



- Information for Internship Providers -

## Heidelberg Internship Program: For Students by Alumni

Heidelberg Alumni International (HAI) and Heidelberger Alumni-Clubs in cooperation with the International Relations Office of Heidelberg University

*Heidelberg Alumni International (HAI) is the central alumni initiative of the university – the worldwide network for all former and current students, researchers, administrative and teaching staff. We aim to establish a global network – the “HAI society” – from which alumni, students, the university as well as its partners will benefit. By offering special services like the internship program we extend our Heidelberg alumni-network and make it attractive for alumni and students alike.*

### Background information about the internship program

- Project founded by alumni from Mexico – now also established in France
- In gratitude to their own valuable time at Heidelberg University the alumni want to return something to the University and the following generations by offering internships
- Internships in organizations/companies where alumni work themselves or maintain good contacts with
- Alumni partner and contact for the students on-site

### Your benefits as a supplier of internships

- All year round free advertisement for the internship position
- Qualified and motivated applicants from Heidelberg University, one of Germany's Excellence Universities
- Applicants with proficient language skills (usually in more than one foreign language)
- No time-consuming selection process for your company due to high criteria preliminary selections in Heidelberg
- Local alumni support your company in mentoring the interns

## PROCEDURE

### Internship offer

- Internship for students of Heidelberg University (Overview of the range of subjects <http://www.uni-heidelberg.de/studium/interesse/faecher/>)
- Position: preference for students from Heidelberg; functions/jobs and projects in correspondence with the content of their studies; duration flexible; remuneration or a subsidy of board and lodging desirable
- Please send the information about the internship position to HAI (according to the example for an internship position in France):

#### **University Hospital Nice, Psychiatry – CHU de Nice**

- *Description:* The University Hospital Nice is an institution of the health care system which operates at seven locations and has three basic tasks: nursing, education and research/innovation.
- *Function:* Insights into the daily work of the hospital, assisting with patients.
- *Location:* Hôpital Pasteur in Nice
- *Departments/Focus:* Medicine (Master level), psychiatry, psychology – psychological disorders, difficult psychological pathologies, schizophrenia, bipolar disorder, cognitive depression, identity therapy, phenomenology.
- *Duration:* 3 to 6 months, applications possible at any time
- *Requirements:* good basic knowledge of French to make sure communication with the patients is possible; foreign health insurance
- *Information:* [www.chu-nice.fr](http://www.chu-nice.fr)

### Placement contract

- Can be signed by Heidelberg University
- Since the university does not provide insurance abroad, the student needs his/her own foreign health insurance (any possible details about health insurance in the contract will be deleted)

### Set-Up of the cooperation

- The companies/alumni send the internship offer to HAI
- Coordination of details & finalization of the offer
- Transfer of information to International Relations Office

### Announcement & Advertisement

- in the International Relations Office of Heidelberg University
- on the online internship platform of the Career Service of Heidelberg University
- on the online job portal of the university
- in the departments (special faculties, e.g. Medicine)
- on the corresponding HAI websites
- distribution via e-mail among students of Heidelberg University

### **Interviews**

- in Heidelberg
- minimum 3 months before the planned start of the internship
- involved offices: International Relations Office and HAI (and if necessary faculty representatives)

### **Allocation of places**

- Heidelberg preselects and recommends a student as an intern (the contact information of the selected student will be send to your company via e-mail).
- Host/Company can accept/refuse a candidate directly or agree on another job interview (e.g. via phone/skype)

### **Organization until the start of the internship**

- The departments of Heidelberg University will assist the student in case of questions about the Alumni Club, the internship positions, health insurance financing and the application process.
- The company provides the student with detailed information about the internship in general, necessary preparations, the schedule for the first day as an intern and a mentor/contact person in the company before the start of the internship.

### **Looking after the interns abroad**

- HAI establishes contact to an alumnus/alumna as a local mentor for the duration of the internship

### **After the internship**

- Field report (both to the International Relations Office and HAI; if required, also to the company)
- confirmation of internship (to be issued by the company)
- recognition as a study achievement (to be sorted out by the student him-/herself with his/her faculty)

### **For further questions and concerns contact**

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