## WORK OFFERED

### Employer Information
- **Employer:** Hochschule Ostwestfalen-Lippe
  - Detmolder Schule für Architektur und Innenarchitektur
  - PerceptionLab, ConstructionLab

- **Business or products:** university institute

### Website:
- **Working place:** Detmold
- **Nearest International Airport:** Dortmund
- **Nearest Public Transport:** Detmold
- **Number of employees:** 200
- **Working hours per week:** 40
- **Daily working hours:** 8

### Student required
- **Faculty:** architecture
- **Specialisation:** interior architecture, graphic design, visual-web design, communication design
- **Study level:**
  - [ ] Beginning
  - [x] Middle
  - [x] End

### Previous Training Required:
- Yes [x] No [ ]

### Work offered:
- **Kind of work:** Support for research facilities PerceptionLab and ConstructionLab. Research focus desired Desk-top publishing (DTP, the following programs are good to know: InDesign, Photoshop etc.; Mi-crosoft Office), CAD, building construction and multimedia use for preparation of lectures and publications for teaching and research:
  - [http://www.hs-owl.de/fb1/forschung/construction-lab/news-forschung0.html](http://www.hs-owl.de/fb1/forschung/construction-lab/news-forschung0.html)
  - [http://www.hs-owl.de/fb1/forschung/perceptionlab.html](http://www.hs-owl.de/fb1/forschung/perceptionlab.html)

### Categories:
- Research and Development (R)
- Professional (P)
- Working Environment (W)
- Non Specific (N)

### Number of weeks offered:
- 8 to 12

### Within the months:
- Jan to Dec

### Gross pay (Employer):
- 0 € per month

### DAAD Allowance:
- 750 € per month

### Deduction to be expected:
- please refer to website: [www.iaeste.de/English pages](http://www.iaeste.de/English pages)

### Accommodation:
- **Lodging will be arranged by:** Employer
- **Canteen available at work:** Yes [x] No [ ]

### Estimated cost of lodging:
- app. 350 € per month

### Estimated cost of living incl. lodging:
- 750 € per month

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**FOR OFFICIAL USE ONLY!**

**DATE:** 11 January 2018

**Deadline for nomination:** 31 March 2018

**On behalf of receiving country:** [Signature]

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**IAESTE GERMANY**

**Important Information about your traineeship in Germany - please read carefully!**

Before accepting this offer
A few remarks to be carefully considered:

The national office 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.

The numerous local contact points of IAESTE Germany consist mainly of student run committees. In many other cases, the university’s international offices take care of the IAESTE trainees. In general, the local contact points will arrange your accommodation, meet you when you arrive and help you to get in touch with the employer as well as with the public authorities. **Please send an e-mail to your IAESTE contact point in Germany as soon as you receive your acceptance papers. The contact data will be printed on the acceptance note.** All of us will do our best to make your stay as pleasant and fruitful as possible.

Not all traineeships are based in large cities where you can find IAESTE local contact points. In the event that a placement offer without a local contact point nearby was allocated to you, IAESTE might not be in a position to contact you on a regular basis. For a satisfactory working relationship between the company and the trainee, it is expected that the trainee has good social skills and is capable of taking initiative.

**What we expect from trainees**

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. Also make sure that your language fluency is in accordance with the requirements, in order to avoid complications.

**Important: The following information should be enclosed with the application:**

1. Form “Student Nominated”
2. Form O
3. Introductory letter to the employer
4. Curriculum Vitae
5. Transcript of Records
6. Language certificate
7. Passport Copy
8. Certificate of enrolment / certificate that the training is a compulsory part of the course of study – please only use the form provided by us!

The Form „O“:

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

**Work period:** The period of work is stated on the form „O“ and can only be altered to another period if the employer agrees to the new dates.

**Language requirements**

To be able to communicate and work in the company, it is absolutely necessary to have **good command of the English language**. Most Germans speak at least basic English. Please take note that some employers require good knowledge of the German language as well. It is therefore necessary to send us a language certificate. If your language skills differ significantly from what is stated in the certificate, the training may be terminated.
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. Please note that, according to the German labour law, you must be in possession of a document to certify that you are enrolled as a student at an institute of higher education during the whole period of training. Make sure you have a valid passport before leaving for Germany.

Work permit waiver

The acceptance papers consist of the acceptance note and the work permit waiver. The DAAD issues the work permit waiver 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. Please send back the „Confirmation of Acceptance“ form to us as soon as possible.

Accommodation

Lodging will be arranged by your IAESTE local contact point or your employer. You have full financial responsibility for the rent and your telephone costs. In order to reduce the huge amount of rent paid vainly for unused accommodation booked by IAESTE Germany, we do ask you to apply for your training to start only at the beginning of each month. To begin the training halfway through the month is only possible if the employer wishes this. In any case, the accommodation can only be booked for full months, and the rent has to be paid by you for full months accordingly, even if you leave the accommodation earlier or move in later. 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 form „O“.

In order to receive the payment, you need to register at the DAAD Portal as soon as you have been accepted. The registration details will be forwarded along with your acceptance documents. The DAAD allowance will be paid cash by your local committee.

If your training ends before the end of a month, the salary will be paid proportionally for the days you completed. You need to have sufficient funds for the first month, approximately 750,- Euro, to cover your expenses until you receive your first salary. The DAAD does not offer financial support for travel costs or airfare.

Foreign students who are in Germany for a practical training and who receive a payment from the employer have to 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 you are in the possession of a document stating that your training is a compulsory part of your course of study.

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. Should you wish to stay in Germany longer, you have to pay the insurance yourself for the additional time.

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

Finally, we would like to wish you a pleasant and successful stay in Germany!