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SPRACHEN

Country	Type of study	Type of host organization	Job description	Technical skills	Language skills	Other skills	Accommodation	Duration	Application requirements
Denmark	Deutsch als Fremdsprache, Germanistik, Linguistik	Universität	Unterrichtshospitation und Übernahme eigener Unterrichtssequenzen bzw. -stunden; Betreuung deutsch-dänisches Tandemprojekt; selbständige Gestaltung; "Deutsches Sprachcafé"; ggf. Mitarbeit bei der Organisation und Durchführung von Workshops und Konferenzen; Raum für eigene Initiativen!		Deutsch als L1 oder mindestens C2 nach GER; Kenntnisse des Dänischen oder einer anderen skandinavischen Sprache sind nicht erforderlich.	Sicherer Umgang mit gängigen Office-Anwendungen	Ja		Motivationsschreiben, Lebenslauf, Notenübersicht
France	Translation into French/German	Office for business, legal and advertisement translations	Translation	Computer skills	French (oral and written)				
France	History, translating, cross-cultural communication, sociology, anthropology	Research center, documentation center	Manifold duties, primarily: take care of the collection of information about the Holocaust (scanning documents, translating, writing down stories), be responsible for publicity.	Simple technical knowledge	French (speaking skills should be at least at a level of B2), German, English (not binding)	Effective team-working		Min. 3 months, max. 6 months	Letter of application (CV) and motivation letter in French
France	Translation, Languages, Localisation	Translation and interpretation company	Translation, proofreading, project management.	Computer knowledge	Good level in German, English and French		We can help finding an accommodation.	6-12 months	
France	Translation or languages	Private company	<ul style="list-style-type: none"> • Provide support on different phases of translation projects • Look for corresponding linguists in the database • Negotiate with freelance translators and proofreaders • Prepare job folders and files for translation • Issue POs for linguists • Ensure deadlines are met with the linguists according to projects • Carry out linguistic/non-linguistic final eyes to ensure the final product meets clients' needs 	Confident with Microsoft office, knowledge of CAT tools would be a benefit	Professional competencies in English, any other languages would be an asset	<ul style="list-style-type: none"> • Excellent problem solving and analytical skills • Strong interpersonal skills • Effective time management • Some linguistic/Translation background • Good communication skills • Proactive, can-do attitude 	No support provided	Ideally 6 months, but on a case-by-case basis 5 or 4 could be considered	Must already be eligible to undertake an internship in chosen country (EU citizenship or holder or student visa enabling them to undertake an internship in their preferred location)
France	Pedagogy, Philology, Phonetics, German Studies, Foreign Languages	University, department of German Studies	Sit in on lectures, gain experience in the classroom by teaching lessons, get to know the French university system and its students, initiate projects stimulating intercultural learning.		Very good French, German as mother tongue	Basic knowledge in language education			
Greece	Business and/or Management, Languages, Social Sciences	University	Manage the data of bilateral agreements, contact details, requirements, number of exchange students, etc. Find and organize additional information on the courses offered by our partner universities. Work closely with the Erasmus+ coordinator and staff from the International Relations department in order to help and encourage both incoming and outgoing students. Help in proposal writing about Erasmus+ projects.	Has good IT skills, data and file management, spreadsheet management, databases, large volume of email management.	Has a good command of English language (at least C1 of English)	Good communication skills. Feels comfortable with working in an international environment. Has completed at least 3 years of higher education.	Yes, at students residence	Min. 3 months, 6 preferred, up to 12 months.	Hold at least BS degree or be very close to finish BS studies.
Ireland	Tourism, (International) Business, Languages applied to Tourism	Incoming Tour Operator	Internships available throughout the year in our FIT, Groups, Accounts, HR, Incentive & Leisure and Conference departments. Tasks include but are not limited to: Full administrative service such as making bookings, confirmations, preparing vouchers, quotation, communication with overseas clients and/or Irish suppliers, work on inhouse computer system (Tourplan).	Good basic keyboard skills and proficiency in Microsoft Office, good communication and organizational skills	Excellent written and spoken English; second European language a plus			5-6 months	Cover letter and CV

Ireland	Translation or related field	Award winning multilingual communication firm dedicated to translation, localization and customer support and community management services	Translation and/or proofreading of texts (in-game, marketing for various gaming genres, IT and software, etc.) into your native language; quality assurance of the translated materials; translation memory maintenance; term base creation.	Will be taught; some practical knowledge of CAT tool	German or French native, very good English skills (both written and oral)	Eager to learn, with a positive attitude		6 months	Resume and CV in English
Ireland	Linguistic studies, Interpretation, Business Administration, Management, Communication or related fields	Language Service Provider, Translation and Interpreting Company	Interpretation and Finance Department: Administration duties (Manage and keep record of interpreter assignments; handling interpreter telephone enquiries; incoming and outgoing emails; file and scan documents); Accounts (Create invoices with Sage software; allocate remittance advice; assist our accounting staff in controlling the debtor accounts).	Computer proficiency	Strong Command of English, preferably native speaker of a different language	Excellent organisational skills, attention to details, time management; excellent interpersonal and communication skills; ability to work independently and as part of a team	We provide informal support and information about the most common websites used to look for accommodation.	Min. 3 months, preferably 6 months	Submittal of CV and Cover Letter; If successful: Skype interview; Submittal of application form.
