

Mapping Information on Traineeships

This document presents the results of a survey conducted by Work Package 6 “Mobility” to better understand how traineeship programmes are communicated, supported, and administered across CHARM-EU member universities. The findings aim to identify synergies and best practices that may contribute to a more consistent approach to traineeship opportunities across the European alliance.

Part 1 : Traineeship opportunities for outgoing students

1. Availability of practical information online

Some universities provide dedicated webpages for traineeships, while others include this information within general student services pages. In some cases, no specific traineeship information was identified during the mapping process.

2. Organisation of support for outgoing traineeships

Support structures vary across institutions. In some universities, support is managed centrally, while in others it is coordinated jointly between faculties and central offices, or exclusively at faculty level.

3. Promotion of traineeship opportunities

Approaches to promoting traineeship opportunities differ among institutions. Some universities rely on central platforms or portals, others combine institutional platforms with faculty-level communication, while some primarily promote opportunities through faculties.

4. Operational support for outgoing students

The provision of operational support also differs by institution, with responsibilities managed either centrally, at faculty level, or through a mixed model.

5. Mandatory traineeships

Requirements regarding mandatory traineeships vary depending on the institution and programme. In some cases, traineeships are compulsory; in others, this depends on the study programme, while some institutions do not require traineeships.

6. Terminology used

Institutions use different terminology, including “traineeship,” “internship,” or both terms interchangeably.

7. Promotion of international traineeships

Some universities actively promote traineeship opportunities both nationally and internationally, while others focus primarily on faculty-level promotion or report more limited international outreach.

8. Study levels covered

Some institutions offer traineeship opportunities at all academic levels, whereas others limit them to Bachelor's and Master's programmes or provide them depending on faculty-specific arrangements.

Part 2 : Practical Information for Incoming Trainees

9. Stipends and regulations for incoming trainees

The survey highlights different institutional approaches regarding stipends and related regulations for incoming trainees.

10. Organisation of support for incoming traineeships

Support for incoming trainees varies across institutions and may be organised centrally, jointly between faculties and central offices, or exclusively at faculty level.

11. Coverage of insurance costs

Responsibility for insurance costs differs among institutions. In some cases, costs are fully covered by the student, while in others they may be shared between the university and the student.

12. Housing support

Universities provide varying levels of housing assistance. Some offer direct support, others provide information only, and some do not offer specific housing assistance.

13. Local language requirements

Language expectations differ depending on the institution and field of study. Some positions require knowledge of the local language, others prefer it, while some report that it is not necessary.

14. Engagement opportunities for international trainees

Some universities offer structured engagement opportunities for international trainees, such as student networks, clubs, and societies, while others report limited or no dedicated initiatives.

15. Additional country-specific information

The survey also captured country- and institution-specific information, including aspects such as unpaid internships, insurance requirements, housing application procedures, and visa, work permit, or registration obligations.