

WP1

Placement guide for students

1. University of Eastern Finland (UEF)
2. Aristotle University of Thessaloniki (AUTH)
3. University of Latvia (UL)
4. Lodz University of Technology (TUL)
5. University of Alcalá (UAH)

Purpose:

The information provided in the guide seeks to assist students during their application process for placements. Since procedures at the universities may be updated, the information is subject to change and students should always consult with the respective university.

Disclaimer: This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

1. University of Eastern Finland (UEF)

Pre-Requisites	
<i>Year of studies (open for Erasmus+ placements)</i>	<p>In the University of Eastern Finland Erasmus + traineeships are available for all the students.</p> <p>The departments (disciplines) give more information concerning the traineeship in specific discipline.</p>
<i>Any specific conditions students need to meet</i>	In the University of Eastern Finland traineeships are to be agreed with the student's discipline before applying for Erasmus+ traineeship grants.

Timing and application procedure	
<i>Application deadlines</i>	<p>Application deadline for Spring Semester: No specific deadline.</p> <p>Application deadline for Autumn Semester: according to Erasmus+ guidelines (and budget)</p> <p>In the University of Eastern Finland there is continuous application period for Erasmus+ traineeship grants. The Erasmus+ traineeship grants may be granted when a student has a placement agreed with the employer.</p>
<i>Application documentation</i>	<p>In the University of Eastern Finland the students need to submit (on-line CV with the motivation letter, acceptance proof at the host company, on-line transcript in English or the language that is used in host country.</p> <p>The University of Eastern Finland is linked with the on-line placement offer-platform at the national level: uef.fi/aarresaari.</p>

	The specific application documentation and forms that are requested from students are provided by e-mail
<i>Arrangements with the host companies</i>	<p>The host company may upload the placement offer in the uef.fi/aarresaari.</p> <p>There are no specific requirements regarding host companies at the university level, but disciplines may define the requirements if needed.</p>
<i>Selection process and timeline</i>	<p>If the student has a placement agreed with the employer, then student may apply for the Erasmus+ grant and the grant is admitted within the Erasmus-budget limits within 2-3 weeks.</p> <p>Student are recommended to accomplish internship after one year of bachelor's studies or one year of master's studies.</p> <p>The selection of the students is based on the amount of the credits.</p>
<i>Any specific conditions students & host companies need to meet</i>	<p>Are there any other specific requirements or conditions that student needs to meet? If yes, please specify.</p> <p>In international internship the level of English language.</p> <p>Are they any specific conditions that host companies need to meet? There are no specific conditions related to host companies.</p>

Conditions	
<i>Duration and format of placements</i>	<p>Duration: starting from 2 months minimum period (as defined by Erasmus+ programme)</p> <p>There is no formal restrictions for maximum period, but 3 - 6 months are</p>

	recommended as the maximum period.
<i>Financial conditions</i>	Funding: (as defined by Erasmus+ grant rates)
<i>Erasmus+ grant VS 'zero' grant mobilities</i>	<p>There are grants offered by the university for domestic internship and a few internship outside the Europe (Erasmus+) area.</p> <p>Also, there is CIMO-program in Finland for internship: www.cimo.fi.</p> <p>There is an incentive to cooperate with the business sector.</p>
<i>Any other specific requirements and/ or conditions</i>	n/a

During and after Erasmus+ traineeship mobility		Any specific notes
<i>For students</i>	<p>a) For the Erasmus+ mobility the documents are shared by the IRO</p> <p>b) The learning diary-based report of the internship is required for the academic side and recognition process</p>	
<i>For host companies</i>	The documents are shared by the IRO	
<i>For Universities</i>	<p>The internship is recognised through ECTS.</p> <p>There is no specific evaluation process performed by the university (about the traineeship experience).</p> <p>The evaluation is through learning diary-based report provided by the student.</p>	

2. Aristotle University of Thessaloniki (AUTH)

Prerequisites	
Year of studies (open for placements)	1 st year of studies (based on the eligibility criteria of the Erasmus+ programme)
Academic achievements	Requirement for possessing 50% of the number of ECTS credits up to the current semester (undergraduate students)
Any specific conditions students need to meet	Selection of the trainees is based on a university-wide point-system (algorithm of 5 weighted indicators)
Timing	
<p>Application deadlines at universities</p> <p>A) Spring semester b) Autumn semester c) other</p> <p><u>A. Selection process</u> and timeline (selection-nomination-grant awarding-start of the placement)</p>	<ul style="list-style-type: none"> • May of each year for traineeships that will take place during the upcoming academic year • November of each year (when necessary) for the spring semester of the current academic year <p>Selection process:</p> <p>After the deadline for submitting the supporting documents, applications are collected by Department and forwarded to the ECTS Coordinator for placements of each Department / School in order to proceed with the evaluation and selection process. In this process, the ECTS Practitioner Coordinator assesses applications based on the following criteria:</p>

