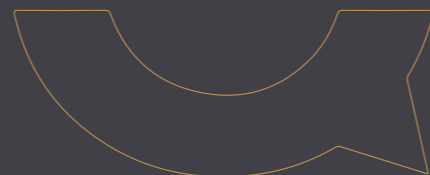


ARQUS INTERNSHIP MOBILITY HANDBOOK

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INTRODUCTION

ABOUT ARQUS

The Arqus European University Alliance brings together the universities of Bergen, Granada, Graz, Leipzig, Lyon, Padova and Vilnius, seven longstanding comprehensive research universities who share extensive experience in joint projects and a common profile as internationalized institutions with deep regional engagement in medium-sized cities.

Arqus aspires to build on the member universities' sound prior experience in cooperation, in an effort to achieve a high level of integration in its members' policies and action plans in order to:

- Enhance the education of critically engaged European and global citizens who are able and willing to contribute to a multicultural, multilingual and inclusive Europe which is open to the world;
- Increase and improve the joint research capacity of the partner universities;
- Better respond to the grand societal challenges of the 21st century in Europe and beyond.

The principal ambition of the Arqus European University Alliance is to act jointly as a laboratory for institutional learning from which to move forward in the design, testing and implementation of an innovative model for deep inter-university cooperation.

EUROPEAN INTERNS FOR SMES AND ARQUS PARTNERS

The European interns for SMEs programme aims to allow mobility of Arqus students with different skills and profiles towards startups and small and medium companies in partner regions offering internships in innovative projects and ventures. These offers are published on a common opportunities page on the Arqus Portal <https://www.arqus-alliance.eu/internships> to facilitate dissemination of the information and build on the strong network of local SMEs each partner university works with. The programme has also been opened up to include offers from academic and socioeconomic partners of the Arqus alliance.

Arqus students selected to become interns will get access to training material such as this guidebook in

order to prepare them for their international mobility. They will be able to apply knowledge acquired from the entrepreneurship courses to real-life situations, thus learning by doing and gaining work-based experience. Furthermore, they will be doing so in an international context allowing them to have work experience abroad and in different cultural environments. The skills acquired through this action will be essential for improving students' employability and vocational/job integration for today's fast-changing labour market.

By accepting to coach Arqus interns from other countries, SMEs will be able to add an international dimension to their approach to business.

DOING AN INTERNSHIP ABROAD

INTRODUCTION

Leaving the comforts of your home and familiar environment is not always an easy choice, but in addition to learning to become independent, the benefits of doing an internship abroad are manifold.

Interning abroad is often a great way to improve your soft skills like communication and language proficiency, awareness of the surrounding environment, A confidence, learning new ways of dealing with problems and situations and so on. Living abroad is also the perfect opportunity to improve your language skills. You will be totally immersed in the local culture, giving you the best opportunity to kickstart your speaking abilities and enrich your CV!

On a professional level, immersing yourself in the culture, language and traditions of a city abroad will not only boost your employability, but will also open your horizons to other cultures

and give you a new perspective on your life and your career. Having an international experience allows you to stand out amongst other job applicants, while demonstrating that you know how to work with multicultural colleagues and contexts.

Furthermore, you will be able to build a professional network of colleagues and mentors on an international scale exposing you to opportunities for learning from others. Indeed, working in a country abroad gives you the perfect opportunity to develop a global network of colleagues and mentors. The benefit of having international peers is that you have the chance to access an abundance of knowledge and information from your surrounding network. Since different cultures have new and exciting ways of dealing with problems and situations, your skill set will improve drastically as you begin to handle things from an international perspective.

A FEW THINGS TO REMEMBER :



- Find a mentor : Having a mentor can help you learn and build your confidence, so try to find someone other than your line manager for this role. This will also help if your line manager is not delivering on what you expected in terms of learning opportunity.

- Ensure that the role is strongly aligned with your career ambitions and preferably industry ambitions, as this is likely to lead to future professional opportunities. You should have a clear idea about where

your career may go, and which skills you need to achieve your targets. By having this clarity, both the employer and the student can look for learning opportunities which are aligned with the each one's personal ambitions.

- Be highly motivated – by being enthusiastic and motivated, you may land a full-time role and increase your future earning potential.
- Learn a wide range of skills : use the time in your internship to learn transferable skills.

IS IT WORTH DOING AN UNPAID INTERNSHIP?

Unfortunately, you may find many exciting opportunities, but they do not guarantee you a stipend. First of all, check with your university if you can have a grant from a National or European Program such as Erasmus+ Traineeship.

If this is not the case, you should start reflecting on the reasons to start an unpaid internship. Unpaid internships don't work for everyone. Although they can offer valuable work experience

for students and graduates, they can often come with incurred costs and many people argue that they are a major barrier to social mobility.

However, unpaid internships can be a great way to start building your professional network, develop skills and receive valuable feedback from professionals. They can also be a good indicator of whether you'll like your future profession. Internships, whether they are paid or unpaid, can give students and graduates an edge when it comes to applying to top companies. Some companies are highly competitive, so if you're looking to get a job with large companies, an internship will give you an advantage and boost your CV.

Of course the downside of unpaid internships is that they cost students a lot of money, and that students and graduates may have to work part-time alongside the internship to support themselves financially.

Ultimately it is up to you whether you decide to accept an unpaid internship. It will depend on each individual's personal circumstances. If you accept an unpaid internship you may be taking a "risk" to gain valuable work experience.

USEFUL LINK:

In order to be able to make informed decisions about mobility, job-seekers and employers need information on a wide range of practical, legal and administrative questions.

The EURES Job Mobility Portal provides information tools which aim to give help and support when considering moving to or recruiting from another country:

<https://ec.europa.eu/eures/main>

BOOST YOUR GLOBAL MINDSET THROUGH AN INTERNSHIP ABROAD



What is a global mindset and why does it matter?

We could define a global mindset as one that combines an openness to and awareness of diversity across cultures and markets with a propensity and ability to see common patterns across countries and markets. In a company with a global mindset, people view cultural and geographic diversity as opportunities

to exploit, and are prepared to adopt successful practices and good ideas wherever they come from. The twin forces of ideological change and technological revolution are making globalisation one of the most important issues facing companies today. Cultivating a global mindset is a prerequisite to becoming a global company.

The following five-step cycle can help you develop a global mindset and improve the quality of your cross-cultural interactions.

1. Recognize your own cultural values and biases

The cycle begins with discovering and analyzing your own values and biases, which are rooted in a variety of cultural influences throughout your life. Developing a strong self-awareness has shown to foster a non-judgmental perspective on differences, which is critical to developing a global mindset.

2. Get to know your personality traits, especially curiosity

There are five specific traits that affect your ability to interact effectively with different cultures: openness, flexibility, social dexterity, emotional awareness, and curiosity. Ask yourself how open you are to different ways of managing a team. Are you flexible enough to attempt a different feedback style? How easy is it for you to strike up a conversation with people from other countries? While these traits are all important, curiosity is critical because we can all find easy ways to be more curious and ask questions which lead to the insights we need to understand the idiosyncrasies of global work.

3. Learn about the workplace and business expectations of relevant countries and markets

The third step shifts your attention away from yourself, to learn about the typical workplace habits, expectations and best practices in other countries and cultures. While you can't know everything about every culture, you can access insights on how to do business effectively from a variety of online resources and digital learning platforms. Can you schedule meetings during lunch time in Mexico? Do you know when the weekend is in Saudi Arabia? How should you establish credibility during a meeting with a potential client in Japan? You can also widen your base by seeking work that will expose you to countries or markets important to your role and career.

4. Build strong intercultural relationships

Just like when learning to speak a second language, it's helpful to immerse yourself with people from other parts of the world to develop a global mindset. These relationships

facilitate valuable learning about what works and what doesn't. The ability to form relationships across cultures is not a given, but the more positive intercultural relationships you develop, the more comfortable you will be with diverse work styles and the less you'll resort to stereotyping. How often do you approach people from different cultures when at networking or social events?

5. Develop strategies to adjust and flex your style

What has made you successful in a local context likely won't help you reach the same level of success on a global scale, which is why learning to adapt your style is often the hardest part of mastering a global mindset. This step involves expanding your repertoire of business behaviours by learning to behave in ways that may be unusual to you but highly effective when interacting with others. Discussing cultural differences with your global colleagues is a great way to build trust and develop personal strategies for success at the same time.

INTERNSHIPS IN SMES AND STARTUPS

WORKING AT A STARTUP OR SME


Whether you are already sure of the sector you want to work in, or still looking at options, doing an internship can be a great way to get a clear direction for your professional orientation.

When it comes to choosing where to enter the job market after university, big corporations continue to have a strong presence in the top 100 graduate employers. However, an increasing number of fresh young graduates are turning to working for startups instead.

Doing an internship in a smaller team like in Small and medium-sized enterprises (SMEs) or startups has various benefits that cannot be easily found in other types of structures.

For example you often have a **high level of responsibility** and can make real impacts on the business. The nature of a startup means there is a risk-factor involved, as the company may fail to garner enough seed funding in order to stay afloat. The result of this is that all the employees have a higher level of responsibility and accountability.

You will also likely get to experience a variety of roles instead of specialising in one field, leading you to become multi-skilled and learn new areas of business. If you come on board at an early stage in a startup, you can expect to wear many hats as your role is likely to encompass several different functions that would have their dedicated departments in a larger company. This allows you to have a broader understanding of the runnings of the business and be more adaptable, competent,

 A survey carried out by Prospects in 2017 found that students and recent graduates currently seeking work would rather be employed in a small or medium-sized business than a larger firm. Indeed, the survey of 9,000 students and graduates found that, of the 63% who were looking to start a job, 37% hoped to work for a startup or small business (up to 50 staff), compared to 29% who would prefer a larger employer. Of those who expressed a desire to work for a small business, 63% cited the improved professional and social opportunities one can get by working in a smaller team.

and versatile to different contexts and situations since **your role offers variation and flexibility**.

A successful startup business is likely to grow exponentially within the first couple of years, which is very good for career progression. As a company grows, more and more roles will be created at higher levels as more management is needed. If you've been with a startup since an early stage, you're in an excellent position to fill one of these roles and move up the career ladder much faster than any of your friends working for well known business giants. To be brief :your **career progression can be rapid as the company grows**.

Of course, you also know that the nature of a startup means there is a risk factor involved so there is a substantial risk to your job security if you do opt to work for a startup. On the other hand, despite the pressure, there's an **immense amount of recognition and satisfaction** to be gained from working for a successful startup.

In the context of an SME or Startup, the work you do will often be directly related to the **strategic advancement of the company** and not just some menial task. You will get to participate in a fast-paced work environment, creating and developing new and innovative ideas of products or services along with the team. Your work will have a real impact on the company and since every

actor's work is important, you will get more feedback from your colleagues and supervisor so that you can better improve your work and skills set.

Lastly, do not forget that **your work space is likely to be exciting and modern** because startups are often based out of co-working spaces rather than having offices of their own. This makes for a more relaxed office environment as well as being really sociable, as you can interact with the founders and employees of other startups. Lots of co-working spaces are extremely trendy, with super swanky interior design. This is a much nicer environment than your standard dull office. Your boss isn't sequestered off in a distant office somewhere; they're right next to you.

Working in these types of structures implies not just adapting to a fast-paced environment but also a **very different approach** to business and **gaining a potentially innovative mindset** that will be a valuable asset in any given context.

Whether you are interested in becoming an entrepreneur, working in this environment or later joining a classical company (like a MNC), an internship experience in a startup or SME is a great way to hone your skills and business acumen, learn about organisational cultures and get a first taste of the job market.

SMES AND STARTUPS VS COMPANIES

The following table depicts the main differences between working in a small and medium enterprise or startup versus working in a multinational company :

	SMEs/STRATUPS	MNCS
ROLES AND RESPONSIBILITIES	diverse/multiple responsibilities	specialised, expert in one function
HIERARCHY	low	high
IMPACT OF YOUR WORK	high	low
TRAINING AND DEVELOPMENT	on the job learning	structures programs, often mentoship provided
WORK ENVIRONMENT	casual, informal	formal
WORK CULTURE	creativity, flexible, fewer rules, faster paced	more rigid and structured bureaucracy
CAREER GROWTH	can tend to be fast	slower progression
SALARY	relatively lower	high

WHAT IS A STARTUP COMPANY?

