

# Things to remember...

Please consider the following recommendation:

- plan your traineeship well ahead of time;
- aim for your 'dream traineeship', which you will be proud to have in your resume. We do not like to hear that you would accept 'any' mobility;
- do not get discouraged by a potential initial failure while looking for a mobility, and address multiple employers to improve your chances;
- draw the employers' attention with a motivation letter and tailored, updated resume, 'sell' yourself, study the employer and their ongoing projects, and avoid generalizations;
- the following sources are recommended to help you in your search for a suitable traineeship: [INTLAG web application](#), UP International Relations Office website and Facebook, UP Aurora website, [ESN web platform](#), [LEO-NET web platform](#), international student organisations, e.g. [AIESEC](#), [IAESTE](#), [ELSA](#), [IFMSA](#), departmental professional supervisors for traineeships, faculty IR officers, institutional coordinator of Erasmus+ traineeships etc.;
- make sure to plan your traineeship at a time that does not interfere with your regular study program (unless these include a compulsory traineeship at a specific time);
- apply for financial support in time. If you have secured a traineeship, please submit the required documents at least 6 weeks prior to its intended start and remember to follow deadlines. If you need assistance with finding a suitable traineeship, please contact us at least 3 months in advance;
- given that the AURORA financial support consists only of a contribution to cover the mobility-related costs, please explore other funding options (remuneration from host organisation, your own savings, etc.);
- prior to your departure for a traineeship you are eligible to undergo a 3-day intensive International Communication training in English, German, French or Spanish. These courses will help improve your intercultural understanding and language skills and facilitate a trouble-free integration in the new environment and a smooth mobility. The full-time course is held usually during the examination period. You can register the courses in IS STAG as 4-credit subjects C. Course graduates receive a certificate;
- the above courses are complemented with standard and reference-only Czech and international literature focused on the language and intercultural development and other key competences. The materials are available at office 3.46 (top floor of UP Rector's Office) on Mondays 1pm to 4pm and Wednesdays 10am to 1pm. The maximum loan period is one month;
- while accommodation and travel costs are your own responsibility, the UP provides comprehensive travel insurance free of charge (for more on the travel insurance, click [HERE](#));

- other recommendation and tips are available in the Handbook for Work Placements Abroad, which you can download from the [INTLAG application](#).