

## **How to enroll for traineeships at DBB**

1. The student contacts a research group leader at DBB and both agree on a project.
2. Student and research group leader familiarize themselves with the assessment criteria (see <https://www.dbb.su.se/education/research-projects> or course catalogue).
3. Student and research group leader write a short project plan using the provided form (see <https://www.dbb.su.se/education/research-projects> or course catalogue).
4. The student applies at <https://www.universityadmissions.se/intl/start> for being enrolled in a traineeship. In the course of the application, the student uploads the work plan.
5. The student administration (KÖL) checks the application and enrolls the student if the requirements are fulfilled.
6. The student works with the project, documents it as required and gives a seminar for the research group. For the advanced projects, also a short report needs to be handed in to the supervising DBB teacher.
7. The supervising DBB teacher fills in the examination form (<https://www.dbb.su.se/education/research-projects>) and sends it to the traineeship responsible at DBB ([barth@dbb.su.se](mailto:barth@dbb.su.se)) with a copy to KÖL ([exp@kol.su.se](mailto:exp@kol.su.se)). A single form can be used to report several traineeships.