Ireland	Translation, Linguistic Studies, Business Administration, or related fields	Language Service Provider, Translation and Interpreting Company	Translation Department: Translation, proofreading and editing of texts; assisting Project Managers with order processing; independent Project Management (following training); collaborating with translators and linguists; customer support; general administration. Acquire new competences in organisation and administration.	Computer proficiency, knowledge of translation tools would be added advantage	Strong Command of English, preferably native speaker of a different European language	Excellent organisational skills, attention to details, time management; excellent interpersonal and communication skills; ability to work independently and as part of a team	We provide informal support and information about the most common websites used to look for accommodation.	Min. 3 months, preferably 6 months	Submittal of CV and Cover Letter; If successful: Skype interview; Submittal of application form.
Italy	Tourism, Business, Economics, Foreign Languages	Tour operator (luxury tours to Europe, clients are mainly American)	Working as part of operation teams.	MS Office, Internet research	Excellent English + one other European language	Good academic achievements and references		Approx. 6 months	The company offers positions in Italy and UK.
Italy	Tourism, Language Studies	Hotel	Reception/front desk or other tasks if requested.		Italian and English	Spirit of accommodation with other people	Accommodation and food	May to September	
Italy	Foreign Languages	Translation and Interpretation services	Translation, editing and proofreading procedures, use of CAT Tools and several computer programs, attend in-house training courses.	Computer knowledge	Proficiency in at least two foreign languages	Good propensity for teamwork		Max. 12 months	Has attended min. 2-3 years of university. Strong interest in translation.
Malta	Languages, translation studies	Translation agency	> Admin assistance to project managers, incl. document preparation for client delivery > Assistance in handling Project Management Tools and CAT tools > Assistance in Vendor Management > Assistance in formatting tasks and pre/post processing of files > Translation work	Good organisation skills and eye for detail	Good command of English, any other languages are an asset		We can suggest places for accommodation		CV and a cover/motivation letter
Netherlands	Divers, Eventmanagement	Not-for-profit Foundation	Cultural Programme Coordinator: Plan and organise educational and entertaining programmes for our "Wasteless Culture Mondays" (e.g. documentary screenings, debates, guest speakers, workshops, quizzes); Communicate, collaborate and receive guest speakers, documentary makers, fellow initiatives, musicians; Represent the message of our foundation during the dinners; Ensure all materials are present and setting up the stage; Facilitate discussions at every "Cultural Monday Dinner"; Collect feedback from our foundation's community, try to continuously improve our content		English			6 months	CV and a short motivation letter

Netherlands	Eventmanagement	Not-for-profit Foundation	Events Coordinator: Plan and coordinate our participation in weekend events, food festivals etc.; Coordinate and communicate with a team of volunteers; Arrange pickups; Select food to be handed out & prepare tasters for visitors; Communicate our foundation's cause to the visitors; Coordinate the event promotion with the social media coordinators; Communicate with municipality about event permits; Reflect on every session and improve concept accordingly; Also working on Saturdays.		English			6 months	CV and a short motivation letter
Netherlands	Translation or languages	Private company	<ul style="list-style-type: none"> • Provide support on different phases of translation projects • Look for corresponding linguists in the database • Negotiate with freelance translators and proofreaders • Prepare job folders and files for translation • Issue POs for linguists • Ensure deadlines are met with the linguists according to projects • Carry out linguistic/non-linguistic final eyes to ensure the final product meets clients' needs 	Confident with Microsoft office, knowledge of CAT tools would be a benefit	Professional competencies in English, any other languages would be an asset	<ul style="list-style-type: none"> • Excellent problem solving and analytical skills • Strong interpersonal skills • Effective time management • Some linguistic/Translation background • Good communication skills • Proactive, can-do attitude 	No support provided	Ideally 6 months, but on a case-by-case basis 5 or 4 could be considered	Must already be eligible to undertake an internship in chosen country (EU citizenship or holder or student visa enabling them to undertake an internship in their preferred location)
Norway	Marketing, Business Administration, Languages, Economics	Chamber of Commerce	Market research, acquiring new customers, contact with customers, telephone marketing.	MS Office	Norwegian and German			6 months, always January-June and August-December	CV, letter of application
Romania	Journalism, Media	Newspaper in German language	* preparing articles from news agencies for publication * writing articles based on research, interviews, attending conferences or events * concept and layout of pages * proof reading and editing	basic knowledge of Windows and text editing; helpful but not required: knowledge about desk top publishing	we require German language as mother tongue; also helpful but not strictly necessary is Romanian language, at least basic knowledge	General communication skills		2 months minimum	motivation letter in German language, preferable students with bachelor degree
