and whilst studying at the partner university or working in an enterprise or organisation. Within this scheme, trained returned and incoming exchange students (Mentors) provide assistance and support to students who are preparing for their exchange study (Mentees).

**Mentors** develop key skills which contribute to their employability. This is an opportunity to list practical experience in their CVs, and to create a talking point for future job interviews or applying for further study at international universities.

**Mentees** have the exceptional opportunity to receive guidance, encourage, support and inspiration from Mentors who match on their profile. They receive practical advice on issues such as time management, organizational ability, academic support and general assistance to prepare them towards their work placement/internship.



## 2.3 University of Messina (UNIME)

The UNIME Offices in charge of Internships management establish and manage relations with businesses locally, nationally and internationally to help introduce students and new graduates to the labour market, offering career advice and orientation.

Before an internship starts, UNIME Offices must ensure that two requirements are fulfilled:

- an **Inter-institutional Agreement** between UNIME and the host Company must be signed;
- A **Work Plan/Learning Agreement for traineeship** must be signed by the trainee and the Supervisors at both UNIME and the host Company.

The UNIME Offices in charge of internships management deal with two different types of internships:

- **Curricular Internships**
  - are ruled by academic regulation
  - take place during a student's academic career
  - aim at creating a time for work-related learning
- **Non-curricular internships**
  - are ruled by regional and national legislation
  - are designed for graduates
  - must take place in the first 12 months after the completion of a degree

**Curricular Internships** are part of the student's academic learning plan and take place during the 3rd year of study for Bachelor students and the 2nd year of study for Master students. They can last between a minimum of 2 and a maximum of 12 months and don't foresee any type of financial compensation or support.

**Non-curricular internships** take place no more than 12 months after graduation and foresee a minimum of 20 and a maximum of 40 working hours per week i.e. a monetary allowance (€300 minimum).

There are three UNIME Offices in charge of internships management:

- Orientation & Placement Center (COP),
- Erasmus Mobility Unit,
- European Programmes Unit.

The UNIME Orientation & Placement Center is the office in charge of managing non-curricular internships and curricular internships in partnership with UNIME Departments.

The Orientation & Placement Center, in partnership with the Almalaurea Consortium ([www.almalaurea.it](http://www.almalaurea.it)), can rely on a database of n. **974 host companies** (national, International, public and private). The student can propose a placement at an organisation or business which is not formally included in the UNIME database to carry out the internship.

The UNIME Erasmus Mobility Unit manages the **Erasmus+ for Traineeships Programme with programme countries** which enables students enrolled at European higher education institutions to spend a training period at a company or organisation in another participating programme country. Objectives of this unit are:

- To help students to adapt to the requirements of the EU-wide labour market;
- To enable students to develop specific skills including language skills;
- To contribute to the development of a pool of well-qualified, open-minded and internationally experienced young people as future professionals.

Before the internship starts Inter-institutional Agreement between UNIME and the host company should be signed. The host company must be located in a programme country. Also, **Learning Agreement** between the student, UNIME and the host company should be signed. Training can be either for work experience or a research thesis, while training activities must concern the student's course of study. Training period is between 2 and 4 months and Grants are paid by UNIME (€400 per month). The training can be recognised both as curricular internship or non-curricular internship.

The training leads to the automatic recognition of **ECTs**:

- curricular internship: prearranged within the study plan
- non curricular intership: calculated on the basis of the working days, using the following conversion table

Number of days	ECTs
0-5	0
6-16	1
13-20	3
21-30	5

The UNIME European Programme Unit manages the **Erasmus+ for Traineeships Programme with Partner countries** which enables students enrolled at extra European higher education institutions to spend a training period in an enterprise or organization located in a programme country and vice versa.

The Erasmus+ for **Traineeships Programme with Partner countries** is part of the wider Erasmus+ KA1 - "International Credit Mobility" (ICM - KA107) programme which supports:

- Student Mobility for study and Training
- Staff Mobility for Teaching (STA)
- Staff Mobility for Training (STT)

Traineeship lasts from 2 to 12 months per cycle. Training activities must concern the student's course of study.

The possibility to realize an internship within the Erasmus+ Programme with Partner Countries is **something new** as it was introduced by the call for applications published in 2017.

Our first experience as we have been financed for:

- **n. 2 outgoing** students for traineeships which will be hosted by the University of Skodra and the University of Tirana.
- The traineeships will start in January 2019.

## 2.4 Óbuda University (OE)

There are the following educational programs of the Donát Bánki Faculty of Mechanical and Safety Engineering:

- Mechanical engineering (BSc, MSc)
  - CAD/CAM
  - Machine construction
  - Vehicles engineering specializations
- Mechatronics (BSc, MSc, in English as well)
- Safety engineering (BSc, MSc)
- Security and safety sciences (PhD)

Key element (beside other elements) of new institution development project is:

- Practice-oriented training efforts;
- Students should spend as much time as possible on industrial field during their studies;
- Not only the compulsory internship.

