

## **FAQ – Erasmus trainees at HHU**

### **1. How long does a traineeship last?**

Max. three months, although a mandatory traineeship may be longer.

### **2. What do I need to bear in mind when defining the traineeship period?**

Like all students, you pay a “semester fee” of currently €310 per semester that allows you to use the halls of residence/canteens and includes a travel pass (see point 6). So your traineeship should not be longer than one semester as you will otherwise have to pay the semester fee twice. April 1 to September 30 = summer semester, October 1 to March 31 = winter semester.

### **3. How do I find an advisor?**

Please approach the subjects or institutes where you would like to complete a traineeship. If you are seeking an Erasmus traineeship in medicine, please contact the clinical departments. You can find detailed information [here](#).

### **4. What documents do I need?**

You need to provide your home university with (among other things) a signed Grant Agreement (= agreement between the student and home university) and a signed Learning Agreement/Student Mobility for Traineeships (= agreement between the home university and advisor). You are responsible for coordinating the agreements with those involved and ensuring they are signed.

### **5. Will I receive a student ID card for HHU?**

Yes. Your HHU card (= student ID card) will be sent to you by post.

### **6. Will I receive a travel pass?**

Yes. The HHU card is also a travel pass for the public transport system in North Rhine-Westphalia (NRW). You can travel on all buses, trams, subways and regional trains in NRW throughout the semester.

### **7. Am I insured in the event of an accident?**

Yes, because you are enrolled at the university. You are insured for any accidents on the university campus or during direct journeys to HHU.

Contact: Julia Kim Schneider, [Julia.Kim.Schneider@hhu.de](mailto:Julia.Kim.Schneider@hhu.de)

### **8. Can I live in the halls of residence?**

Yes. Please apply directly (in German) to the [Studierendenwerk Düsseldorf](#) (student affairs office). Contact: Anja Bäumker, [baeumker@stw-d.de](mailto:baeumker@stw-d.de)

#### **Will I have Internet access?**

Yes. You will receive your access data with your HHU card.

Support: [helpdesk@hhu.de](mailto:helpdesk@hhu.de).

### **9. Will the International Office support me in applying for a visa?**

Not as a general rule, but there is one exception: If you are a non-EU citizen with a valid visa for another EU country, the International Office (Monika Lent-Öztürk) will apply for your visa.

...and you can of course also use the **canteens and cafeterias** at HHU!