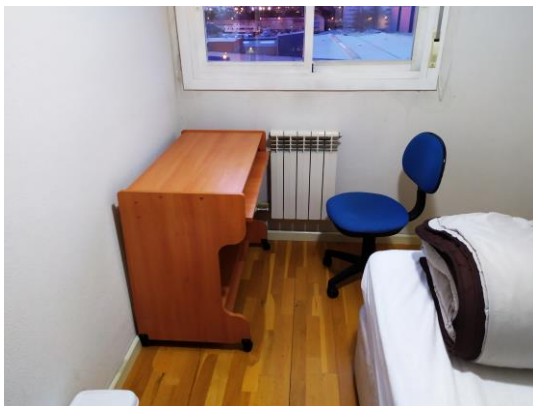




Please insert here at least one **PHOTO** of your traineeship stay abroad! Preferred motives are photos of your accommodation, of your work place, of being at work. Attention! Due to legal considerations we kindly ask you to send us only photos that have been taken by yourself!



## **STUDENT DETAILS**

University department / faculty:	<b>FWW</b>
Field of study:	<b>International Business and Economics</b>
Home university:	<b>Otto-von-Guericke-Universität Magdeburg</b>
Nationality:	<b>Bulgaria</b>
Duration of traineeship (from ...to...):	<b>from 16/09/2019 to 16/02/2020</b>

## **TRAINEESHIP INSTITUTION**

Country:	<b>Spain</b>
Name of traineeship institution:	<b>Qi Europe</b>
Web page:	<b>qieurope.com</b>
Address:	<b>Calle Hilarion Eslava 2, Madrid</b>
Contact person:	<b>Javier Medina</b>
Telephone / E-Mail:	<b>jmedina@qieurope.com</b>

## **EXPERIENCE REPORT** (approx. 3 pages + more photos if applicable)

### **1) Traineeship institution**

*Please give a brief description of your host traineeship institution.*

It was located in central area, accessible easily by metro and only 2 minutes walk from the bus and metro station. The office space had really comfortable environment for work and expensive computers where I was working.

### **2) Searching for a traineeship**

*How did you find your traineeship? Are there any recommendable links or other helpful tips you would like to share?*

I found it through an agency called training experience.

### **3) Preparation**

*How did you prepare for your traineeship in terms of language, intercultural, professional and organisational aspects? Are there any recommendable links or other helpful tips you would like to share?*

I already knew Spanish so I didn't need to study it all. I didn't really do any preparation aside from packing my luggage.

### **4) Accommodation**

*How did you find your accommodation? Are there any recommendable links or other helpful tips you would like to share?*

I found my accommodation on spotahome but I recommend people to book a place for 1 week on airbnb and look for a place through idealista while they arrive in the city and then move in there.

### **5) Traineeship**

*Please describe the tasks and / or the projects carried out during your traineeship. In which way were you mentored and integrated? How were the working conditions? Did you have especially positive or negative experiences?*

Most of my tasks involved market research, company valuation, lifecycle cost analysis, contact search for partners. My work was mentored and I received feedback regularly. I didn't have any negative experiences.

### **6) Acquired qualifications**

*Which qualifications and skills could you acquire or improve during your traineeship?*

Learning how to build meaningful relationships with customers, how to look for partners for different projects, how to ask for grant for your projects.

### **7) Country-specific features**

*Are there any specific traineeship regulations in the target country that affected you as an Erasmus trainee (e.g. France: housing allowance, convention de stage? If yes, which ones? Are there any recommendable links or other helpful tips you would like to share?*

In Spain there are some documents which you need to get before you are able to work there, but my agency explained everything to me so I had no problems.

### **8) Visa, residence and work permit (only for international students)**

*Which prearrangements had to be made in terms of visa, residence and work permit? Are there any recommendable links or other helpful tips you would like to share?*

## 9) Other

*Is there anything else you want to let other students know?*

I would say the most important part is to have a video talk with your future employer before you accept the job and go over all the conditions again, such as the work hours and salary and so on. Also make sure you are aware of all your duties and tasks which you will be doing during your internship before you start working there.

## 10) Conclusion

*What is the conclusion drawn after your traineeship experience abroad?*

I learned a lot through my internship, especially how it feels like to work from 9 to 5 every day and the different challenges there might be. The tasks were difficult in the beginning but with the help of my mentors and with practice I became better and work became easier.

Please send this report by email to [julia.schubert@ovgu.de](mailto:julia.schubert@ovgu.de)!  
Acceptable file formats: [.doc], [.docx], [.rtf], [.odt].