

## ERASMUS STUDENTS MOBILITY FOR TRAINEESHIP

### GENERAL INFO FOR HOST ORGANIZATIONS

([http://ec.europa.eu/education/opportunities/higher-education/traineeships\\_en.htm](http://ec.europa.eu/education/opportunities/higher-education/traineeships_en.htm))

**Erasmus traineeship** is a European mobility programme. Trainees spend a period of time in a public or private Enterprise (hereinafter named as a "Host Organization") located in a European country participating in the Erasmus+ Programme.

[https://ec.europa.eu/programmes/erasmus-plus/programme-guide/part-a/who-can-participate/eligible-countries\\_en](https://ec.europa.eu/programmes/erasmus-plus/programme-guide/part-a/who-can-participate/eligible-countries_en)

#### Duration of Erasmus traineeships

The training period can have a length between 2 and 12 months. The training period has to be ended by 30<sup>th</sup> September.

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#### Who can participate

Participants must be:

- students enrolled in a higher education institution as Bachelor, Master or PhD student. Students;
- recent graduate students

Both students and recent graduates must be selected by their Home Institution while they are students.

Selected students will benefit from a scholarship from the European Commission that ranges from €430/480 a month, depending on the country of destination.

#### No fees are foreseen for the host Organizations

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#### Main TASKS:

##### THE SENDING INSTITUTION UNDERTAKES TO:

- Select students on the basis of merit and the possession of adequate linguistic knowledge, according to the needs of the host organization
- Prepare students for the practical, professional and cultural life of the host country, in particular through language training tailored to meet their occupational needs
- Provide logistical support to trainee concerning travel arrangements, visa, accommodation, residence or work permits and social security cover and insurance
- Give full recognition to the trainee who has completed activities specified in the Training Agreement

##### THE SENDING INSTITUTION AND HOST ORGANISATION JOINTLY UNDERTAKE TO:

- Negotiate and agree a tailor-made **Learning Agreement** for the trainee which provides a description of the working program (tasks, working hours, additional benefits,). The Agreement must be endorsed by the home higher education institution, the student and the host organization
- Monitor the progress of the placement and take appropriate action if required

##### THE HOST ORGANISATION UNDERTAKES TO:

- Assign to students tasks and responsibilities (as stipulated in the Learning Agreement) to match their knowledge, skills, competencies and training objectives and ensure that appropriate equipment and support is available
- Appoint a mentor to advise students, help them with their integration in the host environment and monitor their training progress
- Provide assistance if required, check appropriate insurance cover and facilitate understanding of the culture of the host country
- At the end of the trainee's stay a **Certificate for Traineeship** (whose form will be provided by the student's home institution) must be delivered to the trainee.