<p>Any other specific conditions</p>	<ul style="list-style-type: none"> • Requirement for possessing 50% of the number of ECTS credits up to the current semester • Adequate knowledge of the working language of the Host Organization • Student level (undergraduate, postgraduate, doctorate) • Year of introduction. Students that don't delay their studies, are preferred. • Total number of ECTS of the courses successfully studied by the student up to the time of submission of the application • Academic performance (average grade of the courses passed by the student up to the time the application was submitted), and Grade and duration of graduation / postgraduate diploma in the case of postgraduate student / doctoral candidate • The relevance between the content of the placement and the Candidate's curriculum (as evidenced by the certificate of the host organization, Letter of Acceptance). • The added value and the learning outcomes / skills that the student can obtain from the proposed placement (as evidenced by the Host Organization, Letter of Acceptance). • The added value and the learning outcomes / skills that the student seeks to acquire from the proposed placement (as they arise from the letter of recommendation, the curriculum vitae and the <u>motivation</u> letter). <p>https://eurep.auth.gr/el/students/traineeship/evaluation_process_(in_Greek).</p> <p><u>Following results (appr. 1.5 months after the applications deadline), all trainees are required to deposit all documents for their grant agreement at least 1 month prior to the start date of their mobility. Grant deposit is</u></p>
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	<u>done prior to the start date of the mobility</u>																										
Selection Process in more detail: The 5 Weighted Indicators:																											
Indicator D1: Language of instruction	<table border="1"> <caption>Table 1</caption> <thead> <tr> <th>Level of knowledge</th><th>Points</th></tr> </thead> <tbody> <tr> <td>Certificate for attending courses</td><td>0.5</td></tr> <tr> <td>A2</td><td>0.6</td></tr> <tr> <td>B1</td><td>0.7</td></tr> <tr> <td>B2</td><td>0.8</td></tr> <tr> <td>C1</td><td>0.9</td></tr> <tr> <td>C2</td><td>1</td></tr> </tbody> </table>	Level of knowledge	Points	Certificate for attending courses	0.5	A2	0.6	B1	0.7	B2	0.8	C1	0.9	C2	1												
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Indicator D2: Academic performance (average grade) (1.5 weight)	Define successful academic performance <ul style="list-style-type: none"> Exams Threshold regarding awarded ECTS credits 																										
Indicator D3: ECTS Ratio (ratio of ECTS credits number awarded to the applicant to number of ECTS credits that the applicant should have been awarded upon successful completion of all components) (1.25 weight)	<table border="1"> <caption>Table 2 (4 years of studies)</caption> <thead> <tr> <th>Mobility year</th><th>Points</th></tr> </thead> <tbody> <tr> <td>3</td><td>0.95</td></tr> <tr> <td>4</td><td>1.00</td></tr> <tr> <td>5</td><td>0.90</td></tr> <tr> <td>6</td><td>0.80</td></tr> <tr> <td></td><td></td></tr> </tbody> </table> <table border="1"> <caption>Table 3 (5 years of studies)</caption> <thead> <tr> <th>Mobility year</th><th>Points</th></tr> </thead> <tbody> <tr> <td>3</td><td>0.90</td></tr> <tr> <td>4</td><td>0.95</td></tr> <tr> <td>5</td><td>1.00</td></tr> <tr> <td>6</td><td>0.90</td></tr> <tr> <td>7</td><td>0.80</td></tr> <tr> <td></td><td></td></tr> </tbody> </table>	Mobility year	Points	3	0.95	4	1.00	5	0.90	6	0.80			Mobility year	Points	3	0.90	4	0.95	5	1.00	6	0.90	7	0.80		
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Indicator D4:	Year of Study (1.0 weight)																										
Indicator D5:	Motivation of the applicant (0.5 weight)																										



