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| **Final traineeship report [C1]**  **ERASMUS traineeship – Academic Year 20   / 20** |

Version: February 2020

Please fill this form out on a computer, not by hand, and send it as an email attachment to the EU-ServicePoint: [eu-servicepoint@international.uni-mainz.de](mailto:eu-servicepoint@international.uni-mainz.de)

**Your report will be made available to other students looking for traineeships. Therefore, please make sure to provide important websites and other helpful information!**

**GENERAL INFORMATION**

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| --- | --- |
| Host country: |  |
| Program of study: |  |
| Home university: |  |
| Professional field of traineeship: |  |
| Language of work: |  |
| Duration of traineeship: | from       (dd / mm / yyyy) to       (dd / mm / yyyy) |

**ORGANISATION/ENTERPRISE OF THE TRAINEESHIP**

|  |  |
| --- | --- |
| Name of receiving organization/enterprise |  |
| Street/P.O. Box: |  |
| Postal code and city: |  |
| Country: |  |
| Website: |  |
| Email: |  |

**BEFORE – Information about preparing for the traineeship abroad**

Please fill the following fields in in a detailed manner and give exact information about your search and preparation (websites, tips, contacts, etc.) for the traineeship.

|  |  |
| --- | --- |
| Search for traineeship: |  |
| Application (process, unsolicited application, interview, etc.): |  |
| Search for accommodation: |  |
| Insurances: |  |
| Telephone/Internet access in the host country: |  |
| Bank/opening an account: |  |
| Helpful websites /  Other things: |  |

**INFORMATIONE ABOUT THE TRAINEESHIP**

Please fill the following fields in in a detailed manner and give exact information about the traineeship as such (websites, tips, contacts, etc.).

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| --- | --- |
| Type of traineeship: |  |
| Tasks within the traineeship: Could you apply learned skills and knowledge? Were the tasks too much / not enough? etc. |  |
| Supervision (introductory/concluding conversation, weekly/monthly feedback, etc.) |  |
| Social contacts during the traineeship: |  |
| Language skills (benefits, improvements, etc.): |  |
| Short overall evaluation of your stay abroad: Private / professional benefit? What were your expectations? Were these fulfilled? What was particularly good / not so good? |  |
| Duration of the traineeship: Too short, just right, too long? Recommendations for an optimal length of time? |  |
| Average monthly expenses abroad in €;  Additional costs in contrast to expenses in Germany: |  |
| What should one absolutely know / keep in mind? |  |
| Are you of the opinion that the traineeship will benefit you in your future professional career? If yes, how? If not, why? |  |
| Can you recommend this traineeship? (Please be sure to elaborate)  If yes, would the organization/enterprise accept trainees in the future? |  |
| Helpful websites /  Other things: |  |

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| Do you agree with the anonymous publication of your report on the [www.eu-servicepoint.de](http://www.eu-servicepoint.de) website?  Yes  No |