



## WORK OFFER

Ref. No. DE-2023-3030-1

### Employer Information

**Employer:** Junk & Reich, Architekten BDA Planungsgesellschaft mbH  
-  
Nordstraße 21  
99427 Weimar  
Germany  
**Website:** [www.junk-reich.com](http://www.junk-reich.com)  
**Location of placement:** Weimar  
**Nearest airport:** Erfurt  
**Working hours per week:** 40.0  
**Working hours per day:** 8.0

**Number of employees:** 34  
**Business or products:** architecture

### Student Required

**General Discipline:** ARCHITECTURE  
**Field of Study:** Architecture.Interior Architecture.Architectural Technology/Technician.  
**Completed years of study:** 2  
**Student status requirements:** required during the whole internship  
**Language required:** German Good (B1, B2) And English Good (B1, B2)

### Required Qualifications and Skills:

**Other requirements:**  
Please, send also your portfolio.  
Please note: We can only employ students who are EU citizens!

good knowledge of CAD (ArchiCAD if possible) and the usual visualization programs, good MS Office skills

### Work Offered

The range of the Junk & Reich, Architekten BDA PlanungsGmbH covers all areas of object planning for buildings, plants and outdoor building extensions. The intern will work on current projects and competitions and will get to know different project phases. Please, get to know us by visiting our homepage: [www.junk-reich.com](http://www.junk-reich.com)

**Number of weeks offered:** 16 - 20  
**Within the months:** 01-MAY-2023 - 30-SEP-2023  
**Or within:** -  
**Company closed within:** -  
**Working environment:** Office work  
**Gross pay:** 950 EUR / Month  
**Deduction to be expected:** variable  
**Payment method / time of first payment:** Bank Transfer / end of month  
**Latest possible start date:**

### Accommodation

**Canteen at work:** Yes  
**Expected type of accommodation:** Info will be handed in later  
**Accommodation will be arranged by:** IAESTE  
**Estimated cost of lodging:** 450 EUR / Month  
**Estimated cost of living incl. lodging:** 934 EUR / Month

### Additional Information

see additional documents

### Nomination Information

**Deadline for nomination:** 15-MAR-2023

**Date:** 25-JAN-2023  
**On behalf of receiving country:** IAESTE Germany



**IAESTE**  
GERMANY

## **IMPORTANT INFORMATION ABOUT YOUR TRAINEESHIP IN GERMANY – PLEASE READ CAREFULLY!**

### **GENERAL INFORMATION**

The national committee 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. In Germany there are numerous local committees (LC). In general, the local committee will meet you when you arrive and help you to get in touch with the employer as well as with the public authorities. All of us will do our best to make your stay as pleasant as possible. Not all traineeships are based in large cities where you can find an LC. You will find information regarding the nearest local committee at your "Work Offer". In case there is no LC, IAESTE might not be able to contact you on a regular basis.

### **WHAT WE EXPECT FROM YOU**

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. For a satisfactory working relationship between the company and you, it is expected that you have good social skills and can take initiative.

### **IMPORTANT DOCUMENTS FOR YOUR APPLICATION**

1. Student Nominated Form – *can be downloaded at the IAESTE Exchange Platform*
2. "Work Offer" – *can be downloaded at the IAESTE Exchange Platform*
3. Introductory letter to the employer
4. Curriculum Vitae
5. Transcript of records
6. Language certificate
7. Certificate of enrolment – *please only use the attached form*
8. Copy of passport

### **THE CERTIFICATE OF ENROLMENT**

Please note: You must be enrolled during the whole period of training! Due to the law of minimum wage in Germany an internship up to three months may be optional/does not need to be mandatory. If your internship lasts longer than three months this additional time must be a compulsory part of your studies.

### **THE WORK OFFER**

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

**Work period:** The period of work is stated on the "work offer" and can only be altered to another period if the employer agrees to the new dates. Please apply always for full month, beginning at the first day of each month.

**Language requirements:** Please prove your language skills with a current language certificate. The language skills which are required from the employer need to be proven. If your language skills differ significantly from what is stated in the certificate, the training may be terminated. Most Germans speak at least basic English.

**Accommodation:** Unless explicitly mentioned otherwise, the local committee will organize your accommodation. You have full financial responsibility for the rent. Also, for booking accommodations it's necessary that your internship will last whole calendar months because the rent has to be paid by you for full months. 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 "work offer". If your training ends before the end of a month, the salary will be paid proportionally for the days you completed. Foreign students who are in Germany for a practical training and who receive a payment from the employer must 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 your training is a compulsory part of your course of study. This must be confirmed at the certificate of enrolment.

## **ADDITIONAL INFORMATION**

**The DAAD portal:** In case of acceptance, you must register yourself at the DAAD portal. Any important information will be sent with your acceptance. Payment and insurance can only be activated after you have finished the necessary steps.

**Payment:** You need to have sufficient funds for the first month, approximately 861,00 €, to cover your expenses until you receive your first salary. The expenses include for example living costs, rent, telephone costs or public transport. The DAAD does not offer financial support for travel costs or airfare.

**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.

**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. Make sure you have a valid passport before leaving for Germany.

**Work permit waiver:** The DAAD issues the work permit waiver for internships from non-European students 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.

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

**Finally, we would like to wish you good luck for your application!**

## Erklärung zur Immatrikulationsbescheinigung // Declaration of Certificate of Enrolment

**Universität/Hochschule // University/college**   **Studierender // Student**

**Studiengang // Course of study**

1 Bezeichnung // Name of university/college

6 Vorname // Name

10 Studienfach // Subject

2 Anschrift // Address of university/college

7 Nachname // Surname

11 Regeldauer Studium // Standard period of study  
Jahre // Years

3 Telefon // Telephone

4 E-Mail // e-mail

8 Geburtsdatum // Date of birth

12 Eingeschrieben seit // Enrolled since  
(TT.MM.JJJJ) // (DD.MM.YYYY)

5 Website // Website

9 Staatsangehörigkeit // Nationality

13 Voraussichtliches Studienende // Expected end of study  
(TT.MM.JJJJ) // (DD.MM.YYYY)

### Die Bundesagentur für Arbeit benötigt die folgenden Angaben für die Genehmigung // The German Federal Employment Agency requires the following information for the approval of

einer Ferienbeschäftigung // a vacation job

14 Offizielle Semesterferien // Official semester break

von // begin

bis // end

(TT.MM.JJJJ) // (DD.MM.YYYY)

15 Fortsetzung des Studiums nach den Semesterferien // Continuation of studies after semester break

Ja // Yes

Nein // No

eines studienfachbezogenen Praktikums // an internship related to the field of study

16 Angestrebter akademischer Grad // Expected academic degree

Bachelor // Undergraduate

Master // Graduate

Doktorand // Postgraduate

andere Hochschulbildung (Mindestlaufzeit 3 Jahre) // Other higher education (min. duration 3 years)

17 Die Studienordnung beinhaltet ein Pflichtpraktikum von mindestens //  
Study regulations include a mandatory internship of at least

Stunden //  
hours

Wochen //  
weeks

Monate //  
months

trifft nicht zu //  
not applicable

(Bitte entsprechenden Auszug aus der Studienordnung beilegen // Please enclose the relevant details from the study regulations)

18 Davon wurden  
Of which

Stunden //  
hours

Wochen //  
weeks

Monate bereits absolviert //  
months have already been completed

19 Datum // Date

20 Unterschrift und Stempel der Universität/Hochschule // Signature and stamp of the university/college



\*S1\*