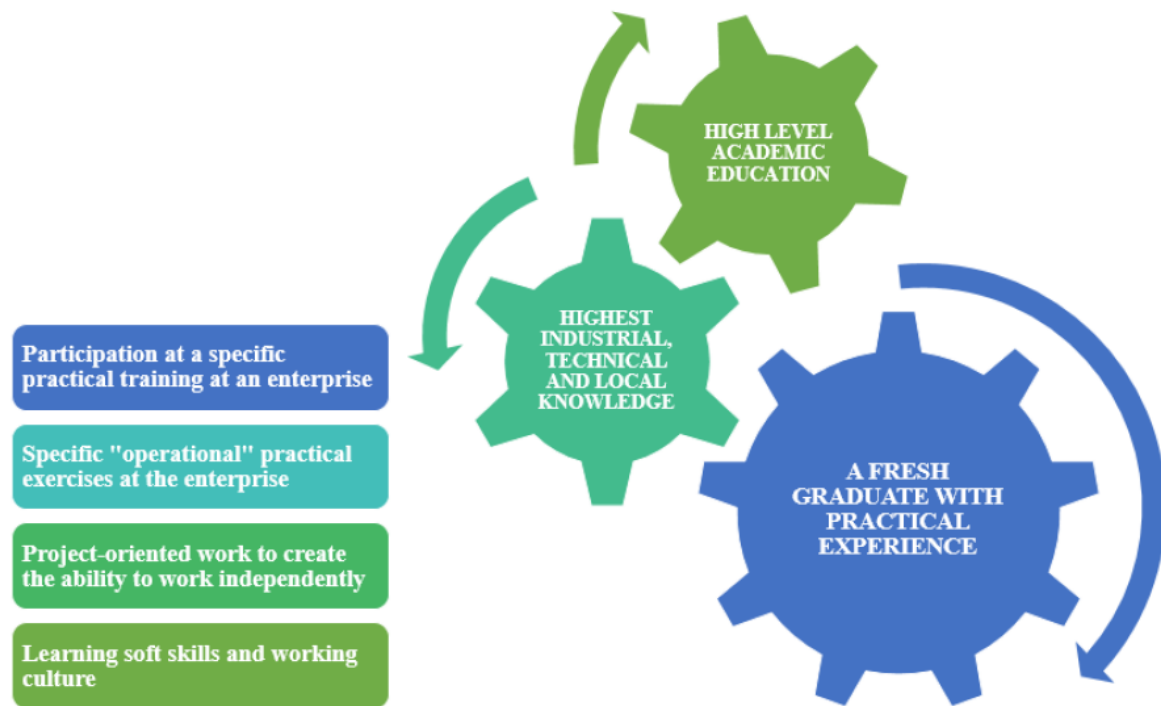
One of the opened questions is how to find companies who want to employ student. Generally the companies contact OE or students can also suggest companies.

There are different types of cooperation:

- Compulsory internship (6 weeks at BSc, 4 weeks at MSc level);
- Project work subject proposal (+supervisor);
- Thesis/diploma work subject proposal;
- Dual training;
- Cooperative training;
- Research and development cooperation.

Hungarian universities introduced the dual study model based on German experience in 2015. The Hungarian Higher Education Act was amended in 2014 and it defined the role and place of this new form of training in higher education.

Students in dual education perform during the study period **together with the normal full-time students** in their higher education institute. After this period they participate in the practical training at an enterprise which has a cooperation contract with the University.



The dual form of training can be beneficial for all the three sides: students, companies and universities.

**Students' side:** Students can gain **practical knowledge** during their studies, which helps them to get a position after training. The **income** from the work can be used to finance their training more easily. However, this type of training requires a certain degree of maturity, high level of motivation, because the coordination of work and study is difficult.

**Companie's side:** Active participation in the training process of students who were selected by themselves. They can be flexible in what to teach, considering their own needs. It needs long-term investment.

**University's side:** Students are more motivated. Active cooperation with an enterprise. Social awareness and recognition.

**Cooperative training** definition: students who have only a thesis (or up to 1-2 subjects) from their studies, spend 4 days a week at a particular company and fulfill their study obligations one day in the Institute. Objective is to acquire students' professional practice in real industrial

condition. Cooperative training consists of students attending the University part-time and work part-time (4 days at the company + 1 day at the University). Available benefit: The payment amount varies depending on the company, and are issued monthly.

Benefits for Students: The payment amount varies depending on the company, and is issued monthly. Real long term (5 or 10 months) work in a professional field 30 credits can be gained. The company offers real problem to solve in thesis work and provides the supervisor. In case of successful cooperation, the company may also offer a job.

Benefits for Companies: „Almost“ professionals with favourable financing; Getting involved in training process; Well-trained staff of their choice.