The term "startup" has been used with increasing frequency over the past few years to describe scrappy young ventures. The following statement gives you an idea of what a startup could be:



"A startup is a company working to solve a problem where the solution is not obvious and success is not guaranteed,"

says Neil Blumenthal, cofounder and co-CEO of Warby Parker.

The term “startup” should not be confused with the startup phase of an organization, reflecting the first stage in the firm’s life cycle during which the business is initially launched into the market or acquired and relaunched through a new startup. During this period, the entrepreneur or the team defines strategic actions, organizational processes and investments required to outline the business structure, and which have long-term impact: conception of the idea, definition of technical and financial resources required, organizational structure, human resource management and others. Initially, startups were considered as highly technological organizations with a focus on Web or digital solutions. Subsequently, the term has been extended to innovative organizations.

The most commonly used definition is attributed to Steve Blank, an entrepreneur and academician, who considers a startup as a “a temporary organization designed to search for a repeatable and scalable business model”.

The adjective **scalable** refers to a business able to exploit economies of scale, to increase its dimensions, its customers and volume of affairs in an exponential way without the use of a proportional amount of resources. A scalable business model should be replicated in different periods and different contexts, applying only small modifications. The differentiating element between a startup and an existing business consists of the effective and efficient search for something unknown, rather than the execution of a known business.

Organizations such as Facebook, Google, Skype, Airbnb have found a repeatable and scalable business model; thus, they are companies, not startups anymore. A startup is temporary as the final goal is to cease being a startup, by quickly scaling up to a large business or by failing and moving to other opportunities.

In summary, startups are fast-growing young ventures that generate both wealth and jobs.

PRACTICAL TIPS FOR A SUCCESSFUL INTERNSHIP



TIPS FOR MAKING THE MOST OF AN INTERNATIONAL INTERNSHIP

BE COMMITTED, MOTIVATED AND A TEAM PLAYER

Show your interest and commitment by learning everything you can about the company, the team you are joining and their activities. Most companies share this kind of information through their history, vision, mission, strategic plan and so on on their website. Be punctual, not just on the first day but every day of your internship.

Treat this opportunity like you would a real job. Ask to attend discussions and meetings. Volunteer to help with different tasks with different

colleagues. Participate in the activities with enthusiasm, and make sure to ask for feedback from your supervisor. You may be at the position for a short while but to make the most of it; you need to consider yourself as part of the team. This is a great opportunity to learn from experts in your chosen field so make the most of it!

Also, every job has its menial repetitive tasks that are inevitable. Try to use this work to build patience, motivation, and a great work ethic.

SET GOALS THAT ARE SMART

- Specific
- Measurable
- Attainable
- Realistic
- Tangible

You may be 'just' an intern, but you can maximise benefits and have a huge and valuable impact on the company by setting goals. What do you hope to accomplish in the short and medium terms? How can you challenge yourself once you've settled in? Set S.M.A.R.T. goals for your internship and action plans to fulfil those goals. Having clear milestones will help you stay focused on what's important and define the steps needed to enhance your career and make the most of the internship.

SHOW INTEREST AND TAKE INITIATIVES

If you have finished your current project, discuss with your colleagues and supervisor and see what else you can help with. Propose new projects or ideas and build action plans for them. Meet and discuss not just with your team but also with different departments, to get a wider overview of the company. This is also your chance to work and discuss with experts of the field you have chosen to work in, so take advantage of it. Your colleagues understand that you are an intern and are eager to learn so don't be afraid to ask for help from the people around you. Working on a team is one of the many benefits of being an intern abroad.

PUSH YOUR BOUNDARIES

Internships in general and especially abroad come with steep learning curves. Although this can be intimidating at times, pushing your own boundaries can be a huge factor in the value of an internship. It is time to test and apply the academic knowledge you have learned in university to a real-world scenario in your chosen field. Gaining insight into different business practices can help you learn to look at old problems in new ways when you return home. This type of creative problem-solving will be an asset no matter what your next career goal is.

BUILD YOUR NETWORK

Internships abroad are an amazing networking opportunity both professionally and personally, as living and working internationally is a unique experience. Putting in an effort to develop your network will have benefits long after your internship and stay abroad has finished.

Last but not least :

MAKE IT COUNT!

It is up to you to make the most of your Internship abroad! You have this chance of going abroad to discover a new place while getting this incredible professional experience. This may be one of the most memorable stages of your career and life. Enjoy it! It is important to remember why you are doing an internship abroad. This is an opportunity to learn and grow professionally while discovering your passion. On a personal level, it's also a chance to try activities you've never tried before.

THE FIRST DAY



The following tips will be useful not only to face the first day of internship but could also be useful in general to support students and recent graduates switching from academic to professional life.

These tips will also discourage behaviours that were functioning to cope with academic and university life but that are no longer suitable in the job market and softly introduce new behavioral patterns.

WHAT DO I NEED TO KNOW BEFORE I START?

As much as you will be looking forward to your work placement, you will also probably be feeling anxious about your first day – this is normal. Think back to times where you were in a similar situation. What did you feel like on your first day at high school, your first week at university, the first day at your part time job? Were you nervous and anxious? How did you cope with these feelings?

Anticipation and anxiety when entering the workplace may be influenced by:

- Other students who have completed a work placement and whether their experiences were positive or negative.
- Your personality type – do you see the positives or negatives when you consider a situation?
- Your knowledge of the workplace
- Your past experiences

In order to manage your anxiety you will need to gain a sense of what is expected of you and have an understanding of what to expect from your workplace.

CREATE A POSITIVE FIRST IMPRESSION AND DEVELOP THE ATTITUDE AND SKILLS TO MAINTAIN IT



First impressions are formed immediately and are then very difficult to change. It takes between 30 seconds and 2 minutes to form a first impression, so how you begin your first day at your workplace is very important.

Here are some essentials to help you to create and maintain a positive first impression :

- Dress to impress. Consider the work environment that you will be entering. If you are at all unsure of the dress code, call ahead and ask what their standard attire is. The way you dress indicates how you want an employer to think of you. Golden Rule: clean, neat, and in sync with the environment.
- Stay off your mobile phone and do not send text messages unless you are on a break. Even if other co-workers are on their personal phones, it is best to avoid such practices, especially in the beginning when you are still unsure of company policies. If you have to have your mobile phone at work, set it to vibrate.
- Be open-minded and show respect towards others – even if you don't necessarily like a particular person. They may be your mentor or supervisor in the future.
- Keep your voice at an acceptable level. A loud voice noticeable in a particular work environment cannot only be counterproductive for others who are trying to get on with their work but can be extremely annoying.
- Show flexibility and offer to help others. You are there to learn, so take advantage of opportunities to observe and contribute.
- Make sure you understand the rules surrounding phone, email & internet etiquette.
- Stay positive and upbeat and... Smile! Showing a sense of humour helps to create a positive feeling in the workplace. Nothing works better than having and expressing a positive attitude. Let your enthusiasm for being part of the team and the organisation show to everyone you interact with.
- Be receptive to feedback and listen to constructive criticism.
- Develop a habit of reflection. Stop and reflect on the day's learning and consider how you could have handled things differently.
- Often, it is a simple matter of using your common sense and behaving in a manner that shows courtesy and respect for others, but there are numerous things that you should obviously not get involved with or encourage. Here's a list of some of the most commonly cited examples of behaviour that is often frowned upon and even not tolerated by most companies, regardless of type.

BELOW IS A LIST OF THINGS YOU SHOULDN'T DO AT WORK:



- Don't engage in idle gossip about other colleagues or your boss or 'bad mouth' them.
- Don't get involved in any banter which might have sexual or racial overtones.
- Be modest and don't harp on about any of your previous achievements or be an attention seeker.
- Don't try to court favour with your boss or immediate supervisors. Just doing your best for the job is the most productive way of impressing those higher up the ladder than you.
- Avoid using your mobile phone during work hours. Breaks are an ideal time to network, find out information and will be far more beneficial than spending time on your phone.
- Don't assume something is acceptable practice. Establish the rules first.

HOW IS UNIVERSITY DIFFERENT FROM THE WORKPLACE?

It is quite common to experience some form of disappointment with the workplace. The main reason for this is a difference between what you anticipated and what you really experienced. This can result in a dip in morale.

It is important to let go of the attitudes and expectations of university life when entering the workforce. The workplace operates differently from university. See the table below for an illustration of those differences :

At university you may:

- Have control over your time
- Have specific deadlines or timeframes
- Have lots of direction
- Have opportunities to question things
- Get direct feedback by way of grades
- Have less of a focus on interpersonal relationships
- Find there is often a clearer understanding of the «right way» of doing things

In the work environment:

- Quality outcomes are a priority
- Need to respond to others' needs
- Get less direction
- Get less feedback
- You must learn to work with colleagues (from diverse backgrounds)
- Things are often not done the way theory may suggest

NATIONAL AND ORGANIZATIONAL CULTURE



If you are reading this guide, you are probably interested in a mobility to one of the Arqus partner's city and/or university. The following sections contain detailed information about each Arqus partners in order to support you in preparing your future mobility.





UNIVERSITY OF BERGEN



UNIVERSITY OF BERGEN

<https://www.uib.no/en>

INTRODUCTION

The University of Bergen (UiB) is an internationally recognised research university, and the second oldest university in Norway, established in 1946.

The University's academic landscape is characterised by its great variety and interdisciplinary breadth. **Seven faculties** cover most of the traditional university disciplines. Numerous specialised departments, centres and institutes are included within the faculties. UiB has a University Library with departments at all faculties, who collect and make available information for research, education, teaching and dissemination. There is also a University Museum with some of the largest collections within cultural and natural history in Norway.

There are close to 18 500 students at the university. Around 2 000 of these are international students. We employ more than 4 000 faculty and staff. PhD candidates are paid employees, making the doctoral degree at UiB particularly attractive for rising talent. About one in three graduating doctors are from outside Norway.

Our objective is to seek, develop and cultivate knowledge through outstanding research, education, dissemination and innovation.

The university is located in the middle of the middle of Bergen and has been involved in shaping the history of the city.





Bergen is the 2nd largest city in Norway and the administrative and educational center of western Norway. The population of the municipality is around 280,000. It is a small city by international standards, but Bergen is still a vibrant city with personality and charm. The climate in Bergen can be harsh and cold during winter, but also sunny and warm during summer. It rains more than 200 days a year on average, but many of these also include sunshine. And when the sun finally shines, there is no better place to be than Bergen.

Students can enjoy a bit of city life with plenty of cultural events and simultaneously make use of Bergen's unique opportunities for outdoor adventures. Strolling around old streets and alleyways where people have lived for centuries is like a fairy-tale. You will see higgledy-piggledy small wooden houses, cobbled streets with stone steps in the steepest parts and flowers everywhere. At the Fish Market you can mingle with the crowds. Visit the Aquarium and see the fish, penguins and seals in their natural element, as well as crocodiles, snakes and spiders. Stroll along the UNESCO-listed wooden buildings at Bryggen to the old fortress at Bergenhus, or call in at one of Bergen's many museums and galleries. **Bryggen** has become a symbol of our

cultural heritage and has gained a place on UNESCO's World Heritage List. The old Hanseatic wharf is architecturally unique and is perhaps one of the most familiar images in all of Norway.

Bergen is also known as the city of the seven mountains. It is not far from the city centre to Mt. Fløyen, Mt. Ulriken or another of the seven mountains that form the backdrop to the city. The panoramic view of the city, the fjord and the ocean is breathtaking.

Norway, along with its fellow Scandinavian countries scores high marks on caring, freedom, generosity, honesty, health, income, and good governance. It is ranked as one of the best countries to live in and has one of the lowest crime rates in the world. All the more reason to come to Norway!

PRACTICAL INFORMATION

Transportation

Bergen is easy to reach from Norway and from abroad. Thanks to direct flights from the largest cities in Europe, you only need to change planes once to reach Bergen from even far-away destinations.

There are also several direct flights to Bergen from international airports.

Check out arrivals and departures on avinor.no. Avinor is responsible for the 45 state-owned airports and air navigation services for civilian and military aviation in Norway. This network links Norway together - and links Norway to the world.

You can also travel to one of the other airports in Norway, as Bergen has direct flights that connect to all the larger cities in Norway. Oslo Airport Gardermoen is the main airport in Norway, with 15-20 direct flights to Bergen daily.

