**ERASMUS+ TRAINEESHIP**

*http://ec.europa.eu/education/opportunities/higher-education/traineeships\_en.htm*

**STUDENT MOBILITY FOR TRAINEESHIPS**

Erasmus+ Mobility traineeships are organized along the same lines as Mobility Studies, however, in this case, students spend a period of time (ranging in duration between 2-12 months) in an enterprise or organization. The objectives of traineeships are to reinforce the contribution of higher education and advanced vocational education to the process of innovation; to improve the quality of student mobility throughout Europe, and to improve the quality of cooperation between higher education institutions and enterprises.

The conditions for eligibility to Traineeships are similar to those for students participating in Mobility Studies where the student must have already completed the first year of Undergraduate studies. Full recognition of the traineeships must be sought prior to departure, and students must fulfill certain conditions in order to participate and be eligible to receive financial assistance if this is made available.

Students will also have the possibility of conducting a traineeship within a maximum of one year after their graduation. This may also include assistantships for student teachers. Interested applicants are advised to consult their Deans/Heads of Departments with regards to the logistics of their traineeships.

**DURATION OF THE ERASMUS TRAINING**

The training period must have a continuous duration **from a minimum of two months to a** **maximum of twelve months** between October and the 30th September.

**DEFINITION OF ENTERPRISE/HOST INSTITUTION**

Host organisations for student placements may be **enterprises, training centres, research centres, laboratories at Higher Education Institutions** and other organisations in a European country taking part in the programme.

The following organisations are not eligible:

* European institutions
* Institutions responsible for the organisation of European programmes

**FUNDS**

The students will benefit from a contribution of about 350,00/450,00 € per month from the European Community. This scholarship is compatible with additional benefits, which the host organization may provide the trainee with (a small salary, travelling or accommodation expenses, canteen service, etc.).

**THE SENDING HIGHER EDUCATION INSTITUTION UNDERTAKES TO:**

* Select students on the basis of merit and the possession of adequate language skills, according to the needs of the host organisation;
* Assist the student in choosing the appropriate host organisation, project duration and placement content to achieve these learning results;
* Provide logistical support to students concerning travel arrangements, visa, accommodation, residence or work permits and insurance;
* Give full recognition to the student for satisfactory completed activities specified in the Learning Agreement for traineeship http://ec.europa.eu/education/opportunities/higher-education/doc/learning-traineeships\_en.pdf;
* Evaluate with each student the personal and professional development achieved through participation in the Erasmus+ for traineeship.

**THE SENDING HIGHER EDUCATION INSTITUTION AND ENTERPRISE/HOST INSTITUTION JOINTLY UNDERTAKE TO:**

* Negotiate and agree upon a tailor-made **Learning Agreement for traineeship** for each student, which provides a description of the working programme (tasks, additional benefits, etc.). The Learning Agreement for traineeship must be endorsed by the sending higher education institution, the student and the host institution;
* Monitor the progress of the traineeship and take appropriate action if required.

**THE ENTERPRISE/ HOST INSTITUTION UNDERTAKES TO:**

* Assign students tasks and responsibilities (to be reported in the Learning Agreement for traineeship) to match their knowledge, skills, and training objectives;
* Ensure that appropriate equipment and support are available;
* Appoint a tutor to advise students, help them with their integration in the host environment and monitor their training progress;
* Provide practical support if required, check appropriate insurance cover and facilitate understanding of the culture of the host country;
* At the end of the period abroad, prepare the Transcript of Work, which is a document certifying the working programme developed by the student and the exact dates in which the training period started and ended.

# HEAD PAPER OF THE HOST INSTITUTION

**ERASMUS+ FOR TRAINEESHIP AA. 2022-2028**

# LETTER OF INTENT

With the aim to undertake a collaboration within the framework of the Erasmus+ for traineeship, we agree to accept nr.\_\_\_\_\_\_\_ students to carry out a training period at our Institution, under the following terms and conditions:

- subject areas: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

- number of students: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

specifically: X number of students for the Department of

- number of months (for each student): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Minimum two months – maximum twelve months)

- planned dates of start and end of the placement period:

- \_\_\_ students from \_\_\_\_\_\_\_ till \_\_\_\_\_\_\_\_\_

- Description of the activity to carry out during the training period:

- Languages required:  English  French  German  Spanish

Portuguese

* English level required, if any: …

Date: Signature of authorised person:

......................................... ...............................................

Signature of the Tutor

...............................................

Stamp:

*Other information required:*

NAME OF HOST INSTITUTION:

ADDRESS OF THE HOST INSTITUTION:

PHONE NUMBER OF THE HOST INSTITUTION:

VAT NUMBER OF THE HOST INSTITUTION:

SIZE OF THE HOST INSTITUTION:  Small (numbers of employees between 1 and 50)

Medium (numbers of employees between 51 and 250)

Large (numbers of employees higher than 251)

TUTOR’S E-MAIL:

HOST INSTITUTION WEBSITE: