



Please insert here at least one **PHOTO** of your traineeship stay abroad! Preferred motives are photos of your accommodation, of your work place, of being at work. Attention! Due to legal considerations we kindly ask you to send us only photos that have been taken by yourself!

STUDENT DETAILS

University department / faculty:	Department of Economics
Field of study:	MBA International Trade
Home university:	Hochschule Anhalt
Nationality:	Indian
Duration of traineeship (from ...to...):	03.2019 to 07.2019

TRAINEESHIP INSTITUTION

Country:	Sweden
Name of traineeship institution:	Linnaeus University
Web page:	Inu.se
Address:	P G Vejdes väg, 351 95 Växjö
Contact person:	Elena Vinci Hytter
Telephone / E-Mail:	elena.vinci-hytter(at)Inu.se

EXPERIENCE REPORT (approx. 3 pages + more photos if applicable)

1) Traineeship institution

Please give a brief description of your host traineeship institution.

Linnaeus university is a well-known university in Sweden. It has campus in two cities, since Växjö; and Kalmar. Linnaeus University is regarded as one of the best university for international students and courses it offers to the students. It has a different and successful approach style towards teaching and administration.

2) Searching for a traineeship

How did you find your traineeship? Are there any recommendable links or other helpful tips you would like to share?

www.erasmusintern.org

3) Preparation

How did you prepare for your traineeship in terms of language, intercultural, professional and organisational aspects? Are there any recommendable links or other helpful tips you would like to share?

The basic preparation in terms of language done with the help of OLS website (erasmusplusols.eu), which turn out to be a great help. The other aspects of work like professional skills, intercultural and organisational skills is something I developed during my past working experience and my master program. It is something that one can learn by reading some articles over internet or by watching some youtube video for inter-

cultural organisational behavior. I would recommend one to be calm and easy in initial days to learn the working environment and then adapt accordingly.

4) Accommodation

How did you find your accommodation? Are there any recommendable links or other helpful tips you would like to share?

<https://www.boplats.vaxjo.se/>

<https://heimstaden.com/>

växjö campus, facebook page

5) Traineeship

Please describe the tasks and / or the projects carried out during your traineeship. In which way were you mentored and integrated? How were the working conditions? Did you have especially positive or negative experiences?

I was given a task of analysis and suggesting current and new communication strategies within the FTK (faculty of technology) department of university. It was mentored by my supervisor, who was always available for helping and guiding me. The task involved understanding of communication channels like mymoodle used both by teachers and students, CRM system (not in depth but general overview), and the circulation of newsletter within the faculty, which also includes designing and content management of the newsletter. I was also assigned mycareer page activities that means managing and promoting the site to students for job search and career related advice. The working culture is quite nice, I was really impressed the way it works inside the university, also the people are friendly and open to international people. I was also involved in other activities like helping in organising events, replying to emails from potential students and helping out them.

6) Acquired qualifications

Which qualifications and skills could you acquire or improve during your traineeship?

Improved skills in communication, report writing, project management and relationship management.

7) Country-specific features

Are there any specific traineeship regulations in the target country that affected you as an Erasmus trainee (e.g. France: housing allowance, convention de stage)? If yes, which ones? Are there any recommendable links or other helpful tips you would like to share?

One can not take a social security number if he intends to live in Sweden for less than 12 months, which means he/she can not open a bank account and register himself. But the good thing is the employer can issue a temporary coordination number which can help the person to some extent.

8) Visa, residence and work permit (only for international students)

Which prearrangements had to be made in terms of visa, residence and work permit? Are there any recommendable links or other helpful tips you would like to share?

As, I hold a German student visa, so I was allowed to stay in Sweden on basis of that without applying for another visa for Sweden.

9) Other

Is there anything else you want to let other students know?

10) Conclusion

What is the conclusion drawn after your traineeship experience abroad?

The overall experience of the training was good. I was able to explore more possibilities within university and in Sweden. Learned new culture, language and had experience of working in a professional environment. It is a good way to work and at the same time be in the environment of professors, students and university life.

Please send this report by email to julia.schubert@ovgu.de!

Acceptable file formats: [.doc], [.docx], [.rtf], [.odt].