Application procedure

Centralized vs decentralized	<u>Centralized</u>
Documentation to be submitted (+ examples/forms)	<p>Only Electronic submission and submission of expression of interest after the Call (usually in May of each year for mobility in the next academic year).</p> <p><u>Steps:</u></p> <ol style="list-style-type: none"> 1) Before submitting the online application <p>The student must have a personal e-mail account of the Aristotle University of Thessaloniki provided by the IT -eGovernment Center of Aristotle University of Thessaloniki.</p> <ol style="list-style-type: none"> 2) The electronic submission lasts approximately 10 minutes 3) In the application the student must declare only one host institution. <u>4) During the application procedure the students must upload the following documents:</u> <ol style="list-style-type: none"> a) Profile Picture (there are no specifications) b) ID copy c) The Letter of Acceptance (scanned copy) completed and signed by the host institution (* ATTENTION - There should be a clear reference to the working hours, which must be in line with program requirements, i.e. 40 hours / week)



<p>Confirmation from the host companies required + any other requirements regarding host company</p>	<p>d) Europass CV (in Greek)</p> <p>e) A copy of the foreign language certificate (non-certified copy) or certificate of attendance of foreign language courses related to the host's working language</p> <p>g) Recommendation Letter (non-confidential) of the candidate from a faculty member of his/hers department (except the ECTS Coordinator for internships / preferably in Greek).</p> <p>h) Copy of Graduate Degrees (Only for Postgraduate Students) (For Doctoral Candidates only)</p> <p>i) Copy of graduate degree and postgraduate diploma</p> <p>j) For the Disabled / Special Needs only a Certificate from Public Hospital not older than three months and / or a certificate from the Primary Health Board or other official certificate.</p> <p>https://eurep.auth.gr/el/students/traineeship/application_procedure (in Greek)</p> <p><i>After the application submission, the Department of European Educational Programs will forward applications to ECTS Coordinators for evaluation and post the final results on its website as soon as they are available. An objection to the results may be filed within 5 working days of the announcement of the results.</i></p> <p><u>Letter of Acceptance</u></p>
<p>Duration and format of placements</p>	<p>2 months minimum period (for Erasmus+)</p>



Financial conditions	Erasmus+ grant VS 'zero' grant mobilities
Any other specific requirements/conditions	<u>n/a</u>

Placement rules regarding Placement for Practical Exercise/Internship for Aristotle University students

Practical Exercise or Internship is institutionalized in most Academic Departments and referred to as a course in the curriculum. For all Greek Universities and for Aristotle University as well, there is no clear legal framework for Internship, regarding the fact that concerns the student's insurance (i.e. how a student can be placed in the Practice Exercise area - at the Reception Facility, which could be in another country, without any problems that he/she is placed there not according to the law).

In some departments only, as for example the **Agricultural Schools and Veterinary Schools**, and also perhaps some of the **Pedagogical Departments**, there is no **FEK** (Official Gazette) that states how students could be placed in the Host Institutions, but in any case **EFKA** (insurance, authorizing an insured person to travel to another European Member State Country to receive appropriate hospital or other medical treatment, accepting to reimburse the cost of hospitalization) is covered by the employer (which in this case is the **Educational Institution (Research Committee- ELKE of Aristotle University)**).

Some special Cases

For example, the **Department of Pharmacy**, where internship is 12 months based on European Legislation, has a specific budget for students, which covers their insurance for the period they stay in the country they choose for Internship.

Insurance is covered only in the case of an accident at work-the Host Agency, and it is always 10,11 Euro (1% of the imputed wage of the unskilled worker, which per month amounts to EUR 10,11 - the amount paid to the student is much less than that amount of course).

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1) For Undergraduate Students

INTERSHIP is based on 2 laws:

- **Law 4009/2011**, (article 36, paragraph 1.b.) and
- **Law 3232/2004** (Article 15, paragraph 10): Social insurance issues and other provisions and IKA Circular 44/2004).

These laws both clearly state that students being placed for Internship under their Study Program must be insured against work accident. In any case, insurance is covered by the Foundation (by an already existing budget, or by other Business Programs and national resources, such as the NSRF).

This is the legal framework for students of TEIs (Technical Institutions), which is also (informally) applies for Universities as well.

2) For graduate & postgraduate students

Again, there is no clear legal framework for Greek Universities or other Higher Educational Institutions.

