

## ERASMUS+ TRAINEESHIP: GENERAL INFORMATION

The International Office (IO) needs your application in TU Wien Mobility Online and the „**Learning Agreement for Traineeship**“ which is created there as basic document for your application for the Erasmus+ traineeship grant. This link to TU Wien Mobility Online can be found on the website of the IO.

The Learning Agreement for Traineeship has to be filled in with your personal data on the first page and has to be sent to the company/host university that is willing to train you. The company/host university has to fill it in properly in all sections which are related to the company/host university, needs to sign it and put its stamp on it, afterwards scans the form and sends it back to you.

Please print it and make an appointment with your Dean of Studies. Take it to her\_him and have it filled in and signed by her\_him, too. The Dean of Studies ticks the sentence that the Erasmus+ traineeship is inserted in the Diploma Supplement at graduation. That is the case with most Erasmus+ traineeships as there are no traineeships foreseen in most curricula. In case that you will receive ECTS the Dean of Studies will fill in the amount of credits.

At the end of your studies, it is your obligation to bring the Learning Agreement for Traineeship to the Dekanat when you hand in all your other documents to apply for the graduation certificate.

After you have received all signatures, you can upload the Learning Agreement for Traineeship to TU Wien Mobility Online.

The Erasmus+ traineeship needs to be related to your field of studies, it must last for at least two full months, it has to be a fulltime job (35-40 hours per week).

The IO needs to receive the filled in Learning Agreement for Traineeship at least four weeks prior to your Erasmus+ traineeship start. This time frame is necessary in order to issue a grant agreement for you and which will be needed to be able to transfer the grant amount to your bank account.

The Erasmus+ traineeship was installed to offer students the possibility to gain practical work experience in real companies. It wasn't initially intended that students use it for research purposes. If you want to use the Erasmus+ traineeship for research purposes, then it is necessary that your Dean of Studies clearly states in the Learning Agreement for Traineeships form that you will receive a certain amount of ECTS credits for the master thesis/bachelor project. For such cases there is no extra field to fill in reserved so the Dean of Studies should just write it down somewhere in the section of the sending institution.

What is the intention of your Erasmus+ traineeship? According to your tasks/deliverables the company/host university should define what competencies and learning outcomes you should have gained at the end of your Erasmus+ traineeship. Examples: whether „problem solving, team player ability, managing budgets”, ... is filled in the form, it depends on you and the company/host university on which final results you will agree regarding outcomes.

Monitoring: is there a daily or weekly meeting with your supervisor, are there team meetings, fixed hours with your supervisor, ...

Evaluation: which criteria uses the supervisor, how does the company/host university value your work? Team player ability, punctuality in doing assigned work, self-organisation, your pre-requisites are enough for the work assigned?, ... Evaluation criteria can be various/manifold, depending on the company/host university.

In case the company/host university inserts NO in the section of accident insurance, then you will need to find and pay your private accident insurance. It is also mandatory that you have a civil liability insurance. This is important as you otherwise must pay for example for damaged items/equipment of the company/host university all by yourself.

Regarding housing: rooms offered and paid by the company/host university are very rare. In most cases you will have to find the room by yourself and pay the full rate.

The company/host university and you will agree on in which language the Erasmus+ traineeship is going to be handled. For example: if you find a company/host university in Spain, agree that the Erasmus+ traineeship working language will be English, then no Spanish is necessary (but in daily life it is helpful).

Erasmus+ trainees need to do an online language test which is mandatory! This will be the language you and the company/host university agreed upon in the application form. You will receive login details and the invitation to do this mandatory test on the OLS test via email. Exceptions are only made for students whose first language is the same as the working language.

After the IO has accepted your Erasmus+ traineeship application you will receive an email where you are asked to provide your bank details (BIC/SWIFT/IBAN). Once your grant agreement is available you will receive another email with this information that the grant agreement is ready to be printed and signed or signed electronically with ID Austria.

If you want to sign manually you need to print the agreement twice, sign both documents and then give them both to the staff of the IO in person at their office hours or you send them by post. If you have the ID Austria, you can sign it this way and simply upload it again to the application system. Once we have received both agreements signed by you we will transfer 80% of your money to your account. The other 20% will be transferred to your account after your Erasmus+ traineeship.

Should there be any changes in your tasks during your Erasmus+ traineeship then you need to fill in part B of the Learning Agreement (During Mobility) and upload the scanned version in TU Wien Mobility Online. If there are no changes in your tasks, forget about it.

The Traineeship Certificate (part D) is a certificate of employment. Please tell the company/host university to fill it in electronically – then the sections can be adjusted to their space needs. According to each question in the different categories the company/host university needs to insert at least 3-4 sentences regarding your tasks, abilities, achievements, evaluation outcome, ... As this form is a certificate of employment it should show how you performed according to the previously agreed evaluation criteria. The Traineeship Certificate has to be presented to the IO within six weeks after the finished Erasmus+ traineeship.

To receive the second instalment of your Erasmus+ grant you have to hand in the Confirmation of Stay filled in and signed to the IO within four weeks after the finished Erasmus+ traineeship. Another task to receive your second instalment of your grant is to fill in the EU survey, this is the participant report. This report will be available through a link which will be sent to you via email.

Attention: You may do one Erasmus+ traineeship in your home country but no more if you have non-Austrian nationality. The IO/TUW accepts no further Erasmus+ traineeships in the home country as it is against the spirit of Erasmus+. Erasmus+ means new culture, new language, new ways of thinking/working, ... (Once again: this applies to students who don't have Austrian nationality).