



## INTERNSHIP OFFER

Ref. No. DE-2024-1120-4

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### Internship Host Information

**Internship Host:** Clausthal University of Technology  
International Center Clausthal  
Graupenstr. 11  
38678 Clausthal-Zellerfeld  
Germany

**Website:** <https://www.tu-clausthal.de/en/>

**Location of placement:** Institute of Polymer Materials and Plastics Engineering, Agricolastr. 6, 38678 Clausthal-Zellerfeld  
**Nearest airport:** Hanover (HAJ)  
**Working hours per week:** 39.8  
**Working hours per day:** 8.0

**Number of employees:** 45  
**Business or products:** Universitätsinstitut

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### Student Required

**General Discipline:** MECHANICAL ENGINEERING; CHEMISTRY AND CHEMICAL ENGINEERING

**Completed years of study:** 2

**Field of Study:** .Mechanical Engineering.; Materials Engineering.; .Polymer/Plastics Engineering.; Materials Science.

**Student status requirements:** required during the whole period of internship

**Language required:** English Good (B1, B2) Or German Good (B1, B2)

**Required Qualifications and Skills:**

Research | Microsoft Office | Laboratory Work | Independence

**Other requirements:**

An official certificate of language proficiency (e.g. TOEFL, TestDaF...) is required.

Basics in Materials Science and Engineering.

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### Internship Offered

The student will be working in the field of Plastics Processing, such as injection molding, extrusion, filament winding, liquid composite molding, and reinforced plastics.

He/She will be incorporated in the group of scientific co-workers, supporting their Ph.D-thesis.

For further information check: [www.puk.tu-clausthal.de/en](http://www.puk.tu-clausthal.de/en).

**Number of weeks offered:** 12 - 12

**Working environment:** Research and development

**Within the months:** 01-APR-2024 - 30-NOV-2024

**Gross pay:** 934 EUR / Month

**Or within:** -

**Deduction to be expected:** variable

**Company closed within:** -

**Payment method / time of first payment:** Other / end of first month

**Latest possible start date:** 01-SEP-2024

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### Accommodation

**Canteen at work:** Yes

**Expected type of accommodation:**

**Estimated cost of lodging:** 450 EUR / Month

**Accommodation will be arranged by:** IAESTE

**Estimated cost of living incl. lodging:** 934 EUR / Month

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### Additional Information

see additional documents, please apply at least 3 months in advance

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### Nomination Information

**Deadline for nomination:** 19-MAY-2024

**Date:** 02-MAY-2024

**On behalf of receiving country:** IAESTE Germany



**IAESTE**  
GERMANY

**IMPORTANT INFORMATION ABOUT  
YOUR TRAINEESHIP IN GERMANY  
– PLEASE READ CAREFULLY!**

## GENERAL INFORMATION

The national committee of IAESTE Germany is located in Bonn as a part of the German Academic Exchange Service (DAAD). Here, the administrative issues of your training are arranged. In Germany there are numerous local committees (LC). In general, the local committee will meet you when you arrive and help you to get in touch with the employer as well as with the public authorities. All of us will do our best to make your stay as pleasant as possible. Not all traineeships are based in large cities where you can find an LC. You will find information regarding the nearest local committee at your "Work Offer". In case there is no LC, IAESTE might not be able to contact you on a regular basis.

## WHAT WE EXPECT FROM YOU

We put a lot of effort in raising the IAESTE jobs in Germany. The companies are assured of highly qualified and motivated students for the job. It is therefore required that you read the job description carefully and apply only if you consider yourself qualified. For a satisfactory working relationship between the company and you, it is expected that you have good social skills and can take initiative.

## IMPORTANT DOCUMENTS FOR YOUR APPLICATION

1. Student Nominated Form – *can be downloaded at the IAESTE Exchange Platform*
2. "Work Offer" – *can be downloaded at the IAESTE Exchange Platform*
3. Introductory letter to the employer
4. Curriculum Vitae
5. Transcript of records
6. Language certificate
7. Certificate of enrolment – *please only use the attached form*
8. Copy of passport

## THE CERTIFICATE OF ENROLMENT

Please note: You must be enrolled during the whole period of training! Due to the law of minimum wage in Germany an internship up to three months may be optional/does not need to be mandatory. If your internship lasts longer than three months this additional time must be a compulsory part of your studies.

## THE WORK OFFER

**Work offered:** It is important to read the job description carefully, as the company expects you to have knowledge of the particular work offered.

**Work period:** The period of work is stated on the "work offer" and can only be altered to another period if the employer agrees to the new dates. Please apply always for full month, beginning at the first day of each month.