However, there are laws extending occupational accident insurance to postgraduate students:

- **Law 4009/2011**, article 53, paragraph 2
- **Law 2640/1998**, article 13
- **Law 2217/1994**, article 10, paragraph 2

The law does not prohibit the University from insuring postgraduate students the same way it does for undergraduate students (the law of EFKA generally refers to the 'undergraduate students').

But, on the other hand, it is not clear, because the provided insurance is based on the compensation of the unskilled worker (which, of course, the law does not apply for graduate students).



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However, so far, there are a lot of cases where postgraduate students are insured.

In **Aristotle University** (AUTH) there are two options for Internships

1) **Internships through National Strategic Reference Framework (NSRF):**

Students are selected under Academic Criteria. They go through internship and are contractually insured against all accidents at work by the Host Agency (these are paid by the NSRF and the employer is **ELKE –Research Committee of Aristotle University**).

2) **Internships outside the NSRF:**

A contract is awarded between **ELKE (Research Committee)** of **Aristotle University** (Auth) and the Host Organization (willing to fund the Internship). The Host Organization assigns to ELKE a project, through a contract which is the **Placement-Internship for students**. The host organization deposits money, ELKE makes a contract with each student and insures the student against an accident at the Host Agency, as an employer.

This program has now been extended to postgraduate students, but only under certain conditions (given the consent of the postgraduate program committee and the postgraduate program director, to have an institutionalized Internship course, which receives ECTS and refers to the analytical grade or the Diploma Annex, and the funding comes only from the Host Organization).

In both cases, the whole process still remains academic, in order for the Aristotle University to maintain control and to be able to know if those students meet the academic requirements and criteria in order **to be placed** for Internship.

In addition, there are some postgraduate courses at the Aristotle University, which have established a collaboration program with the Research Committee–ELKE, in order to be able to insure postgraduate students, who are already been placed for Internship.

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But this is only undertaken by the postgraduate program (Masters), as the Scientific Person responsible, in this case, is the director of the program. Please note that only for Technical Institutions (TEIs), there is a clear legal framework since their establishment.

As for the other Higher Educational Institutions in other European Countries, there is no need for EFKA or any other specific insurance, since students can be placed for Internship, without the need for insurance. They are already insured and their placement for internship is carried out as part of their studies.

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3. University of Latvia (UL)

Pre-Requisites	
<i>Year of studies (open for Erasmus+ placements)</i>	<p>At the University of Latvia, Erasmus + traineeships are available for all the students. The departments give more information concerning the traineeship in specific discipline.</p> <p>More information on Erasmus + traineeship are available at the University web page https://www.bvef.lu.lv/stud-arvalstis/erasmus/prakse/pieteikuma-anketa-praksei/ .</p> <p>The Evaluation criteria for students to participate in ERASMUS+ traineeship mobility are available at the University web page https://www.bvef.lu.lv/fileadmin/user_upload/lu_portal/projekti/bvef/arvalstis/OUT/Erasmus/ERASMUS_traineeship_lv_eng.pdf</p> <p>To participate in the Erasmus+ traineeship program students have to complete at least first year (full or part time) of studies without academic and/or financial debts.</p> <p>Master level students can participate in exchange program also in their last study semester if it has been approved by their study program directors and student undertakes to complete his/her academic obligations.</p>
<i>Any specific conditions students need to meet</i>	<p>At the University of Latvia traineeships for master studies are compulsory for the student's and the application for Erasmus+ traineeship grants is an option.</p> <p>Students can participate in Erasmus+ traineeship program if it is approved by their study program directors</p>

Timing and application procedure	
<i>Application deadlines</i>	Master level students can participate in exchange program in 2 nd year of studies and also in their last study semester if it has been approved by their study program directors and student undertakes to complete his/her academic obligations till 15th April corresponding academic year.
<i>Application documentation</i>	At the University of Latvia students for Erasmus+ traineeship need to submit <ul style="list-style-type: none"> • letter of confirmation from the Host institution abroad • confirmation/ recommendation letter from study program director • foreign language knowledge certificates
<i>Arrangements with the host companies</i>	The host company may upload the placement offer via Career center of University of Latvia that cooperates with Graduateland .
<i>Selection process and timeline</i>	<p>If the student has a placement agreed with the host institution, then student may apply for the Erasmus+ grant.</p> <p>To receive scholarship for traineeship program, student must comply with the following criteria:</p> <ul style="list-style-type: none"> • Good, very good and excellent grades during studies - Average grade from all study completed study semesters. Minimal average grade is 6. • (Students with academic debts cannot participate in exchange programs) • Obtain letter of confirmation from the Host institution abroad • An additional point is given to students of study programs with obligatory traineeship. • Active participation at the University activities and in organization internal processes • Active participation in various public organizations and activities • Confirmation/ recommendation letter from study program director • Good or very good language of instructions knowledge of selected Host institution points;

	<ul style="list-style-type: none"> Additional – knowledge of other European languages
<i>Any specific conditions students & host companies need to meet</i>	For international traineeship the foreign language skills are required.

