

Project

Dual vocational training for SMEs in the Baltic Sea Region

as to: practical training abroad for students

1. Background and objectives

(1) At the Hamburg University of Corporate Education (Berufsakademie Hamburg) and the University 21 in Buxtehude the following dual bachelor courses have been realised for some years:

a) Hamburg University of Corporate Education

- Business Management course of studies together with a vocational training in the handicrafts sector.

b) University 21

Courses of studies

- Civil Engineering DUAL
- Architecture on the stock DUAL
- Construction and real estate management DUAL
- Physiotherapy DUAL
- Mechatronics DUAL (since October 2009, certification in April 2009)

combined with vocational training or an appropriate practical job in enterprises. In collaboration with the Craft Chamber Braunschweig-Lüneburg students can also take the examination for the master craftsman's diploma.

(2) The project duration is from 29th of September 2008 until 28th of September 2010.

The goals are:

- Realisation of the dual bachelor courses of studies in Gdańsk, Vilnius and Pori as well as evaluation for a realisation in Tallinn.
- Completion of an international practical training by participants of the courses of studies. At the same time (independent of the courses of studies) the international exchange of apprentices in general shall be supported.
- Strengthening of the internationality of the involved universities and developing of a durable cooperation.
- Exchange of information and promotion of innovations in the vocational education.



(3) The realisation of the dual bachelor courses of studies in Poland, Lithuania and Finland has the following status (in May 2009):

- In Gdańsk the Chamber of Crafts Gdansk and the private “University of Tourism and Hotel Industry in Gdańsk (Wyższa Szkoła Hotelarstwa i Turystyki w Gdańsku)” plan to start with dual bachelor course of studies „Management for SMEs“ as from 1.10.2009. The participants shall have finished the basic vocational education already; the course of studies shall be combined with a practical training in enterprises (probable 2 days in the week). The courses will be carried out in the educational centre, which belongs to the Chamber of Crafts Gdansk since 1.9.2008. Later on further courses shall follow, special interest is in the field of „Mechatronics“.
- In Vilnius the state Technical University (Vilniaus Gedimino Technikos Universitetas), the Vilnius Centre for vocational training (building industry) (Vilniaus Statybininku Rengimo Centras) and the Chamber for Commerce Industry and Crafts wants to realise dual bachelor course of studies „Civil Engineering”. The beginning is planned for October 2010. The participants shall already have finished the basic vocational training; the study shall be combined with a practical training in companies. Later on further courses of studies shall follow, especially „Management“ and „Mechatronics“.
- In Pori/Finland the state owned University of Applied Sciences „Satakunta University of Applied Sciences“ and the Pori vocational College (Porin amattiopisto) want to start with the dual bachelor course of studies „Civil Engineering“ in autumn 2009 or spring 2010. The participants shall have already finished the basic vocational education; as a practical training/ qualification „only“ a internship of 3 months in a foreign company is scheduled. Later on further courses of studies shall follow, especially „Management“.
- In Tallinn already the first steps for a feasibility study concerning the dual bachelor studies have been made. The concrete realisation is not scheduled during the project duration.

(4) The progress of the project and the planning for the single regions will be explained in detail in the interim report in August 2009.

This draft deals with a concept for the realisation of internships abroad primarily for participants of the studies and additionally for apprentices.

2. Internship abroad for students

2.1 Basic frameworks

(1) The internship, a work placement for a student, abroad can refer to a completion of a part of the courses on a foreign university or it can be related to practical training or completion of parts of the vocational training in a foreign company. Studying in the foreign university is possible, but it is not the focus and shall not be supported in this project, because:

- The courses of studies shall be carried out at all locations on the basis of comparable curricula and be certified according to the conditions of the Bologna process. But the courses of studies in Poland, Lithuania and



Finland are still under development, so that it is difficult in this start-up phase to organize the stay on the foreign university.

- In context of the dual courses the studies are very compacted and this is why it is difficult to complete parts of the studies on a foreign university.

Within the dual courses of studies the vocational training or the practical training in companies are integrated components of the studies. By preparing practical works students get credit points for the studies.

