

Life Long Learning Project: Erasmus / Leonardo Da Vinci MOBILITY AND EXCHANGE PROGRAMME 2010 IN VIENNA, AUSTRIA

ACTILINGUA ACADEMY:

Since opening in 1988, ActiLingua has gained a worldwide reputation for its successful range of German courses and its extensive experience in the organisation, monitoring and evaluation of Work Experience programmes.

AUSTRIA: Economic hub in the heart of Europe

Austria is one of the safest and most beautiful countries in Europe. It serves as hub connecting Western and Eastern Europe. Due to this and its stability Austria is an attractive location for internationally active enterprises. Its capital Vienna offers an exceptional quality of life, is green, safe and multifaceted.

PROGRAMME:

The minimum duration of the programme is 4 weeks: 2 weeks language preparation course in Vienna and afterwards 2 weeks internship in a carefully selected Austrian Company.

GERMAN PREPARATION COURSE AND CULTURAL IMMERSION:

A German course with a duration of 2 to 24 weeks is the ideal preparation before the participants face the challenges of the internship. The German language course takes place in Vienna. The intensity and duration of your German course is up to you:

- **Standard Course - 20 + 5 lessons/week:** You study German in 20 weekly lessons. 5 weekly lessons of cultural and leisure programme are included in the price.
- **Intensive Course - 30 + 5 lessons/week:** 10 weekly German lessons in especially small study groups in addition to your Standard course.
- **Super-Intensive Course - 30 + 5 lessons/week:** 10 weekly German lessons as one-to-one training in addition to your Standard course.
- **Business German - 30 + 5 lessons/week:** 10 weekly German lessons of Business German in addition to your Standard course.

INTERNSHIP:

The offered job placements are in Vienna, Salzburg or tourist resorts in the Alps. Duration of work placement: 4 weeks up to one year.

Paid work experience:

For students from the EU* and Norway, Iceland, Liechtenstein, Switzerland

*New EU-members: Poland, Czech Republic, Slovakia, Hungary, Slovenia, Estonia, Latvia, Lithuania - paid work experience possible from 2011

- Placement in a hotel in Salzburg or Tyrol: reception, F&B assistant, kitchen help, hotel trainee (min. 6 months), hotel kindergarten.
- Tourism / ski instructor, museum (attendant, advertising).
- Restaurants & catering: waiter/waitress, bars, cafés, golf club (service), kitchen help, party service.

Unpaid work experience:

EU citizens and non-EU citizens

- IT, computer technology: technician CNC, CAD/CAM, software development. E.g.: *Siemens / Fujitsu, BOC.*
- Tourism & marketing: market research, travel agencies, hotels. E.g.: *Festl GFK, Austrian Airlines (ground staff).*
- Commerce: banks, import-export, environmental consulting, urban development. E.g.: *BA-IB (investment branch of Bank Austria), Gebrüder Weiss (import-export enterprise with a focus on Eastern Europe), Magistrat Wien*

WE OFFER:

- Wide selection of **high quality internships.**
- Big network of cooperating companies.
- Preparatory **German Course** and **cultural programme.**
- Airport transfer and local transport are available.
- **Accommodation** in families, apartments or guest houses.
- **Evaluation** of student progress and follow up of student feedback.
- **Diploma** of internship issued by the company and German course certificate.
- **Europass.**

(municipality of Vienna).

- Research: e.g. *Departments of Austrian universities.*
- Crafts and trades: carpenter, car mechanic.

ACCOMMODATION:

We offer accommodation in the ActiLingua Residence, host families, apartments, student residence or guest houses with use of kitchen, breakfast or half-board. Single or shared rooms. Some employers also provide accommodation for the time of the internship after the preparatory German course.

ActiLingua Residence (year round availability)

Close to school and city center (10 minutes by public transport). Quiet location next to underground U3. Very well equipped and newly renovated, typical Viennese „Jugendstil“-Building. Within our ActiLingua Residence we offer very well-equipped apartments which are shared with other ActiLingua students. Single or twin rooms with a television. 2-5 students share kitchen and bathroom. Cleaned twice a week. Meals: Use of kitchen, breakfast or halfboard.

Student apartment (year round availability)

You are accommodated in a well-maintained flat, often shared with other ActiLingua students. Meals: The use of a kitchen is included in the price. All the usual kitchen utensils and crockery are provided. Facilities: Single or twin rooms with shared bathroom and kitchen. Cleaning once a week. Most flats are also equipped with their own washing machine and TV or radio. Max. 20-40 minutes from school on public transport.

Host Family (year round availability)

Only possible if the group stays more than 1 week. Host families can be childless couples, parents with schoolchildren or older people whose grown-up children have left home. Meals: You may choose between a substantial breakfast only or half board with a three-course lunch or evening meal. Facilities: You have your own single or shared room. You share the bathroom and the kitchen with your host.

Guest house (year round availability)

You stay in well-equipped guest houses in multiple bedded rooms. Meals: You will receive breakfast in the guest house and dinner either in the guest house or in a restaurant. Facilities: In most houses shower and WC are on the floor.