Conditions	
<i>Duration and format of placements</i>	Duration: starting from 2 months minimum period (as defined by Erasmus+ programme), maximum 4 months.
<i>Financial conditions</i>	Funding: (as defined by Erasmus+ grant rates)
<i>Erasmus+ grant VS 'zero' grant mobilities</i>	Students can look for traineeship possibilities by themselves in any country of their choice.
<i>Any other specific requirements and/ or conditions</i>	n/a

During and after Erasmus+ traineeship mobility	
<i>For students</i>	<p>Documentation that needs to be prepared and provided is as follows:</p> <ul style="list-style-type: none"> a) For the Erasmus+ mobility (to meet all the requirements) b) For the academic side and recognition process <p>Traineeship tasks</p> <p>Traineeship agreement</p>

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	Traineeship certificate Report of the traineeship
<i>For host companies</i>	Documentation needs to be provided as for any traineeship: <ul style="list-style-type: none"> - standard traineeships agreement - traineeship certificates
<i>For Universities</i>	Traineeship is recognized and recorded for students based on the study program requirements <ul style="list-style-type: none"> - ECTS - Information in diploma supplements <p>The evaluation is through traineeship report defense provided by the student to the traineeship academic supervisor.</p>

4. Lodz University of Technology (TUL)

Pre-Requisites		Any specific notes
<i>Year of studies (open for Erasmus+ placements)</i>	<p>Eligible participants:</p> <ol style="list-style-type: none"> BA and MA students, PhDs meeting the following criteria: <ul style="list-style-type: none"> - completed 2nd year of studies (regarding BA students) - completed 1st semester of studies (regarding MA students and PhDs) - completed pre-departure semester of studies - the traineeship will be completed during study period - diploma thesis defense will be performed upon return from traineeship Recent graduates meeting the following criteria: <ul style="list-style-type: none"> - participation in traineeship recruitment process during the last year of studies - certificate of graduation submitted to the International Cooperation Center – Student Mobility Division – before departure - traineeship will be completed within 1 year from graduation. 	
<i>Any specific conditions students need to meet</i>	<p>Specific conditions for all participants:</p> <ul style="list-style-type: none"> - traineeships are available for TUL students of all nationalities - traineeship programme should guarantee that student will obtain learning outcomes assigned to his/her study programme at TUL - students of all programmes may apply for a “digital boosting skills” traineeship as defined by the EC 	



