

## Convention de Stage – Incoming

Upon request, the International Office can issue a Traineeship Agreement (Convention de Stage) for incoming interns. On behalf of the University of Vienna it is signed by the Head of the International Office. **The University of Vienna will not sign documents issued by the students' sending institution.** In order to issue the document, the following data is required:

### Student

- Name
- Full address
- Date of birth
- Study field at Sending Institution
- Email address

### Sending Institution

- Name
- Full address
- name contact Person
- Email address contact person

### Traineeship

- Department at the University of Vienna
- Contact person at the department
- Head of Department
- Traineeship title or short description (1-2 lines)
- Beginning and end of the internship
- Financial Support yes / no, if yes €/month

In order to issue the document, the International Office needs a **confirmation that the internship is approved by Head of the respective department where the Internship will be carried out.** Should the intern receive financial support by the department, this information has to be included in the confirmation. A short **email** to [erasmus.praktikum@univie.ac.at](mailto:erasmus.praktikum@univie.ac.at) is sufficient.

On behalf of the University of Vienna the document is signed by the Head of the International Office and can be issued in German, English or French. Alterations and Modifications are not accepted. **Once the document is signed by the student and the sending institution, the International Office requests a copy being forwarded to [erasmus.praktikum@univie.ac.at](mailto:erasmus.praktikum@univie.ac.at).**

## Status of Incoming Interns

Incoming interns are not registered as students but as **employees** of the University of Vienna. Upon request, the International Office can provide information on the process; however, it lies within the Department's responsibility to contact HR and forward the required documents to HR. Please also refer to the **information sheet for Incoming interns.**

## Convention de Stage and Erasmus+ internship

Students might be eligible to apply for an Erasmus+ grant at their home university. In this case, the department will be asked to sign the **Learning Agreement for Traineeships.**

**Information on Table C:** The University of Vienna will provide neither accident nor liability insurance for incoming interns.

<b>Table C – Receiving Organisation/Enterprise</b>	
The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: If yes, amount (EUR/month): .....	Yes <input type="checkbox"/> No <input type="checkbox"/>
The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: If yes, please specify:	Yes <input type="checkbox"/> No <input type="checkbox"/>
The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	The accident insurance which covers: <ul style="list-style-type: none"> <li>• accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></li> <li>• accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></li> </ul>
The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee.	
Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship.	

## Questions?

### DLE Internationale Beziehungen – Studierendenmobilität

**Kontaktperson:** Katharina Obermeier, MA, Tel. (+43-1) 4277 182 61

**Email:** erasmus.praktikum@univie.ac.at

**Web:** <http://international.univie.ac.at/en/incoming-students/erasmus-internships/>

## Sample Text Convention de Stage (english)

**Article 1:** The Trainee is enrolled at the [Sending Institution] as student of „XXXXXX“. According to the study and examination regulations it is obligatory or highly recommended to do an Internship.

The Internship aims at practical training of knowledge that has been acquired by the Trainee during his/her studies. The Company shall therefore not deploy the Trainee for less qualified work or work that is contrary to the purpose of the Internship.

**Article 2:** The program of the Internship shall be prepared by the Company´s management with regard to the Trainee´s main fields of interest.

By signing this Agreement the University of Vienna does not take any decision about the possible recognition of the Internship within the scope of the mentioned studies; the competent examination body reserves the right to decide upon possible recognition.

**Article 3:** The duration of the Internship shall not exceed 12 months. It shall start and terminate on the above mentioned dates.

**Article 4:** During the Internship the Trainee shall obey the internal regulations and guidelines of the company especially those regarding obligatory medical examination and working hours.

**Article 5:** In the case of objection against the internal regulations and guidelines the Company reserves the right to terminate the Internship.

**Article 6:** During the Internship the Trainee shall be entitled to a monthly remuneration of EURO .....

**Article 7:** The Trainee has accident and liability insurance coverage. Furthermore, it IS recommended to Trainee to take out an international health insurance.

The Internship does not constitute any relationship of legal liability between the Company and the University of Vienna.