Transport from the airport to the city centre

You reach the city center either by bus, light rail, or taxi. Taking a taxi can easily cost at least 25€. More information about ticket fares and routes:

- Airport bus: Flybussen.
- Bergen light rail: Bybanen
- Taxis: Available at the airport or you can call 07000 or 08000 to preorder.

Everyday life

Bergen light rail and buses :
Information about ticket fares and routes

Trains and Buses

Regional trains from Oslo to Bergen

Lodging

As an international student you have the right to accommodation through Sammen Student Housing. Sammen's housing costs tend to be lower than average housing costs in Norway.

[In fact, all students admitted to UiB who are applying from abroad are guaranteed student housing.](#)

[Sammen Housing](#) offers various types of accommodation in several locations in Bergen.

The private market (through online sites such as finn.no and hybel.no) may also offer single rooms in shared flats in the city center.

Food

Norwegians have 3-4 meals a day, cold breakfast ("frokost"), cold lunch ("lunsj") usually in form of a packed meal called "matpakke", and warm dinner ("middag") at 4-6 pm. Some also eat cold supper ("kveldsmat") or late dinner at 6-8 pm, although the latter is not the standard. It is undeniably more economical to buy groceries and cook at home, rather than frequenting restaurants, cafés and bars.

If you want to [experience the Norwegian food culture](#) and learn to eat like a local, there are some foods you should try while in Norway.

Things to do and see

As a European City of Culture and World Heritage City, Bergen offers world-class experiences and culture. Being the Gateway to the Fjords of Norway, Bergen has the ideal combination of nature, culture and interesting urban attractions. With a collection of museums, mountains and popular tourist attractions, Bergen offers you education, exercise and entertainment within walking distance of the city centre. Music, film, theatre, dance, and various fine arts are prominent in Bergen's varied and innovative cultural environment. Bergen is known for its vibrant contemporary scene and hosts a variety of festivals throughout the year. Without knowing a word of Norwegian, you can participate in [Bergen's cultural life](#).

Monthly budget

Read about our students tip and advice to survive on a student's budget:

<https://www.uib.no/en/education/109751/cost-living-students-norway>

ESTIMATED AMOUNTS (IN EUR) PER MONTH :



LODGING : 350 € - 700 €



TRANSPORT
(student price) : 44 €



FOOD : 150 € - 200 €



OTHER EXPENSES
(clothes, cleaning products etc) : 100 €



ENTERTAINMENT : 50 € - 70 €



TELEPHONE AND INTERNET : 20 € - 30 €

A successful mobility with vulnerabilities

Students of the University of Bergen, including students with special needs, are handled by the Division of Student Affairs as well as the relevant department. You may find an overview with information here: <https://www.uib.no/en/student/49176/students-special-needs>

The Career center (Sammen) offers free career counselling for all students in Bergen. This organization is not part of, but highly connected to the university.

Links and contacts:

Overview of who to contact if you need help or special arrangements for your studies: <https://www.uib.no/en/disability>

INTERNSHIPS

Finding an internship

At the University of Bergen, as international internships are not mandatory, we do not have a specific webpage for promoting internships.

However, students may find internships through student organizations like IAESTE and Sammen Career Centre, the student welfare organization. We also publish available internships at our units, departments or divisions (and often sent to partner universities), so students may keep an open eye if interested.

Important administrative information

The duration of the internship is usually not regulated by law and can be agreed upon between the student and the employer. It will usually last for a period from 3 to 6 months, but may of course be longer.

Interns can get additional payment for example to cover rent, but it is not mandatory and not always the case.

Working hours are usually 37,5 hours a week, but interns can work shorter hours if agreed with the employer.

Financial aid

We use Erasmus grants for outgoing students and generally expect incoming students to have Erasmus funding, see <https://www.uib.no/en/education/90985/erasmus-traineeships>

Main contacts

International Centre: www.uib.no/international, e-mail: international@uib.no

Sammen Career Centre: <https://www.sammen.no/no/bergen/karriere> (only in Norwegian)

MISC. INFORMATION

Emergency contacts

110 – Fire brigade

112 – Police

113 – Ambulance



UNIVERSITY OF GRANADA



UNIVERSIDAD
DE GRANADA

<https://www.ugr.es/en>

INTRODUCTION

The University of Granada (UGR) is a public comprehensive research university founded in 1531, with approx. 60 000 students, 3 700 academics and 2 600 administrative and support staff.

Its 27 Faculties and Schools and 124 Departments offer 92 undergraduate degrees, 112 Master's degrees and 28 doctoral programmes organized in three overarching doctoral schools, covering all fields of knowledge. The UGR is currently ranked among the world's leading higher education institutions, classified by the Shanghai Academic Ranking of World Universities among the 300 best universities in the world.

The UGR vows to remain a university open to all, regardless of culture, creed or personal beliefs, and is fully committed to pioneering research, innovation, and delivering world-class education.





Granada is first and foremost a university city. It has a population of 240 000 people, over 65 000 of whom are students, lecturers, researchers and administrative staff at the UGR, meaning that a staggering 1 in every 4 inhabitants of Granada is directly linked to the University. As a result, a lively student atmosphere has flourished in the city, giving rise to the development of a modern, multicultural and vibrant study destination that welcomes people from all backgrounds.

The UGR's 5 campuses in Granada and its other educational centres are spread out across the city, giving it an unmistakable university feel. The remaining two campuses are found in the North African cities of Ceuta and Melilla, making it a truly intercontinental institution.

As the University is at the heart of the city, Granada provides incoming students with excellent sports facilities, along with a wide range of cultural activities. It is also one of the least expensive cities in Spain, while it is commonly regarded as offering one of the highest levels of quality of life.

PRACTICAL INFORMATION

Transportation

Here you will find a practical guide to information on urban transport in Granada to move around the city by bus, metro or taxi: plans of transport lines, rates, vouchers, schedules and contact telephone numbers: <http://www.granadadirect.com/transporte-granada/>

Lodging

Granada is a city where thousands of students live. The University of Granada has an Accommodation Office that will offer you various alternatives: private rooms, university residences (*colegios mayores y residencias universitarias*), student flats, apartments, accommodation with elderly people and hostels and hotels or boarding houses..

Accommodation Office

- Schedule: Monday to Friday from 11.00 to 14.00
- C/ Doctor Severo Ochoa s/n, 18071
- Phone.: 958 244 072 -
- E-Mail: alojamiento@ugr.es
- Website: <http://alojamiento.ugr.es>

Food

Apart from the 12 cafes on our campuses that serve breakfast, sandwiches and dishes at a great price for their quality, a very popular place to eat is the University Catering Services. This service offers lunch Monday to Saturday from 1:00 pm to 3:30 pm and the food and prices are great! You can even order takeaway lunch or dinner via the Virtual Office or your Student Account. When ordering takeaway food, you can choose between ovo-lacto vegetarian or vegan.

To access the University Catering Services, once you're officially enrolled, you just have to identify yourself as a member of the UGR community to access the 4 canteens (which are located in the campuses of Fuentenueva, Aynadamar, Cartuja and the Health Sciences Technology Park (PTS)). You can view the weekly menu and each dish's ingredients and allergens every Monday on the Catering Services website: <http://scu.ugr.es/>

Find the nearest university canteen or cafe using our Campus Map

Things to do and see

Thanks to its rich historical and cultural legacy, and to the presence of a pro-active university community at the [UGR](#), Granada has firmly established itself as a vibrant cultural hub. It currently boasts a wide variety of festivals that take place throughout the year.

The University of Granada also organises concerts, film screenings, plays, exhibitions, workshops, and conferences throughout the year.

The city's location is arguably unsurpassed in southern Europe. The highest mountain in the Iberian Peninsula, Mulhacén (3482 m), is located just 35km from the city, while the subtropical coast is just 65km away and can be reached by car in under an hour. This means you can enjoy mountain sports like skiing and snowboarding and bathe in the Mediterranean Sea all in the same day. The towns and villages dotting the coastline, such as Motril, Salobreña and Almuñecar, offer scenic beaches and exceptional weather throughout the year.

The surrounding towns and villages, such as those found in the mountainous Alpujarra region to the south, offer cultural diversity and stunning scenery.

Granada and these surrounding towns offer a wide range of sports and leisure activities, such as skiing, mountaineering, hiking, rock climbing and water sports such as kayaking, water-skiing and windsurfing. The UGR's Sports Centre (CAD) offers courses in all of these areas

Monthly budget

ESTIMATED AMOUNTS (IN EUR) PER MONTH :



LODGING : 250 € - 300 €



TRANSPORT
(student price) : 15 € - 20 €



FOOD : 50 € - 100 €



OTHER EXPENSES
(clothes, cleaning products etc) : 20 €



ENTERTAINMENT : 25 € - 50 €



TELEPHONE AND INTERNET : 20 € - 30 €

A successful mobility with vulnerabilities

[The Students Support Service](#) (SAE) is committed to helping students resolve academic and administrative issues that can arise during their studies. Among other actions, it works to improve accessibility for students with disabilities; provide information on accommodation options; inform students about their rights; provide personalised guidance on financial support, grants, and resources; and give legal advice (on academic matters, calls, rental contracts, etc.).

Links and contacts :

- Students Support Service - contact <https://ve.ugr.es/servicios/asistencia-estudiantil/contactos>
- Career Office <https://empleo.ugr.es> - contact anlozano@ugr.es

- International Relations Office : <http://internacional.ugr.es/>
- Vice-Rector's Office for Equality, Inclusion and Sustainability : <https://viis.ugr.es>

INTERNSHIPS

Finding an internship

To help interested UGR students find an internship, the University of Granada offers them information sessions to indicate which portals they can consult for internship offers. They are also provided with a document with host entities that have accepted internship students in previous courses. Furthermore, on the CPEP website they can find internship offers.

Important administrative information

All the information on how to apply for Erasmus + Internships is indicated on the CPEP website : <https://empleo.ugr.es/practicas/practicas-internacionales/>

Financial aid

The financial aid received by students who take their Erasmus internship from the University of Granada comes from :

- European Union
- Government of Andalusia

It can be consulted on the CPEP website : <https://empleo.ugr.es/practicas/practicas-internacionales/>

Main contacts

The main contact for the management of these internships is : **Alicia Martínez Martín**.

Her contact also appears on the CPEP website : <https://empleo.ugr.es/practicas/practicas-internacionales/>

MISC. INFORMATION

Emergency contacts

- Emergencies 112
- Firefighters 080
- Civil Guard 062
- National Police 091
- Local Police 092

Any other useful links/ information

Internships for incoming students : placements at the University of Granada

UGR offers the opportunity to participate in internships or placements in different offices, services, laboratories, etc. There is an internal regulation for admission of interns where the requirements and conditions of each type of program are detailed. All the information here :

<http://internacional.ugr.es/pages/movilidad/estudiantes/entrantes/international-placements-at-ugr/index?lang=en>



UNIVERSITY OF GRAZ



<https://www.uni-graz.at/en/>

INTRODUCTION

With 31,000 students and 4,300 employees in research, teaching and administration, the University of Graz (Uni Graz), founded in 1585, is the second largest, most traditional, and at the same time, also one of the most innovative universities in Austria. The core purpose of Uni Graz is to explore key issues that are central to our society, to identify solutions to problems, and to provide responsible guidance and education for young people so that they can help shape the way society develops in the future.

Facts and figures

- Founded in 1585
- 6 faculties
- 71 institutes
- 30,368 students (2019-2020), 15% of them are international students
- 4,239 new students (2019-2020)
- 3,276 graduates per academic year (2018-19), of which approximately 130 receive a doctor's degree
- more than 120 study programmes on bachelor's, master's, diploma or doctoral level
- 4,385 employees, of which 3,019 are researchers (2019)





Graz is a university town and has a lot to offer for young people: culture and nightlife, restaurants and student bars, numerous parks and green spaces, an active urban scene and many opportunities for leisure activities. The city is known for its long tradition as a seat of higher education.

There are four universities and four colleges with more than 60,000 students! It is rich in history and at the same time a city full of modern life, culture and education. More than 320,000 inhabitants from over 160 countries live in Graz. The historic centre, an UNESCO World Heritage Site, with the Schlossberg (Castle hill) offering views over Graz, is situated at the river Mur. It reflects the various cultural influences of the neighbouring regions and marks Graz as a cultural borderland between Central Europe, Italy and the Balkan States. In 2003, Graz was named European Capital of Culture. In this period, new structures and buildings were erected such as the Kunsthaus, known as the Friendly Alien, and the Island in the Mur, a floating platform in the middle of the Mur river. Moreover, Graz holds the title of UNESCO City of Design and City of Human Rights.