Student house (july-august)

We recommend this type of accommodation if you value your independence and wish to get to know Austrian students. You stay in single or twin rooms in a favourably located student residence with rapid access to the centre. Meals: Some halls have a kitchen where you may use the hotplates and refrigerator free of charge – students must provide their own crockery and utensils. Breakfast or halfboard can be booked in some residences. Facilities: Most rooms have their own shower and WC.

CERTIFICATE:

After the **internship** each participant will get a detailed description and evaluation regarding the content and success of the traineeship from his/her employer.

Your **ActiLingua certificate** confirms your participation at our German course.

STARTING DATES:

Any Monday of the year. Programmes run all year-round.

HOW TO CONTACT ACTILINGUA:

For all enquiries please contact:

ActiLingua Academy, Ms. Barbara ERNST, Wattmanngasse 15, 1130 Vienna, Austria

Tel: ++43/1/877 67 01, Fax: ++43/1/877 67 03, E-Mail: info@actilingua.com, www.actilingua.com/IIIp

Password: partner2009

CODES:

Type of organisation: OF

Regional code: AT13

Sectorial code: M80

Size code: S2

BUDGET IN EURO:

All Life Long Learning Projects Erasmus / Leonardo Da Vinci are priced individually. We can adjust the invoice presentation according to the grant awarded.

Management and Monitoring of internship per student	EUR 485,-
German Course	
<i>German standard course</i>	
20 lessons + 5 lessons cultural programme/week OR	EUR 119,-/week
<i>German intensive course</i>	
30 lessons + 5 lessons cultural programme/week	EUR 220,-/week
Accommodation	
<i>Host family / apartment / student house, shared room, self-catering</i>	EUR 89,-/week
<i>Host family / apartment / student house, single room, self-catering</i>	EUR 140,-/week
<i>ActiLingua Residence, shared room, self-catering</i>	EUR 118,-/week
<i>ActiLingua Residence, single room, self-catering</i>	EUR 157,-/week
Supplement breakfast	EUR 32,-/week
Supplement half-board	EUR 96,-/week
<i>Guesthouse, more bedded room, half-board</i>	EUR 274,-/week
High season surcharge (from June 28 – Aug. 29, 2009)	EUR 41,-/week
Transfer / Public Transport / Insurance:	
Airport-Transfer on arrival/departure	EUR 72,-
Public transportation	EUR 14,00/week
Insurance (Europe) (or social security card)	EUR 15,-/week

PAYMENT AND CANCELLATION TERMS:

Deposit: 15 % of the total amount of invoice at the time of registration.

Payment:

All payments have to be on our account at least 2 weeks before arrival. In case payments are not made in advance we cannot issue the accommodation address. Please make payments in Euro (EUR) by bank transfer to:

ActiLingua Language Studies, GmbH. & Co KG, Wattmangasse 15, 1130 Vienna, Austria

Account no: 5.212.808

Bank: RLB NO/Wien, Meidlinger Hauptstrasse 46, 1120 Vienna, Austria

Bank Code: 32000, Swift: RLNWATWW, IBAN: AT 30 32000 00005212808

"Banking charges borne by transferor".

Or by credit card (Visa or Mastercard): Administration fee 1,5 % of the total payment.

Please send us the following details by fax or e-mail:

- invoice number
- type of credit card, card number
- expire date
- amount
- name of cardholder.

Cancellation terms:

up to 3 months prior to arrival: 10 % of the total amount

29 days to 3 months prior to arrival: 25 % of the total amount

14 to 29 days prior to arrival: 75 % of the total amount

1 to 14 days prior to arrival: 100 % of the total amount

For reduction in number of participants within short notice (3 days prior to the arrival or shorter time) we will charge an expense allowance.

Life Long Learning Project - Registration form for Groups

ActiLingua Academy

Wattmannngasse 15, A-1130 Vienna, Austria

Tel. +43-1-877 67 01, Fax +43-1-877 67 03

www.actilingua.com/lilp, e-Mail: info@actilingua.com

Name of Organisation/Agency: _____

Contact/Group leader: _____ o male o female

Street: _____

Postcode: _____ Town: _____

Country: _____

Tel.: _____ Fax: _____

Registration for:

____ Number of students ____ Number of group leader(s)

Standard course (20 lessons/week) Intensive course (30 lessons/week)

Starting date: _____ Duration: _____ weeks

Internship: in the following fields: _____

Starting date: _____ Duration: _____ weeks

Accommodation:

We would like *ActiLingua* to reserve the following type of accommodation:

ActiLingua Residence Student apartment Host family

Guest house Student house (July, Aug.)

If fully booked, second choice: _____

Breakfast Half-board Fullboard

Single room Double room More bed room

Transfer on arrival: Yes No Arrival at: _____

Day of arrival: _____ Arrival time: _____ Flight/train no: _____

Transfer on departure: _____ Yes No

Day of departure: _____ Departure time: _____ Flight/train no: _____

We would like to book the following **excursion(s)**: _____

Special comments:

I hereby state my acceptance of the terms according the group offer.

Date and signature of group leader

