

ERASMUS TRAINEESHIP / GENERAL INFORMATION

The International Office (IO) needs the “**Learning Agreement for Traineeships**” as the basic document for your application for the Erasmus grant. You can find the respective form on the website of the IO, or on the Erasmus-website of the OeAD in the download area for students.

The form has to be filled in with your personal data and subsequently sent to the company (a scan copy is sufficient). The company has to fill in properly all sections related to the company, sign it, put its stamp on it, and afterwards send a scanned copy of the form back to you. Please print the form, bring it to your dean of academic affairs and have it filled in and signed by him, too. The dean of academic affairs ticks in the form that the traineeship will be indicated in your Diploma Supplement at your graduation and if possible, awards ECTS (at present possible only in case of Spatial Planning or Master’s theses). It’s your obligation to the EU-Commission to bring the Learning Agreement for Traineeships to the Dean’s Office at the end of your studies and to ask for indicating it in your Diploma Supplement.

The traineeship needs to be related to your field of studies, its duration has to be at least two full months, and it has to be a fulltime traineeship (35-40 hours per week).

The IO needs to receive the completed Learning Agreement for Traineeships at least 4 weeks prior to your traineeship start in order to process it in timely manner.

The main aim of the Erasmus traineeship is to offer students the possibility to gain practical work experience. It originally hasn't been intended that students use it for research purposes. Therefore, if you wish to use the traineeship for research purposes then it is necessary that your dean of academic affairs clearly indicates in the Learning Agreement for Traineeships that you will receive a certain amount of ECTS credits for your master or bachelor thesis. As there is no extra field in the form for such statement, he should write it down somewhere in the section of the sending institution.

With reference to your tasks, the company should define what competencies and learning outcomes you should have gained at the end of your traineeship. Regardless of whether “problem solving, team player ability, managing budgets”, is filled in in the form, it depends on you and the company on which expected final results you agree, what will be the outcomes.

Monitoring: whether there are daily or weekly meetings, team meetings, fixed hours with your supervisor,

Evaluation: which criteria will be used by your supervisor or the company to evaluate your work? Team player ability, punctual completion of the assigned work, your self-reliance, comprehension, demeanour within the team, your prior knowledge,

The criteria can be manifold and evaluated in each company differently.

If the company declares that it arranges no accident insurance for you, then you need to arrange your accident insurance on your own. It is also mandatory that you have a civil liability insurance. This is important as otherwise you have to pay for example for damaged equipment of the company all by yourself.

Regarding accommodation: rooms offered and paid by the company are very rare. In most cases you will have to find an accommodation and cover the respective costs yourself.

The company and you will agree on the working language to be used during your traineeship. If you, for example, find for your traineeship a company in Spain and agree that the working language will be English, then no Spanish knowledge is necessary (but it is helpful in daily life).

Erasmus trainees are obliged to take a language test in the language defined by the IO (working language) before their traineeship starts. You will receive an email from the corresponding platform in Brussels with your login details for your registration. Exceptions are possible only for students whose mother tongue is the same as their working language.

After the IO has nominated you, you will receive an automated email from the IO with your login-details. You will be asked in this email to give us your bank details. Subsequently, the IO issues your grant agreement and sends it to you. You need to print the grant agreement twice, sign both original copies and hand both of them over to the staff of the IO in person or send them to the IO by registered mail. After the receipt of the grant agreement, the IO will transfer 80% of the grant foreseen for your requested traineeship period to your account.

Should your agreed tasks be changed during your traineeship, then you need to fill in the second part of the form *During Mobility* and send it to the IO.

The *Traineeship Certificate is the Certificate of Employment*. Please ask the company to fill it in at a PC, because so can the fields of the form be enlarged as necessary. For each question, the company needs to write at least 3-6 sentences in the respective field. As this is the Certificate of Employment, it should show how you performed according to the previously agreed evaluation criteria.

For the payment of the remaining part of your grant by the IO, you have to submit to the IO the *Certificate of Attendance* signed by the company as well to fill in the *EU Survey* (report on your traineeship). The EU Survey will be automatically sent to you via email after the end of your traineeship.

Note: it is possible to do max. one traineeship in the home country. We accept no further traineeships in the home country as it is against the spirit of Erasmus which means new culture and new language.