Graz is the capital city of **Styria** and the second largest city in Austria. Sty-

ria is popularly known as the "Green Mark" or "Green Heart of Austria". Over 60 percent of its land area is forested and another quarter is made up of meadows, pastures, orchards and vineyards. Styria is a wine country and the land of Kürbiskernöl – a dark pumpkin seed oil with strong flavor. In the eastern part of Styria, you will find thermal spas and centuries-old castles, while in the north and west you can see an alpine landscape with big mountains and carved valleys.

Austria is a small country but has a great cultural tradition and an exciting history: from the Viennese classics with Mozart and Haydn to the Habsburg monarchy – to name only a few. Whether hiking and winter sports paradises with over 3,000 meters of altitude on the Großglockner and other mountains, or beautiful bathing spots at the multitudinous lakes as for example Wörthersee or Attersee – Austria has something to offer for everyone

PRACTICAL INFORMATION

Transportation

Buses & Trams

Holding Graz Linien operate the tram and bus lines in the City of Graz: www.holding-graz.at

The public transportation system is well-developed with tram lines, bus lines and night bus lines that connect Graz and the surrounding cities. If you buy a Holding Graz Linien ticket, you can use busses and trams and parts of suburban train routes within the fare zone Graz (zone 101) for the given period (e.g. to the Airport Graz-Thalerhof).

«Old Town Tram» – Altstadt Bim

Within the old town of Graz, there are several stops that you can travel to/from for free – 7 days a week.

Please read through the information of Holding Graz Linien online: <https://www.holding-graz.at/altstadtbim.html>

You can select from various ticket types and tariffs, depending on the length of your stay.

Bicycles

Cycling is the fastest and eco-friendliest way to get around the city. Graz is a bike-friendly city and offers a lot of bicycle routes.

Long-distance trains and busses

Amongst others, these providers offer long-distance trains and/or busses departing from Graz:

- www.oebb.at
- www.flixbus.at

You can buy tickets:

- online via the Holding Graz website
- via the Graz Mobil app
- at the bus driver (in cash)
- at ticket machines (selected stops & in trams)
- at selected tobacco stores («Trafik»)
- at the mobility center of Holding Graz located in Jakoministraße 1, 8010 Graz

If you want to buy a new or used bike, require spare parts or repair works, you can use this list of relevant shops as starting point :

- www.rebikel.at
- www.dieradlerei.at
- www.bicycle.at
- www.facebook.com/unicyclegraz
- www.flohmarkt.at
- www.mucharupcycles.com
- www.gigasport.at
- www.heelsonwheels.at
- www.hervis.at
- www.neubauer-zweirad.at
- www.shpock.com/l/fahrrad-graz-oesterreich
- www.willhaben.at

Lodging

Finding accommodation in Graz

Student dorms

You will find various student dorms near the campus. They are not centrally organised and you have to contact each dorm you want to book individually. The minimum rental period in student dorms is usually one semester. <https://www.uni-graz.at/en/studies/studying/living-in-graz/>

Fully furnished apartments for short-term stays

On platforms such as www.booking.com or www.airbnb.at you can find touristic housing opportunities in Graz. You can also find hotel rooms or apartments on www.graztourismus.at.

Private accommodation / shared flats

You can also share a private flat with other students ("Wohngemeinschaft" – "WG", € 300 – € 400 per month, deposits up to 3 months' rent, usually no free internet access, not furnished).

Portals, websites & newspapers

- The Austrian Students Union (Österreichische HochschülerInnenschaft, ÖH) at the University of Graz maintains a platform that can be helpful schwarzesbrett.oeh.ac.at/wohnen
- Facebook groups: e.g. Provisionsfreie Wohnungen in Graz, Wohnungen in Graz ohne Makler,...Locals and also companies offer apartments with and without broker's commission

- Local newspapers: e.g. Kleine Zeitung, Kronen Zeitung, Der Standard, Die Presse... Have a look at their websites as they may also offer an online real estate section.

Websites:

- Campusboard.at
- housing.oead.at
- www.flohmarkt.at
- www.immobilienscout24.at
- www.immosuchmaschine.at
- www.jobwohnen.at
- www.sws.or.at
- www.willhaben.at
- www.wohnnnet.at

Food

Graz is also called the "Capital of Delight" as it offers a large selection of restaurants and bars with excellent regional products. Some of the best-known regional products are pumpkin seed oil, wine, beer, apples, "Käferbohnen" (beans) and "Grazer Krauthäuptel" lettuce. You can also find these products at the numerous farmer's markets, such as at Lendplatz or Kaiser-Josef-Platz.

In addition to the traditional inns and restaurants, there are many student bars all over the city where you can get good and cheap food. Most of the restaurants offer lunch deals or a dish of the day.

Graz on the internet:

www.graz.at

www.stadt-graz.at
(only in German)

www.graztourismus.at/EN

Things to do and see

Throughout the year, you can choose between the very varied calendar of events, festivals and free time activities that Graz offers to its citizens. In September, the steirische herbst and Aufsteirern are wonderful opportunities to learn about Styrian culture. In October; the Long Night of Museums; ELEVATE festival of music, art and political discourse; as well as the Graz Marathon. At the end of November get into the Christmas spirit at 14 different Christmas markets and admire the colossal ice manger as well as the shining advent calendar on the front of the town hall. In December, you may wish to sprint towards your New Year's resolutions at the Silvesterlauf (New Year's Eve run). Between January and March, you can choose between several events such as the New Year's Concert, the Vocal Night, impuls festival and the Diagonale Graz (festival of Austrian films). Before summer, Graz offers a potpourri of events. For instance, the Pfingstkonzert in May, the springfestival graz and the Kleeblattlauf in June. Enjoy different Jazz Concerts and vokal total, the international A Capella competition, in July. You should not miss La Strada (International Festival for Street Art and Puppet Theater), the Long Table of the GenussHauptstadt or our Open Air Cinema.

Graz has a great variety of museums, cultural centres and exhibitions which are worth a visit. Information on opening hours etc. can be obtained from the Tourist Information Office at Herrengasse 16. From there, guided tours through the city centre are offered regularly.

You can either find a detailed program for theaters, the opera house and concert halls in the daily newspapers or online at: www.kultur.graz.at/kalender. Graz has quite a number of cinemas and there are also some movie theaters where movies are shown in the original language ("KIZRoyalKino", "RechbauerKino").

Monthly budget

These estimated amounts can of course vary and be lower depending on individual lifestyle.

ESTIMATED AMOUNTS (IN EUR) PER MONTH:

 **LODGING** : 300 € - 400 €

 **TRANSPORT**
(student price) : 50 €

 **FOOD** : 150 € - 250 €

 **OTHER EXPENSES**
(clothes, cleaning products etc) : 100 €

 **ENTERTAINMENT** : 70 €

 **TELEPHONE AND INTERNET** : 30 €

A successful mobility with vulnerabilities

The Integrated Studies Centre is the central information and contact point. With its services, the Centre primarily addresses people with special needs and/or chronic diseases who are already studying or planning to study at the University of Graz. Moreover, members of staff at the University find support and information for cooperation with students with special needs and/or chronic diseases.

Integrated Studies Centre: www.uni-graz.at/en/teaching/services/disability-resource-centre/

Contact: barbara.levc@uni-graz.at

The Career Centre of the University of Graz advises all students equally and cooperates with the Performance and Quality Management of the University of Graz. Thus, the center is able to respond precisely to individual fields of study (salary developments, duration of unemployment, industries in which one is employed with this study program, ...).

However, there are no specific procedures regarding professional integration for students with vulnerabilities.

Other useful links:

www.graz.at/cms/ziel/7761923/
(only in German)

barrierefrei.oehunigraz.at
(only in German)

INTERNSHIPS

Finding an internship

On the website of the University of Graz you can find a general job portal that also shows internships (<https://careercenter.uni-graz.at/de/jobportal/>) and a supplementary list with useful links for searching an internship

(<https://careercenter.uni-graz.at/en/applicants/job-search/internships/>).

More interesting and helpful links for internship search :

<https://www.karriere.at/>

<https://www.stepstone.at/jobs/Praktikum.html>

[https://www.steirerjobs.at/jobs/search/Graz\(Stadt\)/praktikum-ferialjob-nebenjob?searchorderby=accuracy](https://www.steirerjobs.at/jobs/search/Graz(Stadt)/praktikum-ferialjob-nebenjob?searchorderby=accuracy)

Important administrative information

The duration of the internship is generally not regulated by law and can be agreed in the internship contract as desired. Internships are usually agreed for a period of 3 months. A regular salary is not due. Whether pocket money is paid or how much it is, is generally subject to free agreement. On average, it can be stated that real internships pay between €350 and €1000.

The statutory normal working hours for compulsory interns who have reached the age of 18 are eight hours a day and 40 hours a week. The individual collective agreements may provide for

a reduction of the statutory normal working hours.

The Chamber of Labor can provide very individualized assistance :

https://stmk.arbeiterkammer.at/beratung/arbeitsrecht/Arbeit_und_Recht_Uebersichtsseite.html

Financial aid

For outgoing interns from the University of Graz searching for internship possibilities within the Arqus European University Alliancethe Office of International Relations offers potential funding opportunities for activities with an international connection : <http://international.uni-graz.at>

For incoming interns, we recommend that you get in contact with your universities in order to check possible funding schemes.

Main contacts

Career Center : <https://careercenter.uni-graz.at/de/>

Contact: careercenter@uni-graz.at

Office of International Relations:
<https://international.uni-graz.at/en/>
Contact: international@uni-graz.at

Integrated Studies Centre: www.uni-graz.at/en/teaching/services/disability-resource-centre/
Contact: barbara.levc@uni-graz.at

MISC. INFORMATION

Emergency contacts

- European emergency number : 112
- Users with disabilities can reach the emergency services by e-mail to gehoerlosennotruf@polizei.gv.at or through fax and SMS to 0800-133133
- Fire brigade : 122
- Gas-related emergency : 128
- Police : 133
- Mountain rescue : 140
- Doctors : 141
- Telephone counselling : 142
- Ambulance : 144

Any other useful links/ information

Visa, registration & entry

Citizens from EU/EEA member states need a valid travel document (passport) for their entry to Austria. If you plan to stay in Austria longer than 3 months, you need a so-called "Anmeldebescheinigung" (confirmation of registration). You can apply for it after your arrival in Graz.

Non-EU/EEA nationals may have to apply for a visa or residence permit, depending on the duration of their stay.

Within 3 working days after moving in, you have to hand in a form at the service center in Graz (provided you live in the City of Graz). The form has to be signed by you and your landlord.



LEIPZIG UNIVERSITY



UNIVERSITÄT
LEIPZIG

<https://www.uni-leipzig.de/en/>

INTRODUCTION

Founded in 1409, Leipzig University is one of Europe's oldest universities. It is a modern comprehensive university with a broad range of subjects.

Leipzig University comprises 14 faculties with over 130 institutes and centres as well as 17 central institutions. The range of subjects at the university extends from the humanities and social sciences to the natural sciences, life sciences and medicine. More than 30,000 students are currently enrolled, with over 3,300 international students and they can choose from 158 degree programmes.

Leipzig University has 460 professors and more than 2800 academic staff, employing a total of around 5,300 people.

In terms of its international activities, Leipzig university is among the most prominent in Germany achieving top positions in the funding ranking published by the German Academic Exchange Service (DAAD). Leipzig university cooperates with a wide variety of international partners on every continent and expands its strategic university partnerships into a network of international research and degree programmes.

One special aspect of Leipzig University is its centrally located campus in the heart of the city, and has traditionally been closely linked to life in Leipzig as a city of culture, trade, sport and media.

With the centuries-old University Library, the university archives, the art collections and the Institute of German Literature, the university permanently enriches cultural life. Germany's oldest botanical garden, three museums and the Teaching Collections attract many visitors.





Leipzig has become more and more popular within Germany over the last decade. It is the largest city within the federal state of Saxony. The population increased to about 605,000 including more than 40,000 students of Leipzig's eight universities. Leipzig is a green city with plenty of parks and rivers. You will find modern as well as traditional culture here.