	<ul style="list-style-type: none"> - a total period of Erasmus+ mobility available for each student shall not exceed 360 days in each cycle of studies, including "zero" grant mobility - during the mobility the student cannot stay on the leave of absence. <p>Academic/other achievements - during the qualification procedures students receive points for the evaluation of 4 elements:</p> <ul style="list-style-type: none"> - motivation letter - compatibility between internship and study programmes (based on Learning Agreement for Traineeships) - language skills (level B1 of the traineeship language is required) - academic achievements (average grade/assessment of the PhD supervisor). 	
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Timing and application procedure		Any specific notes																
<i>Application deadlines</i>	Sample of application deadlines throughout the academic year:	The application deadlines for the specific academic year should be checked on the website of the university.																
	<table><tr><th>Application deadline for students</th><th>Decision announcement</th></tr><tr><td>7 September 2018</td><td>21 September 2018</td></tr><tr><td>9 November 2018</td><td>30 November 2018</td></tr><tr><td>11 January 2019</td><td>1 February 2019</td></tr><tr><td>8 March 2019</td><td>29 March 2019</td></tr><tr><td>12 April 2019</td><td>26 April 2019</td></tr><tr><td>10 May 2019</td><td>31 May 2019</td></tr><tr><td>7 June 2019</td><td>28 June 2019</td></tr></table>		Application deadline for students	Decision announcement	7 September 2018	21 September 2018	9 November 2018	30 November 2018	11 January 2019	1 February 2019	8 March 2019	29 March 2019	12 April 2019	26 April 2019	10 May 2019	31 May 2019	7 June 2019	28 June 2019
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<p><i>Application documentation</i></p>	<p>Documents to be submitted by candidates:</p> <ul style="list-style-type: none"> * mobility application for MA and BA students * Erasmus+ <u>traineeship</u> application for MA, BA students and PhDs * Learning Agreement for Traineeships * Motivation letter – up to 400 words, submitted in Polish, should include information on the hosting company and the traineeship - language, location, duration, timeline; reasoning behind choosing a particular company and country, description of impact of the traineeship on student's competences and the possibility of obtaining employment after graduation * Curriculum Vitae – in accordance with <u>europass</u> * Certificate confirming skills of the traineeship language. <p>All documents (in paper) should be submitted at least 2 months before the traineeship starts.</p> <p>TUL's support for students in finding a host company:</p> <ul style="list-style-type: none"> - traineeship offers sent to TUL by foreign companies are published on <u>TUL's webpage</u> and <u>FB</u> dedicated to Erasmus+. The <u>Erasmusintern</u> database is also promoted here. - annual TUL Mobility Week – event promoting mobility for studies and traineeships where Erasmus+ alumni exchange experiences with their peers. Mobility Week is organised by the International Cooperation Centre which coordinates Erasmus+ programme at TUL. 	<p>Link to the Erasmus+ call for traineeships at TUL.</p>
<p><i>Arrangements with the host companies</i></p>	<p>Specific requirements for host companies:</p> <ul style="list-style-type: none"> - hosting company must offer student a full-time traineeship according to local legal requirements - all details regarding the traineeship must be agreed upon 	

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	before departure in the form of Learning Agreement for Traineeships. The Learning Agreement for Traineeships is an essential part of the qualification process at TUL.	
<i>Selection process and timeline</i>	<p>Preliminary qualification procedure takes place at student's home faculty. Faculty coordinator of Erasmus+ programme for internships evaluates candidates based on selected criteria:</p> <ul style="list-style-type: none"> (a) assessment of the motivation letter (1 – 5 points) (b) compatibility between internship and study programmes (based on Learning Agreement for Traineeships, 1 – 10 points) (c) language skills - level B1 of the traineeship language is required (1 – 10 points = Polish grade 3, 4 or 5 multiplied by 1,0/B1, 1,2/B2, 1,4/B2+, 1,6/C1, 2/C2) (d) academic achievements (average grades of BA/MA student/assessment from the PhD's supervisor). <p>The final score assigned to each candidate is calculated as follows:</p> <ul style="list-style-type: none"> * $a + b + c$ (for studies with generic academic profile) * $a + b + c$ multiplied by 1,2 (for studies with practical profile). <p>The (d) rating is taken into account only when the number of students meeting required conditions exceeds the funds available at TUL for Erasmus+ traineeships.</p> <p>All faculty qualification reports are then sent to TUL's institutional Erasmus+ coordinator who announces the final ranking list based on the number of points assigned to each candidate and available funds.</p> <p>All documents should be submitted by a candidate at least 2</p>	



	<p>months before the traineeship starts taking into account the application and decision announcements deadlines.</p> <p>3 main tips for candidates:</p> <ul style="list-style-type: none"> - there is a clear link between the planned traineeship and your study programme (common learning outcomes), - be convincing when explaining your choice regarding the host company and incoming country (get to know your host company and its profile, why do you want to go there, why this country/company and not any other etc.), - present your competences in accordance with host company's profile (language skills of the incoming country/company, academic achievements related to the company's business profile/internship offer, do not forget to specify your soft skills). 	
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Conditions		Any specific notes
Duration and format of placements	The Erasmus+ traineeship lasts no less than 60 and up to 360 days in the same academic year.	
Financial conditions	Erasmus+ monthly scholarships offered by TUL - from 500 to 600 EUR depending on the hosting Erasmus+ programme country:	
	Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, United Kingdom, Liechtenstein, Norway	600 EUR
	Austria, Belgium, Germany, France, Italy, Greece, Spain, Cyprus, Netherlands, Malta, Portugal	550 EUR



