

HANDBOOK FOR ERASMUS+ TRAINEESHIPS AT THE JKU

■ Requirements

- ☐ Minimum stay of 2 months and a maximum of 12 months
- ☐ Erasmus+ status awarded by the home institution
- ☐ Enrolment as a student for the duration of the internship at the JKU
- ☐ Payment of the student union fee (includes accident and liability insurance for the internship)

■ Application procedure

- ☐ You need to apply for the internship directly with the department in question. There is no list of available internships.
- ☐ Once you have been accepted for a traineeship at the JKU, fill out our online [Application Form for an Internship at the JKU](#).
- ☐ Applications should be submitted no later than 2 months prior to the start of the internship.

■ Learning Agreement for Traineeships

The [Erasmus+ Learning Agreement for Traineeships](#) is part of the online application.

- ☐ The agreement has to be signed by all parties (student, home university and respective institute at the JKU) in order to be valid.
 - ➔ Online applications without a valid Learning Agreement for Traineeships won't be processed.
- ☐ The insurance section in the Learning Agreement for Traineeships needs to be filled out correctly:

Table C - Receiving Organisation/Enterprise

The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes ☐ No ☐		If yes, amount (EUR/month):
The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes ☐ No ☐		
If yes, please specify:		
The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes ☒ No ☐ provided that the student is enrolled at the JKU and has paid the student union fee (approx. 20 €)		The accident insurance covers: - accidents during travels made for work purposes: Yes ☒ No ☐ - accidents on the way to work and back from work: Yes ☒ No ☐
The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes ☒ No ☐		
The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee.		
Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship.		

The student union fee includes an accident and liability insurance for your internship at the JKU. Detailed information on the insurance and coverage can be found [here](#).

■ Accommodation

You can find a list of dormitories close to the JKU campus on this [website](#).

The JKU International Office can make accommodation arrangements for you. In the online application form there is an accommodation section that you can complete for this purpose.

Please note that we cannot guarantee a place, particularly for short-term stays during the semester. The earlier you apply the better your chances are.

■ Before your start at the JKU

1. **Confirmation of Enrolment:** Once your enrolment at the JKU is complete, your matriculation number will be sent to you by e-mail.

2. **Activation of your student account:**

In order to access KUSSS and other online services, you need to activate your IT-account at account.jku.at. For English click on the flag at the bottom of the page, then on „activate account“ and follow the instructions.

- Your username: k and your matriculation number (k12345678 e.g.)
- Type in your family name as shown on your JKU card
- The activation code is your date of birth including hyphens (yyyy-mm-dd)
- Set your password according to the password guideline

3. **Payment of student union fee:**

The student union fee (ÖH Beitrag“) is approx. € 25 per semester and is compulsory for every university student in Austria. It has to be paid via bank transfer.

- Payment info: login to KUSSS (www.kusss.jku.at). Go to: My setting → Tuition fee
- Make sure to indicate the individual payment reference in your transfer!

■ After your arrival to the JKU

- ☐ **Collect your JKU student card** (with matriculation number) from the [Admissions Office](#)
- ☐ **Print validation date onto your JKU card** (at a JKU card terminal) but only once the payment of the student union fee has been received.

- ☐ **ÖH Mensa bonus (cafeteria discount):**

The Mensa bonus is a discount on meals at the JKU Mensa and the KHG Mensa. It can only be activated after payment (and receipt) of the student union fee.

The following steps are required to activate your Mensa bonus:

- Apply in the KUSSS system under „Personal data“ for „Austrian Student Union Cafeteria (Mensa) discount“
- Insert your JKU card at a JKU Card Terminal to have the „M“ (symbol for Mensa bonus) printed on your card

☐ Internet Access

- FREE JKU WIFI - For access use the previously activated username and password.
- EDUROAM (use recommended)
 - In case you already have an eduroam password, you can use this one
 - If not, you have to set your eduroam password under account.jku.at
 - ➔ Choose English (bottom of the page) and „Sign in“ using your JKU login data
 - ➔ go to „Edit account“ ➔ „Generate eduroam password“ ➔ „Update“ to save the new password
 - You can now access eduroam wifi with your eduroam account (JKU: Username@jku.at) and the generated password

■ Formalities in Linz

- ☐ **Local Registration:** It is required by Austrian law to register at the „BürgerInnen-Service“ (Citizen's Office) within your first 3 days in Linz. Make sure that your main residence („Hauptwohnsitz“) is Linz!
The following documents are required:
 - Completed [„Meldezettel“ form](#) (signed and stamped by your dormitory/landlord)
 - Passport or valid ID
 - Costs: 21€ with your national ID, 42 € with your passport
Keep the bill, it may be useful if you want to change accommodation!
- ☐ **Aktivpass:** After the local registration, you may apply for the „Aktivpass“ which enables you to benefit from various discounts in Linz (public transport, museums etc.).
General requirements:
 - Your „Meldezettel“ must show Linz as your main residence („Hauptwohnsitz“)
 - „Income“ (eg scholarship) may NOT exceed € 1600 per month
- ☐ **Public transport ticket:** A monthly ticket for public transportation „Linz Linien“ costs approx. € 17 only if you have the Aktivpass. Remember to write the number of your Aktivpass on your monthly ticket and carry both with you when using public transport.
- ☐ **Anmeldebescheinigung:** All students from the EU, EFTA and Switzerland who stay for more than 4 months in Linz are required to register at the Magistrat Linz – Neues Rathaus within the first 4 months after doing the local registration.

The following documents are required (in German/English - original documents + copies):

- Completed form „Antrag auf Ausstellung Anmeldebescheinigung“
- „Meldezettel“
- Recent passport-sized photograph
- Valid passport or ID card
- Proof of health insurance (eg European Health Insurance Card)
- Proof of sufficient financial means
- Confirmation of admission (Studienbestätigung – can be downloaded from KUSSS)
- Costs: approx. € 35