Leipzig has a long history. The city was officially established in 1165 at the crossroads of two of the region's most important trading routes. During Germany's Peaceful revolution in 1989/90 Leipzig was one of the important centres of demonstrations and protest. Leipzig is also known for its trade fairs, especially its book fair which is the second largest in Germany after Frankfurt/ Main, its famous representatives of classical music (e.g. Johann Sebastian Bach, Felix Mendelssohn Bartholdy, Clara & Robert Schumann) and the annual Wave Gotik festival on the Easter holiday weekend. Today Leipzig is a dynamic economic and cultural metropolis at the heart of Central Germany.

For a first impression we recommend taking a look at the following clip showing Leipzig from above: <https://www.youtube-nocookie.com/embed/IZZxsTrvAnw?rel=0>, as well as this video: https://www.youtube.com/watch?v=1DlwXdSmVU&feature=emb_logo.

PRACTICAL INFORMATION

Transportation

How to get to Leipzig

There are various options for arriving in Leipzig.

By airplane

Airlines offer daily worldwide connections from/to Leipzig/Halle. There are direct flights to Leipzig/Halle from airports such as Frankfurt am Main, Munich, Stuttgart, Cologne/Bonn, Düsseldorf, Zurich, and Vienna. [Leipzig/Halle Airport](#) is a 30-minute drive from the city centre. [Deutsche Bahn](#) trains run regularly between the airport and Leipzig's Central Station. The airports in Berlin, Munich, Frankfurt am Main and Hanover are also easily accessible from Leipzig. There are rail and coach services between these cities and Leipzig.

By train

Intercity and Intercity-Express (IC/ICE) services run by [Deutsche Bahn](#) connect Leipzig with most major European cities.

Located in the heart of the city, Leipzig's Central Station is among the largest and most awe-inspiring train stations in Germany. There are many regional and suburban railway connections linking Leipzig with the surrounding area.

By car

You can reach Leipzig via the A9 (Berlin–Nuremberg) and A14 (Halle–Dresden) autobahns.

Transportation in the city

It is very common in Leipzig to move around the city by bike. It is inexpensive and flexible. Especially during the warm seasons you will see crowds of people on bikes everywhere, from students to families to business people.

If you do not own a bike, you can easily rent it. Rentals are possible at e.g.:

<https://www.nextbike.de/en/leipzig/>

<https://swapfiets.de/en/>

Leipzig also offers a good local public transportation system. The provider LVB (Leipziger Verkehrsbetriebe) offers tram and bus services: <https://www.l.de/verkehrsbetriebe-en/timetable>.

Single tickets cost 2.70 Euro. Monthly tickets are available for 78.90 Euro.

In addition you will also find a regional train service (S-Bahn) provided by Deutsche Bahn:

<https://www.s-bahn-mitteldeutschland.de/s-mitteldeutschland/view/fahrplan/liniennetz.shtml>

Lodging

Shared apartments ("WG" for "Wohngemeinschaft") are a good opportunity to rent a room on a flexible time frame and are usually less pricey. Those rooms are furnished if they are rented for temporary purposes ("Zwischenmiete").

Shared apartments :

WG gesucht : <https://www.wg-gesucht.de/>

Das Schwarze Brett : <https://www.dsble.de/wohnen>

WG-Suche : <https://www.wg-suche.de/wg-zimmer/deutschland-sachsen-leipzig>

Wohnungsbörse : <https://www.wohnungsboerse.net/Leipzig/wg-zimmer-provisionsfrei>

StayinLeipzig : <https://www.staytoo.de/studentenapartments-leipzig/>

Immoscout24 : <https://www.immobilienscout24.de/Suche/de/sachsen/leipzig/wg-zimmer>

Hostels :

5Elements Hostel Leipzig : <https://5elementshostel.de/leipzig/>

Sleepy Lion Hostel : <https://www.hostel-leipzig.de/de/>

A&O Hostel : <https://www.aohostels.com/de/>

Hostel Oskars Absteige : <https://oskar-leipzig.de/hostel-appartements-oskars-absteige/>

Hostel Multitude : <https://www.multitude.de/>

Hostel & Garden Eden : <https://www.eden-leipzig.de/>

Food

In Leipzig there are lots of food varieties available serving many different tastes. You will find a large collection of inexpensive meals starting at €4 offered by kebab, falafel, pizza and asian stores & restaurants. Or you can enjoy traditional German food like "Schnitzel", "Roulade", "Braten" und "Klöße" at more sophisticated restaurants. For these dishes you should calculate about €15-20.

There are some major restaurant & bar areas in Leipzig:

- Karl-Liebnecht-Straße
- Karl-Heine-Straße
- Barfußgäßchen
- Gottschedstrasse

In everyday life you should try some German bread and rolls. They are offered with all types of seeds and are usually more filling to foreigners. In addition Germans love their cake & coffee time in the afternoon. When you have a stroll through the city you should stop for a "bratwurst" at one of the small stands.

Things to do and see

In Leipzig you will find historical and modern attractions side by side. There are two famous churches located at the city centre of Leipzig: St. Nicholas Church ("Nikolaikirche") and St. Thomas Church ("Thomaskirche"). St. Nicholas Church played a major role during the Peaceful Revolution in 1989/90 when the wall came down between East and West Germany. The city centre with the old and new town hall is as impressive as the Augustusplatz where you will find the Opera, Gewandhaus and main campus of Leipzig University. The University's central campus at Augustusplatz is worthwhile seeing as it had been newly constructed in the beginning of the millennium.

In addition you will find lots of green parks (Clara and Johanna park) and water canals (Karl-Heine Kanal) in Leipzig which you can enjoy for recreation. [Leipzig's Zoo](#) is one of the oldest in the world. It is located very close to the city centre and definitely worthwhile to visit. The Monument of the [Battle of Nations](#) ("Völkerschlachtdenkmal") is impressive and offers a fantastic view once you have climbed up the 500 steps.

Leipzig is surrounded by lakes which were created out of former brown coal mines. The lakes are especially attractive during the summer time. You can find more information at [Leipziger NeuSeenland](#).

Please visit: <https://www.leipzig.travel/en/culture/> for more information.

Monthly budget

You will need around 850 euros per month to cover the cost of living in Leipzig. This amount is of course a guideline; your actual outgoings will depend on your spending habits.

ESTIMATED AMOUNTS (IN EUR) PER MONTH :

 **LODGING** : 250 € - 440 €

 **TRANSPORT**
(public transport ticket per month :) : **78.90 €**

 **FOOD**
(clothes, cleaning products, entertainment etc) : **200 € - 300 €**

 **TELEPHONE AND INTERNET** : 10 - 30 €

A successful mobility with vulnerabilities

The Career Service (for Internationals) aims to assist you in your transition to professional life by providing the following services:

- Information and guidance, e.g. on the German labour market and the legal framework
- Checking application documents
- Workshops/seminars/lectures, e.g. on applying in Germany,
- Getting to know companies in the region
- Information on services from other institutions and organisations, e.g. on how to start a business.

Students at Leipzig University who have any health problems will find a wide range of support services and information on compensation for disadvantages, organising their studies as well as tuition fees for long-term students. The Inclusion Unit considers itself responsible not only for raising awareness of persons with disabilities at the university, but also for representing the interests of students with disabilities, for helping them to accomplish their goals, and for networking and for cooperating with initiatives and organisations with the same objective.

Links and contacts

Career Service for Internationals <https://www.uni-leipzig.de/en/studying/guidance-and-services/career-service/career-service-for-internationals/>

Social counseling Center (Student Union Leipzig) <https://www.studentenwerk-leipzig.de/en/counselling-social-issues/contact/sozialberatung@studentenwerk-leipzig.de>

Prof. Dr. Heike Tiemann
(Representatives for students with disabilities and chronic diseases) barrierefrei@uni-leipzig.de

Equal Opportunities Office <https://www.uni-leipzig.de/gleichstellung/studium/inklusion/contact/gleichstellung@uni-leipzig.de>

Inclusion Unit (Student Council) <https://stura.uni-leipzig.de/en/inclusion-unit/Contact/info@stura.uni-leipzig.de>

Studying with Impairment <https://www.uni-leipzig.de/en/studying/guidance-and-services/studying-in-special-circumstances/studying-with-disabilities/>

INTERNSHIPS

Finding an internship

The Career Service of Leipzig University provides useful information on how to find and plan internships : <https://www.uni-leipzig.de/en/studying/guidance-and-services/career-service/internships/>

The Career Service also offers its own job board where you can find internships, student jobs, graduate jobs that are mostly offered in the region but also outside of Leipzig : <https://www.jobportal.uni-leipzig.de/>

There are more job boards available for your search :

- Jobportal of Spinlab Leipzig (startup jobs & internships)
- Startup Mitteldeutschland
- Das Schwarze Brett im Internet
 - Leipziger Jobanzeiger
 - LVZ Job Board
 - Meinestadt.de Jobs
 - Work in Leipzig
- The online Webzine LeipzigGlocal

Important administrative information

If you intend to stay in Leipzig for more than 3 months you will need to register your private address at one of the [resident services offices](#) ("Bürgerbüros") within a week after arrival. After registration you will receive a tax identification number within a few weeks via post mail. Your employing organization will need the tax identification number as well as a proof of your valid health insurance.

The duration of internships in Germany usually ranges from 3 to 6 months. In Germany, companies and organizations do not have to pay their interns if the internship is voluntary (not a binding part of a study program) and lasts up to three months. Minimum wages are applicable for any voluntary internships lasting more than 3 months. In 2021 the minimum wage amounts to €9.50 per hour. Unpaid internships are also available, e.g. startups and NGOs often do not have the financial means to pay that minimum wage.

Financial aid

You can apply for an Erasmus+ internship programme funding at your home university in advance to receive some financial support during your stay.

Main contacts

Career Service : <https://www.uni-leipzig.de/en/studying/guidance-and-services/career-service/>

International Centre : <https://www.uni-leipzig.de/en/international/>

Erasmus/ Exchange students : <https://www.uni-leipzig.de/en/international/exchange-students-at-leipzig-university/>

MISC. INFORMATION

Emergency contacts

- Police: 110
- Fire department: 112
- Medical assistance outside of the usual doctors' opening hours: 116 117

Any other useful links/ information

If you are new to Leipzig these sources might help you to settle in :

- [The Leipzig Glocal](#) (web magazine for internationals and international minded people in Leipzig)
- [Hallo.City Leipzig](#) (Instagram for internationals new to Leipzig)



UNIVERSITÉ DE LYON



<https://www.universite-lyon.fr/version-anglaise/>

INTRODUCTION

The Université de Lyon is a world-class academic site of excellence, located at the heart of the Auvergne-Rhône-Alpes region, in Lyon & Saint-Étienne. Structured around 12 member institutions and several associated institutions, the Université de Lyon has three main objectives:

- To be a major, attractive and responsible university, with a reputation for excellence and innovation, and one which is enriched by strong international outreach;
- To develop and promote the dynamics of the Lyon Saint-Étienne site, in conjunction with all regional stakeholders: citizens, organizations, companies and local authorities (the metropolises of Lyon and Saint-Étienne, the Région Auvergne-Rhône-Alpes and other regional authorities).
- To provide outstanding training and research opportunities, in line with current social expectations and changes;





The Lyon Saint-Étienne area is one of the most attractive, vibrant regions in France. The city of Lyon is ideally located at the heart of Europe and is easy to access. The specialized L'Étudiant magazine ranks Lyon as one of the top French student cities since 2017 based on five criteria: attractiveness, education, living conditions, jobs and student life. The city of Lyon does indeed provide an exceptional natural and cultural environment.

Located near the mountains and lakes of the Alps, Lyon is also near winter sports resorts. And in the summer, you can be on the beach in less than two hours by train! Also closer to home is architectural diversity, many parks and the banks of its two rivers making it an especially enjoyable place to live.

When it comes to culture, Lyon is famous for being the French capital of cuisine. Even if you know it well, there are always new surprises to be found in one of its four historic neighborhoods which were designated a UNESCO world heritage site in 1998. Its many museums, active nightlife and events throughout the year, including the Fête des Lumières (festival of lights), which draws over 3 million people each year, make it a pleasant place to live in.

Located 62 kilometers to the South-West of Lyon, Saint-Étienne is a college town with an industrial tradition. This metropolis on a human scale

provides many services to welcome students and help them fit in. It offers a privileged living environment that will make it easy to build your professional network and develop on a personal level. Due to its size and public transport network, Saint-Étienne also makes "city living" and access to all its advantages very easy.