**Language requirements:** Please prove your language skills with a current language certificate. The language skills which are required from the employer need to be proven. If your language skills differ significantly from what is stated in the certificate, the training may be terminated. Most Germans speak at least basic English.

**Accommodation:** Unless explicitly mentioned otherwise, the local committee will organize your accommodation. You have full financial responsibility for the rent. Also, for booking accommodations it's necessary that your internship will last whole calendar months because the rent has to be paid by you for full months. Please note that in Germany, usually male and female students share the same floor and sometimes share a bathroom in student dorms or in shared student apartments.

**Payment/taxes:** Your salary is normally paid monthly at the end of each month according to the amount stated on the "work offer". If your training ends before the end of a month, the salary will be paid proportionally for the days you completed. Foreign students who are in Germany for a practical training and who receive a payment from the employer must pay a certain percentage of their wages as social security contributions. You are exempted from this payment if you receive your wages from the DAAD only and/or if your training is a compulsory part of your course of study. This must be confirmed at the certificate of enrolment.

## **ADDITIONAL INFORMATION**

**The DAAD portal:** In case of acceptance, you must register yourself at the DAAD portal. Any important information will be sent with your acceptance. Payment and insurance can only be activated after you have finished the necessary steps.

**Payment:** You need to have sufficient funds for the first month, approximately 934,00 €, to cover your expenses until you receive your first salary. The expenses include for example living costs, rent, telephone costs or public transport. The DAAD does not offer financial support for travel costs or airfare.

**Insurance:** In order to complete an IAESTE training in Germany, an adequate health-, liability- and accident insurance is mandatory. The DAAD will take out and pay the insurance for you during the period of training.

**Visa/Passport:** You are required to apply for a visa at your nearest German Embassy or Consulate. It is important to apply as soon as you get your acceptance papers from IAESTE Germany. The application procedure sometimes takes 8 to 12 weeks. Make sure you have a valid passport before leaving for Germany.

**Work permit waiver:** The DAAD issues the work permit waiver for internships from non-European students which has to be confirmed by the German Federal Employment Agency. Since this is an official document, you are not allowed to write on it. In general, students from EU countries, EEA countries and Switzerland do not require a work permit waiver for a practical training in Germany.

**If you have any further questions, please consult your IAESTE national committee.**

**Finally, we would like to wish you good luck for your application!**

## Erklärung zur Immatrikulationsbescheinigung // Declaration of Certificate of Enrolment

**Universität/Hochschule // University/college**    **Studierender // Student**

**Studiengang // Course of study**

1 Bezeichnung // Name of university/college

6 Vorname // Name

10 Studienfach // Subject

2 Anschrift // Address of university/college

7 Nachname // Surname

11 Regeldauer Studium // Standard period of study  
Jahre // Years

3 Telefon // Telephone

4 E-Mail // e-mail

8 Geburtsdatum // Date of birth

12 Eingeschrieben seit // Enrolled since  
(TT.MM.JJJJ) // (DD.MM.YYYY)

5 Website // Website

9 Staatsangehörigkeit // Nationality

13 Voraussichtliches Studienende // Expected end of study  
(TT.MM.JJJJ) // (DD.MM.YYYY)

### Die Bundesagentur für Arbeit benötigt die folgenden Angaben für die Genehmigung // The German Federal Employment Agency requires the following information for the approval of

einer Ferienbeschäftigung // a vacation job

14 Offizielle Semesterferien // Official semester break

von // begin

bis // end

(TT.MM.JJJJ) // (DD.MM.YYYY)

15 Fortsetzung des Studiums nach den Semesterferien // Continuation of studies after semester break

Ja // Yes

Nein // No

eines studienfachbezogenen Praktikums // an internship related to the field of study

16 Angestrebter akademischer Grad // Expected academic degree

Bachelor // Undergraduate

Master // Graduate

Doktorand // Postgraduate

andere Hochschulbildung (Mindestlaufzeit 3 Jahre) // Other higher education (min. duration 3 years)

17 Die Studienordnung beinhaltet ein Pflichtpraktikum von mindestens //  
Study regulations include a mandatory internship of at least

Stunden //  
hours

Wochen //  
weeks

Monate //  
months

trifft nicht zu //  
not applicable

(Bitte entsprechenden Auszug aus der Studienordnung beilegen // Please enclose the relevant details from the study regulations)

18 Davon wurden  
Of which

Stunden //  
hours

Wochen //  
weeks

Monate bereits absolviert //  
months have already been completed

19 Datum // Date

20 Unterschrift und Stempel der Universität/Hochschule // Signature and stamp of the university/college



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