(2) This project and the internship abroad will focus on spending part of the vocational training or practical training in foreign enterprises. The duration of the internship shall be in the normal case 3 months, but no less than 6 weeks and maximum 6 months. If in this context parts of the vocational training are completed abroad, the credit points can be transferred to the vocational training in the home country (see 3.).

(3) The internship can

a) be carried out before the studies. Even here credit points are possible if the other requirements concerning the practical works/papers are met.

b) be carried out during the studies. If the dual course of studies consists of a combination of studies and vocational education, the stay abroad shall be carried out if possible in the last phase of the vocational education after the journeyman's examination.

c) be carried out after finishing the studies. Even this possibility shall be supported in the same way; in this case credit points and all corresponding requirements will be unnecessary.

(4) Independently of the assessment of the practical work/course work with credit points, the student shall get a qualified letter of recommendation from the foreign company, where particularly the following is specified: time period, fields of activity, the gathered experiences and special personal attributes. For each student who has been abroad for an internship, the home university applies for the Europass, where the training abroad will be documented.

2.2 Foreign Internship partner: acquisition and requirements

(1) In order to strengthen the international cooperation of the involved locations, the training abroad shall take place in Northern Germany, Pomerian Region (Poland), Lithuania or Satakunta (Western Finland). The acquisition and selection of the foreign internship partner/companies is carried out by project partners:

- Hamburg University of Corporate Education
- Chamber of Crafts Hamburg
- University 21, Buxtehude
- Chamber of Crafts Braunschweig-Lüneburg
- Chamber of Crafts Gdansk



- Higher School for Tourism and Hotel industry Gdansk
- Vilnius Chamber of Commerce, Industry and Crafts
- Technical University Vilnius
- Vocational Training Centre for Building Industry Vilnius
- Satakunta University Pori
- Vocational College Pori

(2) Furthermore the internship abroad shall be possible and be supported in all Baltic Sea Countries on the equal rights. In principle Russia and Belarus also will be involved. The acquisition and selection of the foreign internship partner shall be carried out by all members of the Hanseatic Parliament.

(3) There are following requirements relating to internship partners (companies):

- The selected internship partner belongs to a crafts/industry sector which is suitable to the course of studies respectively to the vocational training.
- The internship partner employs the student in this fields of activity which suit to the contents of studies respectively of the vocational training. It shall be possible to gather experiences in different fields of activity.
- The student shall be continuously supervised by an adequate qualified member of staff. An instructor-qualification examination is not needed.
- The enterprise has a basic interest on international cooperation and has preferably already predefined topics which can be addressed to the student in the company. The internship partner/company supports the student by the selection of the topic and completion of the practical paper/work.
- In principle, medium-sized enterprises of every size are possible to be internship partner. However, for the technical courses of studies (construction industry and mechatronics) the smallest companies (1 person) are less suitable.
- Language during the internship is English or the language of the respective country where the internship is taking place.

2.3 Methods in the placement of internships abroad

(1) The members of the Hanseatic Parliament as well as all project partners are requested to address the companies (in their journals for members, during consultations, trainings, assemblies, etc.) in order to provide places for internships. Additionally on the central internet platform of the Hanseatic Parliament the enterprises will be informed about the possibility to evince their interest on the web platform www.baltic-cooperation.eu or by the responsible



chamber. Additionally a flyer in English will be developed and made available to members and project partners.

For the registration of the potential internship partners/companies a unique standardized questionnaire was developed (see draft, attachment A). This form contains details on the company, but also subjects, which the entrepreneur would like to be covered within the foreign internship. The members and project partners will continuously send the filled questionnaire to the office of the Hanseatic Parliament. Then the offers will be published on the website of the Hanseatic Parliament.

(2) The involved universities will inform their students about the possibilities and chances of the practical training abroad and then register with a single standardized questionnaire (draft see attachment B) the interests and wishes of the students. For a target group oriented information a flyer in English will be developed and made available for universities. In the context of the information and consulting process the offers on practical training abroad will be shown in internet in order to make sure, that every interested company can get a foreign student for an internship. Also the requests of the students will be regularly published on the Hanseatic Parliament` website.

