



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: **FWW**
Field of study: **Financial Economics**
Home university: **Otto-von-Guericke-Universität Magdeburg**
Nationality: **Romanian**
Duration of traineeship (from ...to...): **from 01/05/2021 - 31/10/2021**

TRAINEESHIP INSTITUTION

Country: **Luxembourg**
Name of traineeship institution: **UBS Europe SE**
Web page: **<https://www.ubs.com/de/en.html>**
Address: **33A Av. John F. Kennedy, 2010 Luxembourg**
Contact person: **Emilie Hanz**
Telephone / E-Mail: **emilie.hantz@ubs.com**

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

1) Traineeship institution

Please give a brief description of your host traineeship institution.

UBS is a multinational diversified financial services company, including retail and commercial banking, investment banking, investment management, and wealth management. UBS strong and inclusive culture is grounded in three keys to success: Pillars, Principles, and Behaviors.

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 the internship through LinkedIn.

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?

Luxembourg boasts an incredible diversity. The most spoken languages are: French, English, Deutsch and Luxembourgish. The perfect scenario is to know all of them, but there is no problem to speak fluently at least one language. The main language which I spoke is English, but it was of great help for me to understand a little French and Deutsch, to connect and interact with more people on a daily basis.

4) Accommodation

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

It was a good decision to find an accommodation in a shared house with other professionals, through a Facebook group. I met new friends and got integrated in the local social life from my first days. I would like to recommend some helpful groups to find an accommodation: Luxembourg Expats, Colocation et Location Ville de Luxembourg et alentours, Colocation au Luxembourg, Colocation Luxembourg, RENT A ROOM - FIND A FLATMATE / Luxembourg ☐☐, as well as "Luxembourg Interns" and <https://today.rtl.lu> for different advertisements, news and events which are taking place in Luxembourg.

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?

I had the opportunity to work in the Client Tax Servicing department. My responsibilities were to prepare the Tax Audit, including analyzing data due to QI-Reconciliation, supporting tax declarations concerning 1042-S forms, reconciliation of withholding taxes transmitted to US tax authorities, preparation of documents and processing of spot-checks for QI-Audit. I am very satisfied with the continuous learning process and the development of my professional knowledge. The working conditions were great, I got the support and the necessary guidance from my manager and the other colleagues during the entire traineeship.

6) Acquired qualifications

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

The traineeship helped me to develop time management, team working skills, gather and share information to achieve better results and define the long-term goals. The regular reviews helped me to understand the proposed tasks better, to plan ahead in order to create the best solution.

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?

There are no specific traineeship regulations that affected me as an Erasmus trainee.

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?

I have the European citizenship and cannot advise regarding this point.

9) Other

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

The administrative processes do not take a lot of time to be solved in Luxembourg. The site Guichet.lu provides all the necessary administrative information.

10) Conclusion

What is the conclusion drawn after your traineeship experience abroad?

The traineeship abroad is a unique opportunity to perform personal learning by updating knowledge and combine new learning practice with self-push out of the comfort zone. I really enjoyed it and would like to recommend other students to try it.

Declaration of consent

I hereby agree to the publication of this report on the website of the Leonardo Office Saxony-Anhalt.

I assure that the photos used in this report do not violate the rights of other persons or companies (personal rights, copyrights etc.).

Please send this report by email to angela.wittkamp@ovgu.de!
Acceptable file formats: [.doc], [.docx], [.rtf], [.odt].