	<table><tr><td>Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Serbia, Slovakia, Slovenia, former Yugoslav Republic of Macedonia, Turkey</td><td>500 EUR</td></tr></table>	Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Serbia, Slovakia, Slovenia, former Yugoslav Republic of Macedonia, Turkey	500 EUR	
Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Serbia, Slovakia, Slovenia, former Yugoslav Republic of Macedonia, Turkey	500 EUR			
	<p>In the academic year 2018/2019 TUL offers Erasmus+ scholarships for approximately 93 students. The grant is available at most for the period of 150 days. The 1st instalment of the grant (80% for BA/MA and PhDs, 70% for recent graduates) is paid before departure. The remaining amount is paid after the traineeship is recognized (<i>see Appendix 5 - Traineeship recognition</i>).</p> <p>TUL students receive additional support of 250 EUR from the university budget. It is a one-time funding and is available only for BA and MA students as well as PhDs (not available for recent graduates).</p> <p>Students who acquired the right to receive social scholarships (available for students in a difficult financial situation) receive additional monthly grant of 100 EUR during their mobility. The support is available at most for the period of 150 days.</p> <p>Students with disabilities may apply for additional funding. The exact amount of funding remains in the decision of the Polish Erasmus+ Agency.</p> <p>Students who meet the conditions of participation but did not qualify for funding may participate in the Erasmus+ traineeships</p>	<p>Each year TUL has approx. 100 grants available; in most cases all funding is distributed.</p> <p>The number of grants is calculated by dividing the Erasmus+ grant for traineeship assigned to TUL by the average mobility period of 3 months.</p>		



	with a "zero" grant.	
<i>Erasmus+ grant VS 'zero' grant mobilities</i>	<p>Other possibilities to perform placement abroad outside of the Erasmus+ framework:</p> <ul style="list-style-type: none"> * TUL's bilateral exchange agreements (in most cases students participate without grants) * Traineeship offers received by TUL published on TUL's webpage and FB dedicated to Erasmus+. * The International Association for the Exchange of Students for Technical Experience (IAESTE) in Poland / worldwide ; Association Internationale des Étudiants en Sciences Économiques et Commerciales (AIESEC) in Poland / worldwide IAESTE and AIESEC candidates are required to pay a participation fee. <p>Other relevant university incentives/cooperation with business sector:</p> <p>TUL's Centre for Cooperation with Economy, Innovation and Technology Transfer (CWGITT) is responsible for creating a knowledge commercialization system; providing consultations on protection of intellectual property; cooperating with the economy; supporting academic entrepreneurship; providing career counseling and job placements for students and graduates.</p> <p>One of TUL's initiatives supporting academic entrepreneurship is a programme of Interdisciplinary School Of Innovation (ISI). Its goal is to engage scientific community in the process of creating and developing new companies based on innovative ideas. The programme of ISI is implemented by CWGITT's Technology Transfer Office.</p>	

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	<p>CWGITT's Career Office supports students and graduates in entering the job market through trainings, consultations, publications of job/traineeships offers etc.</p> <p>TUL has recently initiated the process of building its own Entrepreneurship Incubator.</p>	
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During and after Erasmus+ traineeship mobility		Any specific notes
<i>For students</i>	<p>During the mobility:</p> <p>Any changes to the traineeship should be introduced and agreed upon within the first month of the mobility by filling in and signing the Learning Agreement for Traineeships - During the mobility. All changes must be approved by the trainee, TUL – faculty level – and host company. If the period of stay is to be extended student should also submit additional Application for mobility extension no later than a month before the previously accepted end of stay.</p> <p>After the mobility:</p> <p>Student is required to fill in the Mobility Tool+ questionnaire (Erasmus+ requirement for all participants) as well as submit a report regarding the completed traineeship addressed to the Faculty coordinator of Erasmus+ programme for internships. The report should be prepared in English or the language of the traineeship after consultations with the coordinator and should include information on completed tasks and acquired skills. The report should be signed by the host company. The traineeship can also be reported in the form of a poster presentation. A form of the report is agreed upon before departure.</p>	



<p><i>For host companies</i></p>	<p>During the mobility:</p> <p>Any changes to the traineeship should be introduced and agreed upon within the first month of the mobility by filling in and signing the Learning Agreement for Traineeships - During the mobility. All changes must be approved by the trainee, TUL – faculty level – and host company.</p> <p>After the mobility:</p> <p>The host company should provide student with filled and dully signed/stamped Learning Agreement for Traineeships – After the mobility. The host company evaluates the student and certifies the exact period of mobility, achieved learning outcomes and number of performed hours. The confirmation document should be issued in English no sooner than the last day of the traineeship.</p> <p>The host company should also sign a report prepared by the student to be submitted to TUL's Faculty coordinator of Erasmus+ programme for traineeships (only if the student was required to prepare a report before departure).</p>	
<p><i>For Universities</i></p>	<p>During the mobility:</p> <p>Any changes to the traineeship should be introduced and agreed upon within the first month of the mobility by filling in and signing the Learning Agreement for Traineeships - During the mobility. All changes must be approved by the trainee, TUL – faculty level – and host company. If the period of stay is to be extended student should also submit additional Application for mobility extension no later than a month before the previously accepted end of stay.</p>	