Benefits for the Institution: **Feedback from the industry** about the quality of its workforce, the quality of the education. **Financial benefits:** during the training time the student remains at the university in student status. The firm and the faculty make a training contract. The training is financially supported by the company (ie. pay to the university and not to the student).

## 2.5 Technical University of Crete (TUC)

Erasmus+ supports traineeships abroad for students currently enrolled in higher education institutions in Programme countries at Bachelor and Master level as well as for Doctoral students. These opportunities are also open to recent graduates.

By doing a traineeship abroad with Erasmus+, you can improve not only your communication, language and inter-cultural skills, but also soft skills highly valued by future employers, as well as become more entrepreneurial.

Incoming students should

- (depending on their academic background and research interests) seek the initial approval of a faculty member of one of TUC Schools to conduct their traineeship under their supervision at their own laboratory. Approval is given by the supervisor by filling in and signing the document INITIAL APPROVAL FOR A TRAINEESHIP, which then must be included in the student's application package to TUC's Erasmus Office.

- then send **by email** to the ERASMUS+ Office of the Technical University of Crete their application package, which must include all of the following documents:

- Student application form in pdf file
- Initial Approval for a traineeship (see above)
- Student ID card and/or passport in pdf file
- CV in pdf file

- Learning Agreement (signed and stamped by both the Home Institution and the student / students may use their own university's format of this specific document) in pdf file
- Transcript of Records in pdf file
- Certificate of English language competence level at B2 in pdf file
- One passport size photo in jpg file
- A valid European Health Insurance Card in pdf file
- Incoming students must be insured for personal accidents and liability either on their own or have private insurance or insurance by their Home Institution).

The Learning Agreement must be signed and stamped by both the student and the Coordinator of the Sending Institution, otherwise, the applications of the student will not be accepted.

The selected period of the traineeships should take into consideration TUC's academic calendar and should not include periods when the university is closed.

Erasmus students cannot unfortunately be accommodated at the Halls of Residence of the University Campus because the places available are already very few for the greek students themselves.

As a result, Erasmus students are accommodated in various rooms (or studios) in town. There is also the possibility that students share a room in some private owned houses. Depending on their preferences and the places available, the personnel of the Erasmus Office, will help accommodate the students and will try to satisfy their needs.

Depending on the size of the studios and their location in town, prices might range from 300-400 (per studio) per month, or about 200-250 euros per month, (per room in the house). Generally, all charges are included in the option of the house.

Students should inform the personnel of the Erasmus Office at least one month in advance, on the exact date of their arrival.

The personnel of the Erasmus Office cannot be responsible for students who either fail to submit their application before the deadlines or those who fail to inform the Erasmus Office on the exact date of their arrival.

Students who do not comply with the rules and the procedure must bear the responsibility to find a place to stay themselves. If, however, there are still some places available, then they will get extra help from the Erasmus Office Personnel.

Except Erasmus+ office (<https://www.tuc.gr/index.php?id=504>), there are Career Services Office (<https://www.career.tuc.gr/en/home/>) and Practical internships placement office (<https://www.tuc.gr/index.php?id=internships>) at the Technical University of Crete.

The Career Services Office of the Technical University of Crete is funded by the Greek Ministry of Education and Religious Affairs and the European Union, within the framework of the



Operational Programme for Education and Initial Vocational Training of the 3rd Community Support Framework. **The main mission of this service is to offer systematic information to TUC students and alumni on:**

- postgraduate studies,
- successful career planning,
- employment opportunities in private or public enterprises as well as self-employment opportunities.

More particularly, the Career Services Office aims to:

- provide information and counselling to TUC students and alumni on postgraduate studies, scholarships and financing of studies;
- provide counselling on resume writing and interviewing techniques;
- provide guidance on career planning and job search techniques;
- provide information on TUC students and alumni on available job positions and job placements;
- inform firms and organizations on the TUC students' profiles and TUC alumni scientific training;
- inform the university community on the professional status and employment of graduate engineers and trends in the job market;
- develop and support links with educational institutions and organizations in Greece and abroad.

The Career Office offers free services to all TUC students and alumni while at the same time it guarantees the non-disclosure of their personal data and the right to equal access to information.

Centralized Internship Support system for Greek Higher Education Students (Atlas) is open for companies from all Countries to present their offers. "Atlas" is a centralized online service which interconnects companies that provide internship positions with all academic institutions in Greece by creating a unique internship positions database.

The aims of the service are:

- Creation of central database of available internship positions
- Increase in the number of available internship positions
- Simplification of contact procedure between stakeholders
- Mitigation of bureaucracy

Student's compensation could come from:

- Subsidy programs of NSRF
- Subsidy programs of Manpower
- Employment Organization (OAED)



- Student's academic institution
- Host Company

Internship duration:

- depends on the university
- cannot exceed 6 months

More details can be found at <https://atlas.grnet.gr/DefaultEn.aspx>:

