

Erasmus traineeship experience report

Personal details			
Name		Host country	
Subject		Period	
Semester		Type of accommodation	

Information about the traineeship organisation	
Name of the organisation	
Address	
Homepage	
E-mail	
Brief description of the organisation	
Your area of activity	

Please answer all questions in as much detail as possible and observe the following formal criteria:

- **Font size:** 11 (Calibri); line spacing: 1.0
- **Scope:** at least 1,300 words (headings, questions, table and photos not included). Shorter reports will not be accepted.
- **Submission:** one month after your return at the latest
- Please send your experience report as a Word document to auslandspraktika@hhu.de

Traineeship search & preparation

How did you find your international traineeship position? How did you prepare for the stay abroad? Which organisational steps did you need to follow? Were there any difficulties involved and how did you overcome them? What could make the preparation easier? (Approx. 300 words)

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Accommodation

How did you organise your accommodation and how would you rate it? How easy was it to get from your accommodation to the traineeship location and how accessible were other destinations? (Approx. 200 words)

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Position

What were your duties during your working time? Did your learning progress meet your expectations? Were you able to put what you have learned in your studies or previous practical experience into practice? Did you have a lot of contact with your colleagues and did you get on well with them? What did you particularly enjoy and what was not so good? (Approx. 300 words)

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Life and free time

What impressions did you gain of your host country (culture, way of life, working conditions)? Did you enjoy living in this city? Which sights should you visit? Did you manage to establish contacts with locals and, if so, how did you do this? What can you do in your free time? How high is the cost of living? (Approx. 300 words)

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Recognition

To what extent is the traineeship recognised by your home university? What are the prerequisites for recognition? What do you need to observe with regard to formalities? (Approx. 200 words)

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Conclusion & outlook

How satisfied are you overall with your stay abroad? Were your expectations met? What did you particularly enjoy and what did you not enjoy at all? To what extent has your traineeship influenced your academic and career plans? What is next for you? (Approx. 200 words)

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My international traineeship in one photo (or more)!

Please attach one or more relevant photos (with captions) to supplement and enrich your experience report.

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Thank you! We hope that your professional wishes and dreams come true!

Your International Office at Heinrich Heine University

Declaration of consent

By signing/stating your name, you declare your consent to the publication of your experience report on our website **without personal data (name and e-mail address)**.

- I also consent to the publication of my experience report with my personal data (name and e-mail address) on the Heinrich Heine University Düsseldorf website.
- Interested students may contact me via my e-mail address.
- The HHU International Office may contact me in the future about reporting on my experience abroad in person at events.
- The International Office may store my private e-mail address in order to contact me about activities and publications relating to Erasmus alumni in the future.

Please upload your report via the **follow-up form in the MoveON portal** (German only). Please use the same user ID and e-mail address as for your application.

<https://hhu.moveon4.de/locallogin/55478763140ba06606000000/deu>

Last name, first name	
HHU e-mail address	Private e-mail address
Signature	

Last but not least: We welcome your feedback!

How satisfied are you with the Erasmus traineeship office at the International Office? In which areas would you have appreciated more support? Do you have any suggestions about how we could improve our service in the area of Erasmus traineeships? Thank you!

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