(3) Supply and demand of the foreign traineeships will be shown in a standardized form on the website of the Hanseatic Parliament and will be usable for all members of the Hanseatic Parliament as well as for the universities.

The respective home university of the student is primarily responsible for the organization of the practical training abroad. If the university can not find an adequate company in the internet presentation, it addresses on the electronic way the corresponding members of the Hanseatic Parliament with the request to find an appropriate enterprise.

The members of the Hanseatic Parliament can also transmit the offers of their enterprises directly to the involved universities with the request to find an adequate student for the practical training abroad.

(4) The students shall as far as possible arrange their stay abroad with own initiative.

The home university

- establish the contact to the foreign enterprises.
- provides support to the students during the whole process.
- applies in an accumulative procedure for founding for the practical training abroad.
- provides mentoring by preparing the practice paper, for which credit points shall be gained.
- applies for the Euro Pass and documents the practical training abroad.

If necessary, the respective Hanseatic Parliament's member on which territory the foreign partner company is operating, provides helps in certain issues, e.g. accommodations or is contact person in urgent cases during the stay.



(5) On the basis of the collected students applications for the practical training abroad the home university applies (considering the respective deadlines) for funding. Particularly the following programs are possible:

- Erasmus Student Exchange Program
- Erasmus Practical Training
- Erasmus for Young Entrepreneurs
- Leonardo da Vinci Mobility (particularly concerning the vocational training)

The home university defines the details which are necessary in its country for the funding application. The fixed support amount for organization and mentoring is basically due to the university which applies for the support.

2.4 Practice paper and credit points

(1) Regulations and methods shall be applied, which are in line with terms and conditions of the respective home university.

- The students describe the chosen topic, which was consulted with the foreign company before, in a short outline.
- The outline is then consulted with the home university; the home university decides who will be the mentor of the internship.
- The mentor provides support also during the practical training abroad on the phone or by e-mail.
- The type and the documentation of the practical paper, its potential oral presentation, etc. as well as the evaluation and rating with credit points is regulated by the home university.

(2) Practice papers and credit points are possible in the following scale:

- Hamburg University of Corporate Education: 6 practice papers with maximal 5 Credit Points for each as well as the Bachelor Thesis with 12 Credit Points.
- University 21: 4 practice papers with maximal 5 Credit Points each as well as the Bachelor Thesis with 12 Credit Points.
- Satakunta University: practical work/qualification in a foreign company with duration of 3 months with maximal 30 Credit Points.
- High School for Tourism and Hotel Industry Gdansk and the Technical University Vilnius: no regulation on practice papers and Credit Points yet.

(3) The stay abroad shall primarily educate the students and contribute to broadening his/her experiences. At the same time, the international cooperation between enterprises shall be promoted. In small and medium sized companies successful cooperations are initiated primarily via personal contacts. Since the



students are working in local companies during their normal vocational training, they can and shall establish contacts between the enterprise in the home country and the foreign company and initiate cooperation in this way.

This process of cooperation will be additionally promoted if the students during the stay abroad in their practice papers

- deal with topics which are related to the international activities of the home company.
- deal with the international market presence of the foreign partner company.
- prepare a concept on foreign trade for the home and/or for the foreign partner company.

In this way the internship is effectively combined with a foreign trade promotion on the company level. This is in special interest of many enterprises and makes it easier to find a foreign partner company as well as to send the own employee to a foreign country. The members of the Hanseatic Parliament are asked to provide support and guidance within this process by their export consultants. Addressed are chambers/associations of the home country and of the foreign partner company.

