



THE SAHLGRENKA ACADEMY

Traineeship and non-exchange students

Sahlgrenska Academy International Office (SAIO) has received information you will come to Sahlgrenska Academy as a student on a traineeship/non-exchange agreement, often called Erasmus traineeship.

An internship is unpaid work linked to a researcher or teacher. Often this internship is part of your education at home institution. It is very important all trainees understand the rules for insurance, access cards, services etc., which are described in this document.

Please note traineeship students from non-partner universities are not under the same student status as an exchange student when staying at Sahlgrenska Academy.

EXCHANGE STUDENTS

Exchange student – the basis for exchanging students is a bilateral agreement between two collaborating universities where both parties have agreed on the number of students to be exchanged (both ways) each year. An exchange student receives support from SAIO and whole university regarding welcome week events, housing, social event, languages courses, student discount card etc. Exchange students also get a GU student card.

TRAINEESHIP STUDENTS (non-exchange agreement student)

A student who contacts a researcher to do a traineeship does not apply for an academic course and all arrangements are done directly between the student, the sending university and the receiving researcher. Trainees do not get the same support as exchange students; however, SAIO tries to support these individuals with links to some useful information.

TRAINEESHIP/NON- EXCHANGE STUDENTS

Registration in Mobility Online to be covered by insurance.	SAIO contacts the trainee about registration in the database Mobility Online .
Insurance	The trainee is covered by insurance Student IN after registration is complete.
Agreement	Traineeship agreement should be completed and signed prior to stay. Receiving researcher signs agreement and sends a scanned copy to SAIO. SAIO can assist in reviewing the agreement in regards to legal aspects.
Accommodation/student housing	Traineeship students are not eligible to apply for student housing/university accommodation. See private options .
Introduction info	<ul style="list-style-type: none"> • Information about the faculty, social events/student union, library, trams etc. from SAIO on request. • Information about rules and regulations at the department/institute from the responsible researcher.
Access card	Access card form for persons without an x-account should be completed by responsible researcher . Service Center will issue card to the trainee.
Library card	Responsible researcher needs to fill out the form Personal Guarantee for student to get library card.
Keys	Keys are given to trainee according to standard procedure at department.
Registration in Ladok/Student account	Traineeship students do not get registration in Ladok/student account.
Swedish language course	Traineeship students do not get access to the university language course. Please see free online course or visit language café in the city.
Swedish personal number (t-number)	Traineeship students will not get a t-number, as there will be no course registration for student at University of Gothenburg.
Mecanat/student discount card	Only exchange students with course registration get a t-number.
Adlerbert foreign student hospitality foundation	As traineeships do not receive t-number, it is not possible to apply for Adlerbert foreign student hospitality foundation (only announced in spring).
Returning keys	Returning of keys, access card etc. to department/researcher.
Certificate	The receiving researcher writes a certificate evaluating the traineeship.

EVENTS FOR NEW STUDENTS

Welcome Programme (GU) for new students.	Welcome programme is not open to traineeship students.
Student union/activities with INTET	Traineeship students can participate in INTET activities .
Welcome reception arranged by International Office.	Traineeship students will get invited by SAIO (if registered).
International desk	Traineeship students can visit international desk (drop in desk) Tuesday – Friday 12 am-2 pm to meet with international coordinator at SAIO.