It has entered the 21st century as the city of Design – the only French city to have received this UNESCO certification. With its Design Biennale, Saint-Étienne has entered the international stage. Beyond city living, it also offers direct access to nature: you can enjoy a wonderful change of scene just a 15 minutes' drive from the city centre, or within jogging or mountain-biking distance for the more athletic among you. The Pilat and the Forez mountains surrounding it form a wonderful green belt – an ideal place for sport and outdoor pursuits, or just a breath of fresh air!

PRACTICAL INFORMATION

Transportation

The Lyon Saint-Étienne area is ideally located in France and Europe and is easy to access.

Coming from abroad

The Lyon Saint-Exupéry airport is connected to the Part-Dieu train station in the city centre via the Rhônexpress tramway (30 minutes).

To get to Saint-Étienne, the Ouibus company offers buses leaving from the airport. The trip takes about 1h15mins.

<https://fr.ouibus.com/trajets/saint-etienne-lyon-aeroport-saint-exupery>

If you are traveling by train to Lyon Part-Dieu or Lyon Perrache or Saint-Etienne (Châteaucreux), your stations are in the city centers and well connected with the public transit network.

www.oui.sncf

Carpooling in France : <https://www.blablacar.fr/>

Local transport in Lyon

The Lyon public transit network (TCL), is highly developed within greater Lyon. Bus, tramway, metro...whichever method you choose, you need a ticket or a subscription card. As a student, you can get a lower price.

Check www.tcl.fr for the latest ticket prices.

The Vélo'v network offers self-service bicycles that you can take at a Vélo'v station and drop off at another. You do not need a subscription to use the service, but you do need a bank card.

www.velov.grandlyon.com

Local transport Saint Etienne

The Saint-Étienne Métropole public transit system (STAS) includes tramways and buses connecting different areas of the city. To use them, you will need either a ticket (10 tickets for €10), or a student subscription for €27.50 (+€5 to purchase the OûRA card).

www.reseau-stas.fr

With Vélivert, you can borrow a bicycle from one of the 29 stations in the city. The service is available with or without a subscription, but if you are planning on using it regularly, it is recommended to get a yearly subscription (student discounted rate of €10/year).

<https://www.velivert.fr/>

Lodging

Public student housing

The Crous public institutions own nearly 10 000 beds in student housing throughout the area. It is the most affordable option, furnished with the essentials with additional items available on rent. Different services are often available (laundromat, bicycle storage, Wi-Fi, game room, computer room...).

Part of the rental properties are set aside for international students, either through agreements with institutions, or for international masters students.

www.crous-lyon.fr > Logements > Nos résidences

Private student housing

Many private student halls of residence offer similar services, sometimes at a similar price point. Check out: www.lyoncampus.info > S'installer > Les résidences étudiantes privées

Renting an apartment

To find a rental apartment, you can enlist the services of an agency (this involves additional fees) or look into private offers through platforms like:

- Lokaviz, the Crous' housing platform: www.lokaviz.fr
- Websites: www.seloger.com, www.leboncoin.fr
- CRIJ (Centre Régional Information Jeunesse): <https://www.info-jeunes.fr/annonces/offres>

If you do not want to live alone, look into apartment-sharing!

- www.lacartedescolocs.fr
- www.colocationfrance.fr

You can find more information on Facebook groups to find roommates or an apartment/studio.

In Saint Etienne 3 types of accommodation are available at different price points:

- Room in a public student residence (9m²): from 260€ to 400€/ month + security deposit of 250€/ year.
- Studio flat in a private residence (18m²): from 350€ to 550€/ month + security deposit 300€/ year.
- Host family: about 690€/ month.

Food

The French usually eat three meals per day. Breakfast is followed by two larger meals, lunch at around 12:30pm for lunch and dinner at 8pm.

If you have your own kitchen, grocery shopping is very easy in Lyon and Saint-Étienne, where there are over 250 markets, many corner stores and small farming organizations (AMAPs) that sell local fresh produce. The prices will, of course, vary depending on what products you buy, but for €5 you can find everything you need to make a meal with fresh produce.

Lyon is France's capital of cuisine, brimming with restaurants with meals at all price ranges. At noon, mealtimes are usually shorter, and nearly every restaurant offers a daily special ("plat du jour") for about €10.

In Saint-Étienne, whether you are just peckish or absolutely starving, with many local food or international restaurants, bars and pubs...there's bound to be something you'll fancy!

More information here:

www.lyonresto.com

<https://www.saint-etienne-hors-cadre.fr/en/get-organised/eat-out/>

Things to do and see

Sports

The cities of Lyon and Saint-Étienne boast many different sports facilities, including swimming pools, ice-skating rinks, stadiums and more, and even more athletic clubs. As a student, you can often get discounts.

Lyon

Lyon highly values culture, with museums, movie theaters, art galleries and street art. It is the perfect city to walk around, both in its parks and famous traboules (historic passageways) and its hilltops. It boasts a vibrant nightlife, with many bars and concert halls!

There is also art in the streets! Do not hesitate to walk around the Croix-Rousse or Guillotière neighborhoods, where graffiti and street artists are the most active.

<http://street-art-lyon.com>

Each May, the Nuits Sonores event fills the city with electronic music (www.nuits-sonores.com). The city also boasts many concert halls offering diverse musical programming and holds several other major events

throughout the year such as the Fête des lumières, one of the most iconic celebrations in the city.

Saint-Etienne

Saint Etienne was a mining and industrial city but design has become a key area of development and innovation. To date, Saint-Étienne is the only French city that belongs to the UNESCO network of design cities, as an international leader in the field of design. Each International Design Biennale hosts over 200,000 visitors from around the globe.

Saint-Étienne offers many cultural attractions such as the Cité du Design which hosts an international biennial, the Le Corbusier site (a UNESCO World Heritage Site). There are music, theatre, dance and circus festivals all year round.

It also has a diverse cultural scene! With its concert halls, festivals and its brand-new Centre Dramatique National, La Comédie, and its Musée d'Art Moderne et Contemporain, which houses the second-largest collection of contemporary art in France.

Monthly budget

ESTIMATED AMOUNTS (IN EUR) PER MONTH :

 **LODGING :**
350€ SAINT ETIENNE/560€ LYON

 **TRANSPORT**
31€80 LYON/27€50 ST ETIENNE

 **FOOD :** 150 € - 200 €

 **OTHER EXPENSES**
(clothes, cleaning products etc) : 298€79

 **ENTERTAINMENT :** 70 €

 **TELEPHONE AND INTERNET :** 49€32

A successful mobility with vulnerabilities

Lyon

The city of Lyon has long adhered to the idea that people with disabilities should be allowed to lead an independent life where they can move freely around the city. Lyon was awarded the European Commission's annual Access City Award in 2018, in recognition of its efforts to improve the accessibility of its public services, transport, culture, etc.

Some resources to simplify your visit:

- [Guide Ville de Lyon Accessibilité](#) (in French) contains a list of addresses, services and cultural attractions with disabled facilities for you to enjoy.
- <http://parcoursculturel-sourds.fr/> lists cultural events in Lyon and the surrounding area, which are accessible to deaf and hearing-impaired visitors.

Saint-Étienne

For students/exchange students, Jean Monnet University is committed to supporting you so that you can study in the best possible conditions. Technical and human assistance is available according to your disability and needs: Loan of equipment; special educational support; extra time to complete exams; assistance from a note-taker...etc.

Cap Avenir (professional integration central service) works with the Disability Department (Bureau Accueil Handicap) of the University when a student with special needs requires specific support to find a job/ internship.

For your day-to-day life in Saint Etienne, you can also check the « IWheelShare » and « Jaccede » apps to check for adapted shops in the city.

Links and contacts

Université Jean Monnet de Saint-Etienne

Cap Avenir <https://www.univ-st-etienne.fr/fr/formation/orientation-insertion.html>

Contact Capavenir@univ-st-etienne.fr

Disability Departement <https://www.univ-st-etienne.fr/fr/vie-etudiante/etudes-et-handicap.html>

Contact accueilhandicap@univ-st-etienne.fr

Université Lyon 1

Service d'Orientation et d'Insertion professionnelle (SOIE)

<https://soie.univ-lyon1.fr>

Contact soie@univ-lyon1.fr

Université Lyon 3

Service Commun Universitaire d'Information, d'Orientation et d'Insertion Professionnelle (SCUIO-IP, Office for Career Guidance and Employability)

<https://www.univ-lyon3.fr/orientation-insertion-professionnelle>

Contact scuio-ip@univ-lyon3.fr

For all questions related to professional integration: baip@univ-lyon3.fr

The team of "Pole handicap étudiants" welcomes and helps students with specific needs, from their preparation to University integration to their professional integration. handicap@univ-lyon3.fr

INTERSHIPS

Finding an internship

Every student is encouraged to complete an internship during their studies. But how to find an appropriate internship that could possibly end in a job offer?

Some advice:

- Finding an internship means working on your project, your research techniques, your knowledge of the sector and its players, your network, and targeting structures accordingly.
- Make sure your CV and cover letter are up to date and in line with French customs
- You'll need an agreement convention de stage between yourself, your university, the employer, to do an internship in France.
- Don't limit your search to big companies: SMEs are the main job suppliers in France.
- In your institution, ask your career service about Arqus partners and their offers.
- Go to website such as the CIDJ («Centre d'information de documentation pour la jeunesse», Centre of information and materials for youth), studyrama-emploi.com, un-stage.com...and of course the France Alumni directory

Other links (especially for startups and SMEs)

<https://www.welcometothejungle.com/en>

<https://startuponly.com/homepage>

<https://azertyjobs.com/>

<https://www.lafrenchtech-onelse.com/ftone-job-board/>

Important administrative information

If you are coming to France for an internship and are a student abroad, you will need to contact your host organization at least four months ahead of time. They will issue an internship agreement (convention de stage), which must be signed by the DIRECCTE based on the duration of the internship and your country of origin.

Financial aid

You may be entitled to receive personal housing assistance (APL), a financial aid from the CAF, which is income-based.

Do not hesitate to run a simulation when looking for housing to get an idea of your budget, then apply as soon as you enter your apartment, because the waiting times can be fairly long.

Main contacts

UNIVERSITÉ CLAUDE BERNARD LYON 1

Contact: foreignstudents@univ-lyon1.fr

UNIVERSITÉ JEAN MOULIN LYON 3

Contact: etudiantsetrangers@univ-lyon3.fr

UNIVERSITÉ JEAN MONNET SAINT-ÉTIENNE (UJM)

Contact: accueil-international@univ-st-etienne.fr

MISC. INFORMATION

Emergency contacts

- European emergency number (all languages): 112
- Number for deaf and hard-of-hearing people: 114
- Police emergency number: 17
- Fire-fighters: 18
- SAMU (ambulance): 15

Any other useful links/ information

As an Arqus partner, if you require any assistance please feel free to reach out to the International office of the Université de Lyon international.office@universite-lyon.fr

Health - here are some useful links in order to :

- find a doctor <http://annuaire.sante.ameli.fr/>
- book an appointment: <https://www.doctolib.fr/>



UNIVERSITY OF PADUA



UNIVERSITÀ
DEGLI STUDI
DI PADOVA

<https://www.unipd.it/en/>

INTRODUCTION

The University of Padua is one of Europe's oldest and most prestigious seats of learning; it is a multi-disciplinary university that aims to provide its students with both professional training and a solid cultural background. A qualification from the university is a symbol of having achieved an ambitious objective, and is recognised and coveted by both students and employers alike.

Courses at the University of Padua are constantly updated to meet the ever-changing needs of the labour market. University of Padua degrees also reflect today's needs to safeguard both the environment with courses in Environmental Sciences and Technology (Agriculture Sciences), and consumers with Safety and Hygiene of Food Products (Veterinary Medicine). Research into pharmaceuticals is also covered with Pharmaceutical Biotechnologies (Pharmacy), as is research into hi-tech products (Materials Science). Great

emphasis is also placed on Humanities, such as History and Conservation of Artistic and Cultural Heritage (Arts and Philosophy), and on teacher training (Primary Education). The University's traditional courses for professionals in Law, Economics, and Business Management are run alongside courses that analyse complex social systems such as Sociological Sciences (Political Sciences) and Statistics, Population and Society (Statistical Sciences).