3. Internships during the vocational education

Within our project, but independent of the dual courses of studies, practical training abroad for people during their regular vocational education shall be promoted. The procedures and processes listed under no.2 apply also here, but with following changes:

- Primary responsibility for the organisation of the practical training abroad holds instead of the home university the respective member of the Hanseatic Parliament in whose region the vocational education is carried out.
- For apprentices the practice papers, the credit points and the related terms and conditions do not apply. However, the practical training abroad for apprentices shall also be connected with a promotion of the foreign trade on the enterprise level.
- The acceptance and recognition of the vocational training periods abroad for the vocational training in the home company is a matter of the responsible authority. Decision on recognition shall be made before the internship on the basis of an outline about the foreign enterprise and the activity/vocational training planned there. The recognition should be given if,
 - a) the sector of the foreign company and the field of activity and qualifications are in accordance with the vocational profile of the home country and
 - b) during the whole vocational education the periods of stay abroad are altogether no longer then 9 months.

Appendix A: Questionnaire for enterprises interested in providing places for internships

Please tick where applicable and fill in completely!

Enterprise	Name: Address:
Contact person	Name: Phone: Fax: E-mail: Internet:
Branch	
Key fields of activity	
Number of employees	
Foreign languages in the company	Native language: Foreign language:
Are you already operating on international markets?	<input type="checkbox"/> Yes, what kind of activity? <input type="checkbox"/> No; but interested in international cooperation?
Internships for	<input type="checkbox"/> Students, what kind of courses of studies? <input type="checkbox"/> Apprentices, which professions? <input type="checkbox"/> Skilled personnel, which professions?
Preferred home country of the trainee	<input type="checkbox"/> No specific wishes on home country <input type="checkbox"/> Preferred countries (in the Baltic Sea Region) are:
Preferred duration of the internship	<input type="checkbox"/> up to 3 weeks <input type="radio"/> up to 6 weeks <input type="checkbox"/> up to 3 months <input type="radio"/> 6 months and longer
Preferred time period	<input type="checkbox"/> Anytime <input type="checkbox"/> Particularly good
Topic suggestions for a written concept, that can additionally be prepared by the student for your company	<input type="checkbox"/> No suggestions <input type="checkbox"/> International cooperation <input type="checkbox"/> Management <input type="checkbox"/> Organisational structure <input type="checkbox"/> Technology <input type="checkbox"/> Specific subject: <input type="checkbox"/> Other:
Submitting of this questionnaire to	<input type="checkbox"/> Chamber, which one? <input type="checkbox"/> Association, which one? <input type="checkbox"/> University, which one?

Please fill in the questionnaire and submit to organisation/institution mentioned in the last line. Additionally the enterprise can register (free on charge) on the cooperation platform www.baltic-cooperation.eu and indicate there its wishes for cooperation and provide students with training possibilities.

Appendix B: Questionnaire for students, apprentices und skilled personnel interested in practical training abroad

Please tick where applicable and fill in completely!

Interested person	Name: Address: Telephone..... E-Mail.....
Internship for	<input type="checkbox"/> Student, which field of study? <input type="checkbox"/> Apprentice, what kind of profession? <input type="checkbox"/> Skilled personnel, what kind of profession?
Preferred country for the internship	<input type="checkbox"/> No preferences <input type="checkbox"/> Preferred countries in the Baltic sea region
Languages	Native language: Foreign language:
Preferred duration of the internship	<input type="checkbox"/> up to 3 weeks <input type="checkbox"/> up to 6 weeks <input type="checkbox"/> up to 3 months <input type="checkbox"/> 6 months and longer
Preferred time for the internship	From..... Till.....
Preferences relating to the company	Branch: Main fields of activity: Number of employees:
Practice paper	<input type="checkbox"/> No practice paper planed <input type="checkbox"/> yes; the preferred topic is: <input type="checkbox"/> The preferred topic was already consulted <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> with the home company <input type="checkbox"/> with the university <input type="checkbox"/> I am open for topics proposals on the part of the foreign company
Financial support for the internship	<input type="checkbox"/> has already been applied for by myself <input type="checkbox"/> Application by university or other institution <input type="checkbox"/> financial support is not necessary
Submitting of this questionnaire to	<input type="checkbox"/> University, which one? <input type="checkbox"/> Chamber, which one? <input type="checkbox"/> Association, which one?

Please fill in the questionnaire and submit to organisation/institution mentioned in the last line.