ROUTINES FOR INTERNATIONAL TRAINEESHIPS AT KARLSTAD UNIVERSITY (KAU) 2017/18

These are the procedures for handling incoming and outgoing trainees during the academic year 2017/18.

DEFINITION

In this document, incoming trainees refers to students who come from countries other than Sweden to conduct their training period at Karlstad. Students from Karlstad University, who conduct their traineeship outside Sweden, are known as outgoing trainees. Students can also be considered as trainees if they are based in an organization (university, business etc.) abroad carrying out fieldwork / data collection.

OUTGOING TRAINEES

Students who travel abroad for traineeships must be registered at the International Office and have valid insurance in place during their period abroad. There should be a tutor responsible for them from their subject area at Karlstad University. All students who travel abroad for training must have a written contract in place for their traineeship. The contract must be written between Karlstad University and the host organization / institution / company. The form "Organizational Contract" should be used for this purpose. All students must be registered on a course here at Karlstad University, which allows them to take a traineeship abroad.

Finding a traineeship

It is the student's responsibility to find and apply for a suitable traineeship.

Erasmus + Traineeships

Students traveling within Europe for at least two months can apply for Erasmus + scholarships. Applications can be sent to the International Office throughout the year, but no later than one month before the commencement of the traineeship. The application consists of:

- "Learning Agreement Traineeship". The Learning Agreement is signed by the student, their tutor in the subject area (placement coordinator / responsible for the traineeship course) and host organization. For the application the section “before the mobility” needs to be done. The document must later be completed during and after the training period.
- "Registration Outgoing Form" and "Organizational Contract", which the tutor fills out together with the student and submits to the International Office.

If the application is approved, the student will be given a “Grant Agreement” (a contract for the scholarship) to fill out and submit to the International Office.
Once the "Registration Outgoing Form", “Learning agreement traineeship" "Grant agreement" and the “Organizational contract” have been received by the International office, the student will be covered by the Student UT insurance (via Kammarkollegiet) during their training period. Insurance information and where to collect the insurance card/certificate will be sent to the student.

Non Erasmus+ Traineeships

For trainees traveling to traineeships, which are not included in the Erasmus + programme (i.e. outside the EU or within the EU but less than two months), the tutor, in consultation with the student, must fill in the "Registration Outgoing Form" and the "Organizational Contract". The two completed documents must be submitted to the International Office no later than three weeks prior to departure. Once the forms have been submitted, the student will be covered by the Student UT insurance (via Kammarkollegiet) during their training period. Insurance information and where to collect the insurance card/certificate will be sent to the student.

The student is responsible for:

- Finding traineeships and application to the company/organization
- Getting the traineeship approved by the tutor.
- Make sure that the "Registration Outgoing Form" and “Organizational Contract", together with the tutor, are filled out and sent to the International Office

In case of Erasmus+ traineeship also:

- Filling in the "Learning Agreement Traineeship (Erasmus+)"
- Sending in all the documents required for the application of Erasmus+ scholarship.
- If approved for Erasmus+ scholarship, filling in the “Grant agreement form”
- Conducting a Erasmus+ language test
- Reporting back after completion of traineeship under the Erasmus+ guidelines

The tutor is responsible for:

- Supervision and Examination of the traineeship
- Filling in the information on the “Learning Agreement Traineeship” under the heading "sending institution" / before and after completion of traineeship
- In consultation with the student, filling in the "Registration Outgoing Form"
- In consultation with the student, filling in the “Organizational Contract”
- Send the “Organizational Contract” and “Registration Outgoing Form" to the International Office
- Following the completion of the training period; sending the “Certificate of Completion” to the International Office.
International Office is responsible for:

- Providing guidelines and forms
- Informing students about the scholarship programs
- Manage payments and reporting for Erasmus + grants
- Issuing insurance cards and handling any insurance matters
- Registering students in Ladok as trainees abroad according to the "Registration outgoing form" and on the completion of the traineeship according to the “Certificate of Completion”

INCOMING TRAINEES

Students who come to Karlstad University on practice and who are not reading courses at Karlstad University will be registered as trainees. It is not possible to be registered both as a trainee and to study on ordinary courses offered at Karlstad University.

The subject area receiving the student should appoint a tutor, who administers the traineeship period and ensures that there is a contract in place between the home university and Karlstad University for the traineeship. The "Organizational Contract" should be used for this purpose. The tutor must also complete the "Registration Incoming Form". All incoming Erasmus + trainees should bring a Learning Agreement Traineeship, which should be signed before, during and after the traineeship by the tutor in the subject area.

The tutor must send the following document to the International office at least three weeks before the trainee will arrive:

- “Registration Incoming Form”
- “Organizational Contract”

Once the documents have been received by the International Office the student will be covered by the group insurance Student IN and will be given information about the insurance.

Accommodation

Accommodation for trainees can be booked through the International Office, but only if it is booked for the whole semester. Karlstad has an agreement for accommodation with KBAB.

Deadline to request accommodation via the International Office (email: exchange@kau.se)

Autumn Semester - April 30

Spring Semester - October 30

Payment in full for the accommodation should be sent to KBAB:

Autumn Semester - July 30

Spring Semester - December 30

If you require accommodation for a shorter period, please contact KBAB directly or any of the other possibilities available for accommodation in Karlstad.
Introduction for new students / trainees

On the Wednesday to the Friday of the week before semester starts, the International Office organizes an introduction for exchange students. If the trainee students can plan their stay so they can attend these days, they are welcome to join in. There will be general information about the university and the opportunity to get to know other students. Application to participate in the introductory days should be sent to exchange@kau.se, at the latest, two weeks before the start of the semester.

The tutor is responsible for:

- Completing the "Registration Incoming Form" and submitting this to the International Office
- Completing the "Organizational Contract" and submitting this to the International Office
- Signing a Learning Agreement Traineeship (Erasmus+)
- Informing the International Office if accommodation is required from KBAB for the whole semester
- Informing the International Office if the trainees will participate in the introduction

The International Office is responsible for:

- Providing guidelines and forms
- Issuing insurance cards and handling any insurance matters
- Registering students in Ladok as trainees according to the "Registration incoming form" and on completion of the traineeship
- Reserving accommodation with KBAB if requested
- Organizing participation at the introduction days with the regular exchange students, if requested