



ERASMUS PLUS  
„EUPRAC-Curriculum“



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## Preparation procedure for students/trainees to complete occupational therapy placements in other European countries

**Part of the EUPRAC curriculum for the practical training of  
occupational therapists in the context of internships in other  
European countries**

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Project partners: University of Ruse Angel Kanchev  
Akademia Wychowania Fizycznego we Wroclawiu  
IMC Fachhochschule Krems GmbH  
IBKM Praxismanagement GmbH



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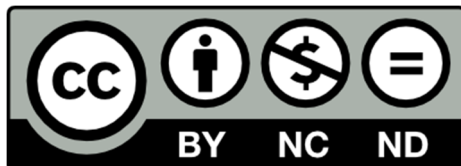


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## Proposal on the preparation procedure for students/trainees to complete occupational therapy placements in other European countries

The preparation procedure for students is carried out by the respective sending educational institutions and includes the following focal points:

### 1. Information event for students

Here, interested students receive initial information about the possibility of completing an internship abroad. The persons in charge of the educational institution inform the students/pupils about, among other things:

- the benefits of stays abroad for professional careers and personal development,
- all organisational steps in the run-up to internships abroad, including:
  - required time frame for preparing for an internship abroad,
  - possibilities of searching for a suitable internship (e.g. cooperation partner of the institution or independent search),
  - recognition criteria of the sending educational institution for internships abroad,
  - expectations of the internship institutions towards foreign interns,
  - application for a traineeship at the traineeship institution,
  - application for the stay abroad at the sending educational institution,
  - contractual arrangements,
  - accommodation search,
  - linguistic and intercultural preparation,
  - funding opportunities, e.g. through the Erasmus+ mobility program (the criteria for applying and any required documentation should also be explored in more detail here),
  - compilation of the necessary documents for the stay abroad etc.

In addition, the inclusion of experience reports by students who have already completed an internship abroad is recommended. This way, questions can be answered and important first-hand information can be passed on.

### 2. Information material for students

Since the information event initially provides an overview of the topic of "internships abroad", it should be underpinned with more detailed information, requirements and responsible contacts in the form of an action guide or brochure. A corresponding sample can be found under point Item 9.8 "Guidelines for students to complete an internship in a European country abroad" in the appendix to the EUPRAC curriculum. At this point, we recommend a downloadable version on the website of the respective educational institution as well as a database accessible to the students with all the required forms.



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### 3. Deployment of internship supervisors in the sending educational institution



Generally speaking, the majority of educational institutions have a person responsible/coordinator for the topic of "internships". We recommend that these contact persons be qualified for counselling on internships abroad, so that they can competently answer all of the students' questions about the stay abroad. This is particularly important with the focus on the recognition of these internships, the examination of the admission criteria of the internship institutions, the contractual and financial security of the stays, as well as the assessment/evaluation of the completed internships. In addition, the network of the educational institution is expanded in a targeted manner through the use of responsible contact persons.

The internship coordinator therefore checks the incoming applications of those interested in an internship abroad, which also includes the recognition of new internship institutions that have not yet been entered in the database according to the defined criteria (see EUPRAC curriculum, item 3.2 "Legal basis and framework conditions for the recognition of internships in other European countries"). With regard to contacting new institutions, we recommend using the document under item 9.3 "Questionnaire for the recognition of the internship abroad" in the appendix to the EUPRAC curriculum. On this basis, all important criteria can be enquired about and checked, especially in view of the fact that the interested parties themselves may make the first contact.

Further information on institutions in other European countries that offer internships in the field of occupational therapy can also be obtained from the partners involved in the EUPRAC project:

*Contact details of the EUPRAC project partners*

Ifd. Nr.	Land	Contact person	Contact details
1	Bulgaria	Petya Mincheva	University of Ruse „Angel Kanchev“ 8 Studentska str., POB 7017, Ruse <a href="mailto:pmincheva@uni-ruse.bg">pmincheva@uni-ruse.bg</a> +359 82 821 993
2	Germany	Kerstin Erdmann	IBKM gemeinnützige Schulträger GmbH Am Bahnhof 12-13 06577 Heldrungen <a href="mailto:erasmus@ibkm-schulen.de">erasmus@ibkm-schulen.de</a> +49 (0)34673 760-0

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lfd. Nr.	Land	Contact person	Contact details
3	Austria	Doris Weinberger	IMC Fachhochschule Krems Am Campus, Trakt G1 3500 Krems <a href="mailto:doris.weinberger@fh-krems.ac.at">doris.weinberger@fh-krems.ac.at</a> +43 (0)2732802202
4	Poland	Dr. Milosz Kuśnierz	Akademia Wychowania Fizycznego we Wrocławiu, University School of Physical Education in Wrocław aleja Ignacego Jana Paderewskiego 35 51-612 Wrocław <a href="mailto:Milosz.kusnierz@awf.wroc.pl">Milosz.kusnierz@awf.wroc.pl</a> +48.71.347.3396

In addition to the already mentioned possibilities of accessing internship positions in other European countries, the use of the following platforms/websites is also recommended:

- Erasmus+ Intern Traineeship Portal at: <https://erasmusintern.org/>
- ENOTHE (European Network of Occupational Therapy in Higher Education) website: <https://enothe.eu/> - There is also a Student Platform Occupational Therapy Europe "SPOTEurope". This was created to promote and improve the connection between OT students from all over Europe.

If the internship institution is already registered in the database of partner organisations, it can be assumed that all important criteria have already been checked. For the students/students, organisational information is particularly important here, which is passed on to the students/students during the counselling by the internship coordinator, but also during the information event. This should include:

- contact person of the internship institution,
- period of time available for a traineeship in this institution,
- subject areas that can be completed,
- the required prior professional and linguistic knowledge that the trainees should have (see EUPRAC curriculum item 9.9 "Expectation and offer profile of traineeship institutions in the field of occupational therapy for students from other European countries"),
- accommodation options at the place of work or contacts to accommodation,
- general conditions such as insurance cover,



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- vaccination regulations in the respective country or requirements of the respective internship institution; necessity of presenting proof of vaccination,
- contacts to students who have already gained experience in this internship institution,
- information on travel options and public transport on site as well as costs incurred.

The internship coordinator's tasks should also include advising students on all funding opportunities for the stay abroad, explaining the necessary forms and documentation, and supporting the subsequent preparatory activities.

The internship coordinator contacts the person in charge of the internship institution regarding the contractual arrangements. As a basis, we recommend the document "Learning Agreement" (see item 9.4 in the appendix to the EUPRAC curriculum or as a download under: [Learning Agreement | Erasmus+ \(europa.eu\)](#), also with regard to the requirements to be fulfilled for financing the internship abroad via the Erasmus+ program.

With a well thought-out preparation procedure, educational institutions are able to pave the way for a successful and, above all, recognised internship abroad for their students. In addition, important professional relationships with institutions/organisations in other European countries are established or expanded. The preparation process should therefore always be ensured by a responsible actor, such as the internship coordinator.



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