

ERASMUS+ TRAINEESHIP AT THE UNIVERSITY OF VIENNA

Under Erasmus+, students can complete an internship abroad. Unlike Erasmus+ study stays, Erasmus+ traineeships do not require any agreements between the two universities who are exchanging trainees.

Procedure

Interested students have to **send their applications directly to the respective departments** in order to find out whether the departments can offer an internship. The departments decide on a possible acceptance.

If students are accepted as Erasmus+ trainees, they will be registered with the Human Resources Department and receive a traineeship contract (“Volontariatsvertrag”) after providing certain documentation regarding e.g. their insurance status (see page 2: **Required documents**). Prospective trainees provide the documentation to the receiving department in due time, who will forward it to the Human Resources Department.

In particular, students must ensure the following:

- that they have adequate insurance coverage (accident, liability and health insurance),
- that they have a valid visa/residence title for third-country nationals (Please mind: Erasmus+ interns are NOT registered as students at the University of Vienna).

The administrative handling is the responsibility of the respective department hosting the intern. The **main contact person** during the internship is the **supervisor at the department**. Information on requirements for an Erasmus+ traineeship grant is provided by the student's **home university**.

Important:

The International Office does not arrange internship positions for students. If you are interested in an internship at the University of Vienna, please contact the institutions you are interested in directly. You can find a list at: <https://ufind.univie.ac.at/en/pvz.html>

Residence permit/ Visa

Erasmus+ trainees are subject to the same entry and residence regulations as other persons who wish to enter Austria or stay here for a longer period of time. Therefore, third-country nationals need a visa or a residence permit. It is important to note that Erasmus+ interns do not have student status at the University of Vienna but are considered employees of the university.

Students must inform themselves about visa requirements as early as possible. The respective Austrian embassy in the student's home country or the OeAD will inform you about the visa requirements: <https://oead.at/en/to-austria/entry-and-residence>

Further information is also provided here below „1.3. Traineeships and internships“: <https://personalwesen.univie.ac.at/en/services-for-employees/additional-information/immigration-law/>

Insurance

The University of Vienna will not provide insurance for incoming interns, which is why prospective trainees must provide proof of adequate health, accident and liability insurance during their stay.

As a rule, EU citizens are covered by health insurance via the European Health Insurance Card, and the home university often provides liability and accident insurance for activities during the internship. Students will have to provide proof of these insurances during the registration procedure at the University of Vienna.

Learning Agreement for Traineeships

In the so-called Learning Agreement for Traineeships all necessary details of the stay (e.g. contact persons, key data and learning objectives) are laid down. Students receive the document from their home university; in consultation with the home university and the respective department, it is drawn up by the students and signed by all parties (student, home university, University of Vienna).

An Erasmus+ internship at the University of Vienna is a full-time position (40h). An Erasmus+ internship lasts between 2 and 12 months.

On the part of the department, Table C of the Learning Agreement has to be filled out.

Table C: The University of Vienna **does not provide insurance** to incoming interns. The questions to the receiving institution (University of Vienna) in this paragraph are to be answered with "No".

The Learning Agreement for Traineeships is signed by **the head of the department in consultation with the supervisor**.

Administrative processing and required documents

The department obtains the required documents from the student and sends them to the Human Resources Department. If there are any questions regarding the contract, please refer to the Human Resources Department.

In order to draw up the internship contract, the following documents must be sent to the department's contact person at the Personnel Administration **no later than four weeks** before the start of the internship:

- **PA/PV Personnel Record Card Internship / Holiday Staff** The application form is available for download on the intranet of the University of Vienna (wiki.univie.ac.at -> *Personalaufnahme Formulare*).
 - ➔ Signature on behalf of the University of Vienna: Head of Department
- Complete **Learning Agreement for Traineeships**. Students receive this document from their home university.
 - ➔ Signature on behalf of the University of Vienna: Head of Department
- Copy of **passport**
- Copy of the **e-card** (or confirmation of existing health insurance during the stay in Vienna)
- Proof of **accident and liability insurance**
- **Meldezettel** (=proof of registration of address after arrival in Vienna - as soon as available, in advance residential address in Vienna)
- Valid **residence permit / visa** (if applicable) (see „1.3. Traineeships and internships“: <https://personalwesen.univie.ac.at/en/services-for-employees/additional-information/immigration-law/>)