Romania	Tourism, but other fields are accepted (Geography, Foreign Languages, History, Business Administration, etc.)	Hotel	Front-desk duties of small boutique hotel; check ins; check outs; invoices; help guests with their requests.	PC, E-Mail	English	Good communication skills		3 months	CV
Serbia*	Human Resources, Psychology, Business Administration, Economics, Law, Social Sciences, Philology (and similar)	International staff service provider	Assistance in selection and recruitment of candidates for various companies and industries; participation in current projects within the "people & culture" department of the company; assistance in preparation of administrative documents while getting acquainted with Serbian Labour Law.		English (fluently)	Problem solving and 'can-do' attitude, interpersonal and communication skills are essential	Accommodation and lunch are offered	Max. 3 months	CV, motivation letter
Slovenia	Marketing, languages, social studies, tourism	Tourist Board	Organising presentations, assisting with promotional activities, compiling and distributing financial and statistical information such as budget spreadsheets.	Numerical skills, IT skills	German and English skills	Organisational skills, adaptivity, creativity		Min. 3 months	CV
Spain	Economics, Languages and similar fields of study	Spanish language school for foreigners	Marketing, publicity, administration, translation etc.	MS Office, Internet	Spanish, German, English, (Polish, French, Swedish)	Marketing		Min. 3 months	
Spain	Tourism, Business Studies, Languages	Language school	General administration, organization of intercultural exchange with international students, collaboration with the library.	Knowledgeable in MS Office and HTML	Good level of Spanish & English			Min. 8 weeks	
Spain	Fremdsprachen, DaF, European Studies, Interkulturelle Studien, etc.	Angebot von Deutschunterricht und anschließende Arbeitsvermittlung von spanischen Arbeitslosen an den deutschen Arbeitsmarkt zur Linderung des Fachkräftemangels in Deutschland	Verwaltung der Schüler bzw. Kurse und Kontaktaufnahme mit deutschen Unternehmen mit Personalbedarf in Mangelberufen.	EDV-Grundkenntnisse, Soziale Netzwerke	Deutsch und Spanisch			6 Monate	

Spain	Tourism, Languages, Hotel management, International Business etc.	Hotel chain consisting of 4 hotels and the headquarters office located in the south of Gran Canaria, Canary Islands.	Reception: check-in and out, customer care, data care, invoicing, promotion of our loyalty card; Management-Customer Care-F&B: answering the guests' comments on the internet, quality controls, grievance management, evaluation of satisfaction questionnaires etc.; Ecommerce-Booking: managing bookings for all our hotels, customer care by phone or email, analysis of the market situation in comparison with our competitors, support in managing the content of our website etc.; Managing our loyalty club members, crediting points, managing awards and partners, monthly graphics and statistics, creating a newsletter per quartal, personalized offers to our members etc.	Microsoft Office (Word, Excell, PowerPoint)	Spanish, English, German. (Any other language is welcome)	Friendliness, accuracy, initiative, organization	We offer accommodation (to share), meals and the transportation service from the GC airport to the hotel of accommodation and back on arrival and departure day upon completion of the internship	3 months	CV with photo, phone number and letter of motivation. Every applicant is interviewed by phone.
Spain	Translation	Spanish Language School	Translation	MS Office, Internet	Arabic (mother tongue) and German English or Spanish			3-6 months	
Spain	Business, Law	Attorney's office/law firm	Translation, language revision and drafting of legal documents, preparation of legal publications and presentations.	Knowledge of Windows Microsoft Office, basic computer skills	German and English	Spanish			Send CV, minimum age 20+
Spain	Deutsch als Fremdsprache, Lehramt, Pädagogik	Staatliches spanisches Gymnasium	Unterrichtsstunden für die Fächer Deutsch als Fremdsprache, Kunst, Geschichte, Erdkunde, Sozialkunde, Biologie und Technik vorbereiten; Unterrichtsmaterialien für die Sekundarstufe I und II erstellen; eigenständig in allen Jahrgangsstufen unterrichten und hospitieren; Gruppenarbeiten betreuen.	Selbstbewusstsein und Engagement	Deutsch als Muttersprache		Unsere Schule kann bei der Suche Tipps geben.	Beliebig, vom 15. September bis zum 15. Juni	
Spain	Media, Journalism, Cultural Studies, German Studies, Romance Studies and related fields	Newspaper and Website	After an introduction into our workflow the trainee will assist us in the news coverage and production, e.g. researching, writing, taking photos and community management	Familiarity with common computer systems	Fluency in written and oral German, at least B1 in Spanish.	First experiences or great interest in journalism			Application and CV via E-Mail
Spain	Translation, engineering and technical studies	Supply of industrial equipment and plants; representation of foreign companies in the railroad, power generation and marine sectors	Regular office work, assistance in project and order development, translation of technical/ commercial texts from German and English to Spanish & vice versa, telephone service.		German, Spanish, English			Min. 6 months	
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*Dieses Praktikumsangebot beruht nicht auf Erfahrungswerten, d.h. es war bisher noch keiner unserer Studierenden dort.