

TRAVEL REPORT FOR ERASMUS WORK PLACEMENT

Compiling a travel report is mandatory for anyone who has received an Erasmus work placement grant. The report should be sent through NettiOpsu (International Exchanges --> Travel Report --> Make) within a month of returning. In case your work placement period is not yet updated in NettiOpsu, please add it first on page Enter a New Exchange.

The travel reports are especially valuable for students planning a work placement, which should be taken into account when writing the report. Although the length of a travel report varies from one writer to another, the report should be at least two pages long. The following instructions are not binding, but they are worth reading through prior to writing the report:

The Erasmus grant application process: Are the dates of the application period good/too early/too late? Did you have any specific problems with the UTA? Did you receive enough information on completing the work placement?

Applying for the Erasmus work placement: How did you search for a work placement? Which sources of information were useful? How did you contact possible employers?

Training Agreement: After finding a work placement, how did you proceed with signing the Training Agreement? Who was the on-site supervisor and who was the contact person of your faculty? Did you have any specific problems with the employer?

Preparing for the work placement: How did you get support from the on-site supervisor/employer? How did you arrange your insurances? Travel arrangements? Did you have an apartment ready upon arrival? What was the cost of living like? Have you got any tips regarding getting an apartment or other matters to do with housing and living conditions?

Working:

- Guidance
- Presenting the organization and staff
- Your assignments
- Working hours and possible salary and/or other benefits
- Adjusting to the work community
- Language skills - Did you manage with your language skills and did the time spent abroad improve your language skills?
- Cultural differences
- Possible residence and work permits.

Other matters worth mentioning: leisure activities and traveling, weather, food, local customs etc.

Return to Tampere: Were you accredited for your work placement abroad? Was the crediting process unproblematic? How will you include the work placement to your degree?

Other comments, compliments or critique?