Furthermore, highly motivated University students may also apply for admission to the Galilean School of Higher Education. After a demanding selection process, each year 30 students are chosen to attend the School's high-level in-house courses and to use its special services.





One of the oldest university towns, where student and city life coexist in close proximity on a daily basis, Padua hosts over 60,000 students within a population of little more than 210,000 inhabitants.

The piazzas, the river banks enjoyed by joggers, a summer aperitif on the Piovego waterfront, not to mention an abundance of cultural, musical and sporting events... all features of a vibrant and welcoming city where students can spend time in places full of history, art and beauty. Many different languages can be heard when walking around the city streets, not least as a result of the continuous flow of international tourists.

Padua is also well-endowed with parks, green spaces and bicycle lanes. And if the need arises, there is also a car-sharing scheme available, with 28 docking stations. Similarly, people keen on sports are well catered for, with the University Sports Centre (CUS) offering a wide range of activities.

There are always plenty of opportunities to hear good music, and many shops in the city accept the Studiare a Padua Card, which entitles university students and employees to discounts.

More initiatives are being introduced for low price admission to theatres and concert halls with Zed, including shows at the Gran Teatro Geox, subscriptions/ special price tickets for the Teatro Verdi, and free admission to events staged by RadioBue.it, the University's web radio station.

Padua is only one of the Veneto's seven provinces, each of which is home to beautiful natural scenery and internationally renowned works of art. Venice is 30-40 minutes away by train and so is within easy reach, making it the perfect destination for a day trip or even a special night out.

PRACTICAL INFORMATION

Transportation

Padua, thanks to its geographical position in the centre of the Veneto flatland, can be reached easily by the most common transportation routes; furthermore, the city provides a network of public services and various other means in order to get around.

The university promotes various initiatives in order to improve sustainable transport in urban areas: to help the city establish policies that favour more sustainable transport, to reduce air pollution and the emission of greenhouse gases as well as lower energy consumption.

City transport

City buses and trams are run by [APS Mobilità](#). The tram crosses the city from the train stations Guizza (south) and Pontevigodarzere (north).

There is also a transport service for those with disabilities (booking required): Tel. 840.00055
Mon – Fri 7am – 7pm

Regional coaches

Transport throughout the region is run by [Busitalia](#), based in Piazzale della Stazione.

Night Bus

Night Bus is an on-call night time bus service, founded in collaboration between the University, the Municipality of Padova and Busitalia Veneto, to make the city more accessible. The night time buses cover the municipal area and are available **every day of the week until midnight**, and until 3am **Wednesday, Friday and Saturday evenings**.

Students at the University of Padova can register with their Unipd account. To access the service download the Night Bus App.

Bike sharing

Goodbike Padova: thanks to this service you can use public bikes all over the city where you can pick up and deposit bikes. Students and staff of the University can access the service using their University badge, through www.goodbikepadova.it.

Mobike: you can access this service through downloading the free Mobike app.

Lodging

If you are looking for an accommodation in Padova have a look at the University website for details on the options below: [Housing | Università di Padova](#)

Housing (ESU) provides accommodation for about 1600 students from outside Padova in its 14 halls of residence. 4 university guesthouses are also available for short term stays. For further information: <https://www.esupd.gov.it/en/sassa-service>

The University of Padova has signed agreements with **Private Colleges** in order to reserve some places for international students. Please directly contact the college you are interested in.

The Housing Office of the University of Padua supports international students with a wide array of services related to accommodation (orientation, english translation of contracts, help in search for accommodation, support with paperwork).

Web: <https://www.unibeds.it/>
Email: housing@unipd.it

Students and trainees can also search for private accommodation on [HousingAnywhere](#). Incoming students can benefit from a **10% discount** on the booking fee by creating their Unipd VIP profile and contacting vip@housinganywhere.com right after having sent a booking request.

The Tourist Information Office of the Province of Padova provides an online tool to help you find **temporary accommodation**: [STAY | Turismo Provincia di Padova](#)

Post-graduates who are willing to complement their studies by committing to 25 hours of internal training per year to be arranged with the Management of Collegio Mazza can check out:

[Bando laureati ~ Collegio Universitario D. Nicola Mazza](#)

Food

As you may know, food is extremely important for Italians. You will notice this: caf  s, restaurants, pizzerias, food festivals, the delicious smell of cooking coming from an open window...Of course, everyone has heard of pizza, pasta and cappuccino, but how about meal times, or what to have for each meal? Italians usually have three main meals during the day: la colazione, il pranzo e la cena.

Pasta or rice-based dishes are called primi piatti ("first courses"). Meat or fish-based dishes are considered secondi piatti ("second courses"). Secondi piatti usually comes with sides (contorni). On a restaurant menu

you will see antipasti (starters), primi, secondi, contorni e dolci (desserts). Pizza is usually considered a main dish (piatto unico).

As well as the three main meals, Italians sometimes have a mid-morning snack (spuntino) and an aperitivo before dinner, consisting of a cold drink and crisps (patatine) or savoury snacks (salatini) such as mini-pizzas (pizzette) to share.

Things to do and see

The student-filled piazzas, the open air of the river banks enjoyed by joggers, a summer aperitif on the Piovego waterfront, not to mention an abundance of cultural, musical and sporting events... all features of a vibrant and welcoming city where students can spend time in places full of history, art and beauty, like the Botanical Garden where they can go free of charge.

Have a look at <https://www.unipd.it/en/cultural-landmarks> to find the monuments, and <https://www.unipd.it/en/city-museums-exhibition> for museums and exhibitions you can visit in Padua city.







Padua does not lack opportunities to enjoy some music and shows (<https://www.unipd.it/en/music-and-shows>) or to practice sport (<https://www.unipd.it/en/sport>)!

Finally, do not miss the opportunity to discover the rest of the Veneto Region and Italy!<https://www.unipd.it/en/veneto-region>

Monthly budget

Living costs vary greatly depending on the type of accommodation, whether you are sharing accommodation with roommates, and your overall standard of living. The following are thus estimates only and average amounts.

ESTIMATED AMOUNTS (IN EUR) PER MONTH :

	LODGING : 300 €
	TRANSPORT : 48 €
	FOOD : 250 €
	OTHER EXPENSES (clothes, cleaning products etc) : 30 € - 50 €
	ENTERTAINMENT : 160 €
	TELEPHONE AND INTERNET : 33 €-50 €

A successful mobility with vulnerabilities

The Student Services Office - Inclusion provides a wide range of services for students with vulnerabilities.

www.unipd.it/en/resources-and-supports-students-disability-or-learning-disabilities

The Student Services Office, in collaboration with the International Office, promotes the full participation of students with disabilities or learning difficulties in international mobility programmes, as study periods

or internships abroad complete a university education and foster greater independence. The Student Services Office organizes specific initiatives for incoming international and current University of Padova students who wish to participate in an exchange programme.

[Career Service](#) is committed to a vision of a total inclusion, and offers services and strategies to all its students, in order to plan their working careers consciously, helping them to identify both their expectations and the labour market needs since the beginning of their academic experience.

Equally, students and graduates with vulnerabilities are supported to accomplish their specific and special goalsthrough a plurality of services, meetings, workshops, projects, such as:

- Internship and Job offers window
 - The platform also enables students and graduates with disabilities to find career opportunities reserved to them that facilitates their transition to the Job Market.
- Seminars and Workshops about useful topics to best prepare candidates to find a job.
- Individual counselling
- Mentor & Me project
- Company on-site and virtual tours
- Corporate presentations at the University
- Career days and business game

Larios Laboratory (Laboratory for Research and Intervention in Vocational Designing and Career Counseling) of the Department of Philosophy, Sociology, Education and Applied Psychology (FISPPA Department) was founded in 1994 with the aim of giving impulse to both research and application in the ambit of Career Counselling and Guidance. The objective of the Laboratory is to realize highly qualified services for career counsellors and for public and private bodies that deal with career guidance and counselling. Specifically, the Lab realizes:

- National and international conferences in vocational and career counseling issues.
- Postgraduate Courses in Counselling in school, career construction and work contexts.
- Research aimed to study and implement intervention programs for career choices and designing the future for persons with and without vulnerability and marginalization
- Career education activities for adolescents and adults with and without disability and vulnerability

Career counselling directed at teenagers, young adults, and adults with and without disability and vulnerability.

INTERNSHIPS

Finding an internship

ACareer Service guides students and new graduates in their transition from the academic world to the professional world. Links have been established between the University and firms, private and public institutions and professional associations to create and promote internships as an opportunity to exchange information and experiences.

UNIPD CAREERS internship platform helps students and new graduates to look for internships and training opportunities. A list of the associated firms is available for subscribers, who can decide whether the job description corresponds to their job aims. <https://careers.unipd.it/it/#/portale/stage-italia>

Further useful external websites:

- www.linkedin.it is widely used by employers who are looking for new employees
- <http://www.monster.it>
- <https://www.infojobs.it>
- <https://www.tutored.me>

Important administrative information

Students wishing to do an internship/traineeship can apply to do so in a Department, Laboratory, Library or other division of the University of Padova under the supervision of a Professor. **The internship mobility does not include enrolment at the University of Padova** since the University will play the role of the Host Organization for your internship.

To apply, please send a mail to stage.estero@unipd.it with your CV,

Transcript of Records and a Letter of Motivation containing the activities, the fields of research or a description of the project that you would like to develop during your stay in our University.

Applications need to be sent at least one month/one month and a half before the internship period.

For an internship at the University of Padova, please take into consideration the following points:

- Italian language knowledge may be required at least at an intermediate level
- If you apply for the summer period (e.g. from July to September) you may be required to either split in 2 parts, e.g. from June to July and then September, or consider a whole new period.

In case of acceptance from a Department of the University of Padova you will have to:

- prepare at least 2 copies of the Training Agreement (no Learning Agreement will be accepted) with signatures from you, your University and where the University of Padova can sign as Hosting Organization
- check your insurances for Accident on the Job and for Third Party Liability required by the Italian Law for internships. First check if your home University can cover you for such insurances. Otherwise please buy them in your home country before arriving as in Italy foreign citizens cannot buy these insurances
- provide these documents as soon as you arrive in Padova at the Career Service office.

Financial aid

We use Erasmus grants for outgoing students and generally expect incoming students to have Erasmus funding, see <https://www.uib.no/en/education/90985/erasmus-traineeships>

Main contacts

The Career Service office at the University of Padova

tel. 0039 0498273071,
fax. 0039 0498273524

Email: stage.estero@unipd.it

SASSA Service

Tel. +39 049 7927306 /
+39 049 8941160

Email: sassa@esu.pd.it

International Relations Division

Email: international@unipd.it
www.unipd.it/en/international-relations

MISC. INFORMATION

Emergency contacts

Police 113

Carabinieri/Military Police 112

Fire Department 115

Ambulance 118

City Police 049 8205100

Any other useful links/information

Find all useful information you may need about your staying in Italy here: <https://www.unipd.it/en/about-italy>



VILNIUS UNIVERSITY



**Vilnius
University**

<https://www.vu.lt/en/>

INTRODUCTION

Since its establishment in the 16th century, Vilnius University, as an integral part of European science and culture has embodied the concept of a classical university and the unity of studies and research.

The University comprises 15 academic units, 2 university hospitals, the oldest library in Lithuania (founded in 1570) with a modern Science Communication and Information Center, the Astronomical Observatory, the Botanical Garden, and the Church of St. Johns. The student body of the University includes ~20,000 students. Year after year listed by QS World University Rankings among the top 4 percent of the best universities in the world, it attracts the best and most talented secondary school graduates of the country.

Vilnius University has appropriate infrastructure (dormitories for the international students, 2 libraries, computer classes, well-equipped classes and laboratories for studies, premises for extracurricular activities) to host international students and staff. The qualified personnel: IRO staff, international coordinators in the faculties, academic counselors on site and mentors for the international students are dealing with various academic and practical issues of incoming and outgoing student/ staff mobility and organization of their mobility.

Through international engagement, Vilnius University enhances the accumulation of the comprehensive knowledge for high quality education, spreading internationalization within the University and seeks to strengthen the University's academic reputation.





Lithuania is one of the Baltic States and an EU Member State. The national language of Lithuania is Lithuanian; however, you can easily find persons who speak English.

Lithuania is a small country, famous for its landscapes, flatlands, abundant forests, lakes and marches. In addition, the seaside with its sandy beaches where amber may be found and the Curonian Spit with its impressive images and dunes attract tourists as well. Nature is very important for Lithuanians, and there are many national parks and landscape reserves that are worth being visited.

