

## Letter to the mentor

Dear Sir or Madam,

We are pleased to inform you that one of our Erasmus grant recipients will soon start a traineeship in your organisation. Our EU funding programme for transnational quality traineeships supports students aiming to gain professional experience in an international work environment. Enterprises like yours can benefit with highly educated trainees who provide knowledge of their own culture, foreign language skills and fresh expertise from their study subject.

Our Erasmus network, with 10 German Universities among its 11 partners, provides trainees with a grant for their full training period. In order to meet the Erasmus requirements the students need to follow some guidelines and formalities, for some of them we kindly ask for your support.

In the following page you will find the stages of the Erasmus grant process. This information aims to make the internship a valuable experience for you and the trainee.

We appreciate you taking the time to read through the attached information. If you have any questions, please do not hesitate to contact us.

Yours sincerely,

Regina Guseva

Coordinator Erasmus Placements ([www.eu-placements.de](http://www.eu-placements.de))

info@eu-placements.de

0661 20091059

Regional Contact Point for Erasmus-Placements and University-Business Cooperation

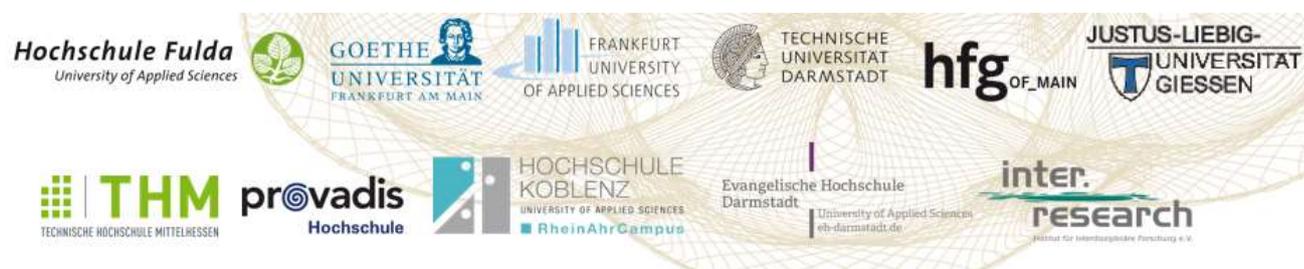
c/o inter.research

Institute of Interdisciplinary Research e.V.

Heinrich-von-Bibra-Platz 1b

D-36037 Fulda, Germany

### **Members of the Network for Erasmus-Traineeships and University-Business Cooperation**





Your interaction with the trainee

Support provided by our network

PREPARATION

Please sign the Learning Agreement with the time frame, work plan, tasks and learning outcomes to clarify expectations for both sides.

Provide the trainee with information about the company specific regulations (safety standards, conventions at the workplace, etc.), equipment to be used by trainees and mentoring arrangements (supervisor, feedback sessions).

Additional support to the trainee from your part (i.e. finding accommodation) would be helpful.

We give trainees information, tips and links on how to adapt himself/herself in the guest country.

Their contact person is Mrs. Rachor. She can gladly be of help for employers in case there are questions, problems or changes during the internship.  
(Mrs. Rachor: rachor@inter-research.de)

START

Please make sure the student has enough tasks but is not overstrained. The workload should be a minimum of 35 hours a week and a maximum of 45 hours a week.

Introduce the trainee to colleagues, explaining the working structure and guiding him/her (e.g. get to know the enterprise, breaks, after work activities and other customs).

We check the work schedule in the Learning Agreement before the start of the internship to ensure the training of key competences and subject-related skills.

TRAINEESHIP PERIOD

We require a filled out form with an evaluation of the trainee's accomplishments during the traineeship period. This will help you to communicate, meet expectations and measure general progress.

We invite you to get in touch with us to give us feedback. We provide the trainee with a trainee evaluation form you should fill in by the mid of the traineeship.

Furthermore, we accompany the trainee with an online course, so he/her can cope with intercultural challenges and key situations at the work place.

END

Please provide a detailed feedback, to help the intern with the development of his/her professional career.

- The "Trainee evaluation" sheet is a required document for the student to get the Erasmus grant. Fill in the sheet by the end of the traineeship and sign it with a stamp.
- Please issue in addition a "letter of reference" or a certificate to confirm the work placement and give a summary of his/her performance. This is important for the professional career of the trainee (e.g. for further applications).

The student can provide you with his/her impressions gained during the stay, which might lead to new perspectives and ideas.

FOLLOW-UP

The trainee and you may want to stay in touch.

We offer to distribute internship offers from your institution in our network. After the end of the internship, we will contact you in order to learn about any other internship offers at your organisation.