

## 02 FAQ's

### **Internships**

The period of stay abroad will be two months in general, although it will end up specifying for each call, during which the student will work in a company or organization, adapting to the schedules of the host country, not exceeding 8 hours a day. Tasks to do will be related to the corresponding Activity Plan in the grade and will be adapted to the specific professional and academic curriculum. It is necessary to remember that due to the language barrier, it will not always allow to carry out all the activities planned in the beginning. Besides, the working hours will be negotiated with the company.

### **What does the scholarship/grant cover?**

The scholarship covers the trip to the country, internal displacements and maintenance, as well as the previous linguistic preparation. Depending on the country and the type of stay, students will have to contribute their own money. Before making the mobility, there will be a transfer of 80% of the amount of the scholarship, and the rest of the money after all the procedures of the scholarship are finished.

### **What does the scholarship not cover?**

The amount delivered can not be used for alcohol, medical or pharmaceutical expenses, calls, or internet connections. Each student is responsible for keeping the corresponding tickets to justify their expenses. Therefore, only those amounts properly justified will be returned at the start of the next course.

### **Knowledge of the Language**

It is not essential to know the language of the host country, even so it will be taken into account when making the selection of students. By default, good knowledge of English will also be valued.

### **insurance**

The Department of Ensenyament of the Generalitat has a policy of civil liability and one of accidents that covers incidents that may occur during the stay. In addition, it is recommended to have the European health card, which can be obtained free of charge at the offices of the National Institute of Health.

### **Information in general**

Previous meetings will be held with the students so that the whole group knows the scholarships offered, inform about the trip, the host country in general: culture, opening hours, tourism and any questions that may arise.

### **Type of accommodation**

The accommodation is not luxury, it will be an apartment, inn, Bed & Breakfast or bungalow with cooking possibilities for the students. It will be a priority to find a place close to the company. This implies that in some cases some student or group of students may have to stay away from other classmates.

### **Internal transport**

To travel daily to the company, local transportation will be used. Sometimes it means getting up early and doing more than one transfer. In some cities, Erasmus students have reduced prices.

### **Final memory**

At the end of the internship abroad a final report that reflects what has been done each day will be requested, including photographs. A general assessment of the stay and the internship of the company will also be requested.

### **Can you do tourism?**

During the free time the student can visit the touristic places of the area, as well as go out with friends or colleagues. But it can never be forgotten that the objective of the stay is to do the internship in the company. Leisure activities will never have to interfere with work. The tutor and the coordination of mobility from the school will be able to decide at any moment if the attitude is not the correct one and to cancel the scholarship. In this situation, all expenses incurred so far (travel, accommodation, maintenance) will be considered a debt by the student.

### **Practice book**

The hours worked will be part of the hours in the F.C.T. (Formation in work centers). Therefore, diary with the activities carried out in the company will have to be handed out. It is necessary to take into account that the language difficulty will not always make it possible to carry out the whole activity plan.

### **What happens with the classes?**

The teaching team is aware of the effort made by a student to do the internship abroad, and it will be facilitated as much as possible to follow the classes from the moodle of the center and the realization of tests or distance exams.