With a population of 570,806, Vilnius is the capital and the largest city of Lithuania and thus home to the country's most important institutions, as well as educational, cultural, financial, research and healthcare institutions are also based here. Being one of the oldest cities, Vilnius combines various cultural heritage and is proud of its unique Old Town, which is included in the UNESCO World Heritage List. Historical architecture, modern buildings and untouched nature in the very heart of

the city create a unique harmony, so Vilnius is not only one of the greenest capitals in Europe, but also one of the safest and cleanest environments in the world (GPI, EPI).

Dozens of free events take place daily in Vilnius, and every month there's a theatre, film, dance, or a culture festival. Vilnius is home to many talented contemporary artists, which means that students can attend a play or a film by a world-famous directors, listen to the best opera singer in the world, or visit the exhibition of an acclaimed contemporary artist. Vilnius has served as the backdrop for renowned films and TV series like Catherine the Great, War and Peace, the multi-award winning Chernobyl, Stranger Things, among many others.

Vilnius stands out for its affordable living costs and compactness - getting to most places in Vilnius is just a matter of walking for a few minutes.

PRACTICAL INFORMATION

Transportation

Coming from abroad

You can reach the centre of Vilnius city from the Vilnius airport by bus (No. 3G, 1 or 2) in just 20 minutes. There is also a special train «Airport - Vilnius» running regularly from Vilnius airport to Vilnius railway station. The train shuttles 16 times a day, it takes 7 minutes to arrive.

Timetable and tickets: www.traukiniobilietas.lt

Car sharing services:

- CITYBEE. [More: www.citybee.lt](http://www.citybee.lt)
- SPARK [More: www.espark.lt](http://www.espark.lt)

City transport

Trolleybuses and buses run from 5am to midnight. There are also night buses that run overnight. The timetables can be found on the official Vilnius Public Transport website <http://www.vilniustransport.lt/en/> or on mobile applications such as "m.Ticket" or "Trafi".

You can buy a paper ticket from the driver onboard or use e-tickets for example on the previously mentioned apps "m.Ticket" and "Trafi". Buying an e-ticket is cheaper and more convenient.

Students get a discount for public transport if they have their LSIC (LSP) card with them.

More important information regarding getting around in Vilnius could be found here: <https://beta.vilniustransport.lt/lt/darnus-judumas-vilniuje/useful-information-for-students>

Traveling around the country.

Within Lithuania, travel by car is generally the fastest and most convenient mode of transportation. Railway transport provides efficient long-distance passenger services. It is also a relatively cheap way to move within the country or abroad. Trains (unlike most buses) could carry bicycles. The comfort in buses and trains is about the same. More information: <https://www.autobusubilietai.lt/en>

Bus transportation is also possible within the country as Lithuania's highways are in good conditions and buses between the main cities are very frequent, with Vilnius-Kaunas buses leaving each terminal station every 15 minutes.

More information: <https://www.traukiniobilietas.lt/portal/en>

Lodging

There are many accommodation options for international students in Vilnius: rent an apartment, a room or live in a student dormitory. We strongly suggest you to choose Vilnius University dormitories because they are situated close to the academic campuses, charge modest fees and give you a better opportunity to interact with other students.

Accommodation in Vilnius University dormitories is available only for Vilnius University students during the academic year (i.e. from September 1st until June 30th). Application for Accommodation must be submitted at least one month before the scheduled arrival via online enrolment procedure for:

● Exchange students: <https://www.vu.lt/en/studies/exchange-students/enrolment-procedure>

● Degree students: <https://www.vu.lt/en/studies/degree-students/admission>

More information about Vilnius University dormitories can be found here: <https://www.vu.lt/en/studies/bachelor-and-integrated-studies/living-in-lithuania/accommodation#student-dormitories-in-vilnius>

Accommodation Officer contact:
accommodation@vub.lt, +370 618 62281.

When renting an apartment or room, the use of contracts is a standard practise. These are usually signed between the 2 parties; however, it is possible to have confirmation from a notary. A 1-3 month returnable deposit is placed. Utility fees, including those for electricity, heating, internet & TV, waste disposal and water, if not included in your rent, can all be paid easily online or at the post office, supermarket, or in most kiosks.

Here are a few major websites for searching for apartments:

- Aruodas
- Domoplius
- Booking
- AirBnb

Food

While Lithuania's true historic cuisine is very old and unique, because of the country's geopolitical situation our food today is more like a many-layered cake. In Vilnius students will find everything from fine dining options to charming vegan cafes or local pubs. In an inexpensive restaurant, the price of a meal varies from 8 euros per person. Typical business lunch price is 7 euros.

There are more than two and a half hundred grocery stores in Vilnius, so those who cook will be able to shop easily.

Here are few foods that best represent Lithuania:

- **Bread** is one of the oldest foods in our country and is eaten daily.
- **Cepelinai** are zeppelin-shaped grated and stuffed potato dumplings
- **Šaltibarščiai** (Cold Beet Soup) is made from beets, kefir, hard boiled egg, cucumbers, dill, and green onions, which mix together to create the vivid pink colour
- **Varškėčiai** are made like pancakes, with flour, eggs and sugar added to the curd to make a batter.

Things to do and see

Vilnius offers a wide range of entertainment and activities. Almost 80 museums offer various exhibitions. If you want to enjoy Lithuanian or foreign cinema, music, theatre or dance, there is a selection of world-class performances and festivals to take in. As Christmas approaches Lithuania's cities become one lively as they compete to create the most innovatively decorated Christmas tree.

Lithuania hosts 13 film festivals each year; spring in Lithuania begins with the Kino Pavasaris international film festival, followed by others. Find out more at:

- Forum cinemas: <http://www.forumcinemas.lt/>
- Boutique cinema "Žmonės cinema": <https://www.zmonescinema.lt/lt>
- Multikino: <https://multikino.lt/>

Then the fashion fiesta Mados Infekcija blazes through Vilnius. Amateur and professional musicians strum guitars and beat drums in Vilnius's Street Music Day, while our annual Culture Night brings the whole world to the city's streets for a nightlong culture carnival. In the summer you can romp at a music festival "Midsummer Vilnius" in the very heart of the city of Vilnius, attend jazz or Christopher summer festivals. Autumn in Vilnius begins with all weekend Vilnius city fiesta. Even during the cold season there is no shortage of entertainment. More about events in Vilnius: <https://www.vilnius-events.lt/en/>

In the warm summer months, Lithuania's pristine nature is ideal for hiking, cycling, jogging and a variety of water sports. For the urban athlete, tennis, badminton and squash facilities are on offer in places like the [Vilnius SEB Arena](#). Just minutes from the centre of Vilnius are the ski slopes of [Liepkalnis](#), offering green, blue, red and black runs. Also check out other activities [here](#).

If it is difficult to choose from the abundance of entertainment, just [take a walk around Vilnius Old Town and discover its hidden gems](#).

Monthly budget

ESTIMATED AMOUNTS (IN EUR) PER MONTH :



LODGING :

Apartment (1 bedroom) in City Centre : 525.19 €
Accommodation at VU dormitories : 58 – 174 €



TRANSPORT (with student discount) : 5.80 €



FOOD : 165 €



OTHER EXPENSES
(clothes, cleaning products etc) : 36 €



ENTERTAINMENT : 31 €



TELEPHONE AND INTERNET : 10 €

A successful mobility with vulnerabilities

Vilnius University seeks to create equal opportunities to study and work for all members of the community. Vilnius University is open and puts effort to provide appropriate opportunities for students with a disability through various actions (flexible examination conditions, individualisation of study process when required, improving physical accessibility, counselling, equipment and technologies, awareness seminars and events...) :

Students with disabilities are eligible for Erasmus+ additional support.

Disability Affairs Coordinator

Indrė Širvinskaitė, e-mail indre.sirvinskaite@cr.vu.lt, phone: (00370 5) 2193161

The Student Affairs and Career Office primarily assists students for their successful integration into the labour market and to develop abilities to independently solve problems that arise during their study process. Students are invited to contact the **Student Affairs and Career Office** to get various information (admission, study process, rights and opportunities) e-mail: ask@vu.lt, phone (00370 5) 219 3144.

Professional career counsellors at Student Affairs and Career Office can help you get to know yourself better and create a personal career development plan, e-mail: karjeroscentras@vu.lt, phone (00370 5) 236 6253.

To find out more about financial support, adjustments to the study process, available compensatory technical measures and contact persons in the University's units, [click here](#)

INTERNSHIPS

Finding an internship

Below are different websites for finding internships and jobs:

[Workinlithuania.lt](#) is an initiative of the foreign direct investment promotion agency «Invest Lithuania» that encourages professionals from abroad to build their careers in Lithuania.

[AIESEC](#) is a global platform for youth (up to 30 years) to develop their leadership potential.

[MeetFrank](#) is a career app that tells you who wants to hire you and at what pay level. It is anonymous and you can look for remote jobs and ones in Lithuania, Estonia, Latvia, Finland.

You can also check out [Glassdoor](#) and [LinkedIn](#) for job and internship offers as well.

On the following platforms some of the offers are for Lithuanian speakers or EU citizens. However, if the position is posted in English and you meet the requirements, go for it!

- [Cvonline.lt](#)

- [Cvmarket.lt](#)

- [karjera.lt](#) a national student career management information system

For EU and EFTA citizens, you can check out European Job Mobility Portal and EURES.

If you would like to get more advice on job or internship search, sign up for a career consultation: <https://www.vu.lt/en/studies/student-services/career-guidance#career-counseling>

Important administrative information

In Lithuania students can do both - compulsory and voluntary - internships.

Compulsory internship is a part of your study program, therefore, its legal basis is a tripartite internship agreement between the university, the student and the internship organization. The duration of compulsory internship is individual and based on the number of ECTS. If you are either EU or non-EU citizen, during the compulsory internship period you are allowed to work full-time (40 hours per week) and you do not need any work permit for that.

Voluntary internship is not a part of the study program, so the agreement is concluded only between the intern and the internship organization. The duration of a voluntary placement is limited - it can be done in one organization once a year for a maximum of 2 months (in total, a voluntary internship can be done no more than 3 times per year i. e. 6 months). If you are a non-EU citizen and your country does not belong to EFTA, you are allowed to take a part time internship (no more than 20 hours per week) and you do not need any work permit for that.

Both compulsory and voluntary internships usually are unpaid, but some companies offer remuneration. Internships can only be paid if the host organization concludes an employment contract with the student in accordance with the law.

Main contacts

Student Affairs and Career Office

Phone: (00370 5) 219 3277

Email: ask@vu.lt

Career Centre

Phone: (00370 5) 236 6253

Email: karjeroscentras@vu.lt

Personnel Department (Internships at VU)

Ms. Kristina Gursniene

Phone: (00370 5) 268 7071

Email: kristina.gursniene@cr.vu.lt

Disability Affairs Coordinator

Indrė Širvinskaitė,

Email: indre.sirvinskaite@cr.vu.lt

Phone: (00370 5) 2193161

MISC. INFORMATION

Emergency contacts

European emergency number: 112

Fire brigade: 01

Police: 02

Ambulance: 03

People with disabilities can contact emergency services by SMS to 112 and through the 112 app

Any other useful links/information

<https://workinlithuania.lt/> webpage is a site where international companies and potential employees can meet. If you have already decided to further your career in Lithuania, you'll find it a valuable resource – it features regularly updated listings of job offers.

<https://www.govilnius.lt/> is the tourism and business development agency of Vilnius, which provides city guests, investors, talents moving to Vilnius, business representatives with all the necessary knowledge about the city.

<http://www.vilniustransport.lt/lt/> webpage provides all information related to public transport in Vilnius.

<https://www.vu.lt/en/> Vilnius university webpage.

<https://www.lithuania.travel/en/> webpage provides information about traveling in Lithuania.

<https://www.migracija.lt/> the Migration Department provides all information related to the requirements for living in Lithuania.

+ Logos des établissements membres

+ Logos des financeurs

Et mentions écrites :



<https://www.facebook.com/arqusalliance>



<https://twitter.com/ArqusAlliance/>



<https://linkedin.com/company/arqusalliance>



<https://www.instagram.com/ArqusAlliance/>



<http://www.youtube.com/arqusalliance>

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arqus-alliance.eu