	<p>After the mobility:</p> <p>Traineeship will be recognized only if it met all requirements specified in the Learning Agreement for Traineeship. For obligatory traineeship (traineeship embedded in the curriculum) student is awarded with ECTS as planned in the study programme. Voluntary traineeship (not obligatory for the degree) is evaluated based on student's workload needed to achieve the assumed learning outcomes – final decision regarding ECTS is made at faculty level.</p> <p>In each case Faculty coordinator of Erasmus+ programme for internships fills in Traineeship recognition to be accepted by the Dean.</p> <p>Both obligatory and voluntary traineeships are recorded in student's Transcript of Records and Diploma Supplement.</p> <p>Evaluation of the traineeship experience is performed mostly by analyzing results of Mobility Tool+ questionnaire survey submitted by Erasmus+ participants. Additionally, Faculty coordinator of Erasmus+ programme for internships evaluates each mobility during the recognition process.</p>	
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5. University of Alcalá (UAH)

Regarding the academic recognition, the practices done in the companies can be of 2 types:

- Curricular: Necessary for the students to obtain their university degree. They will need to obtain a final Attendance Certificate in the company informing about the total period of the placement, and a final Evaluation Questionnaire from the supervisor in the company. With this, and adding a personal Memory of the realized activities, they will obtain in their home university a number of ECTS credits which depends on the total number of worked hours.
- Extra-curricular: Voluntary practices, not necessary for the degree. The students can or cannot need an Attendance Certificate and final Evaluation Questionnaire from the supervisor, depending if they wish to include this extra activity in their academic curriculum. They may wish to add those recognized ECTS credits to their academic file, although they don't need it. However, this information will appear into their European Supplement Tittle (SET), obtained at the end of their studies.

Regarding the daily work time in the company, the placements can also be of 2 types:

- Full-time: 7-8 hours per day.
- Part-time: 3-5 hours per day.

The students coming to POWER incubators can be Master students or last-year students in a Bachelor degree. There are several types of these students:

1. Foreign students with an Erasmus+ grant for Practices assigned by their home university.

These students will belong to some of the universities of the project, or to some EUF consortium university.

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These students will work full time for a period of 2 to 12 months with an Erasmus+ grant of 300€-350€-400€ /month (depending on the host country) but only during the 3 initial months.

All these students receiving an Erasmus+ grant normally will have Curricular practices, since in Erasmus+ it is compulsory to obtain academic recognition of the activities done abroad.

Our start-up company will have to sign initially an acceptance letter for the student so that he can present the Application for the Erasmus+ grant, and after this grant has been awarded, the company will sign also a standard Erasmus+ Mobility Agreement with the student and the home university.

- The timing for these students should be the following:

During June to September they will contact our start-ups in order to obtain the acceptance letter for the placement in the next academic year, using our POWER platform.

In September they will present the Application for the Erasmus-Practices grant in their universities, and in October they will know if they have received the grant (there may be a big competition for these grants).

If they obtained the grant, since that moment they will be able to sign the Erasmus+ Mobility Agreement with the start-up company and start the placement at any moment in that academic year (in the 1st semester or delayed in the 2nd semester), placement that may last maximum until next 30th September.

Some difficulty to consider in this type of placement is that the student may require the internship to be done in the 2nd semester (starting in next February), very delayed period from the moment in which the student contacted the company (June to September).

If the student does not obtain the Erasmus+ grant, then the company will have to search for another trainee student and forget about this one, or maybe this student still wants to come to our internship without any Erasmus+ grant.

When the student arrives to the company, an Arrival Certificate must be signed and sent to the home university, so that the student can receive the payment of the grant.

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When the placement finishes, the start-up company will provide the final Attendance Certificate and the Evaluation Questionnaire of the student, the student will provide the Memory of the activities, and the evaluation and recognition will be made in the home university of the student.

2. Foreign students with an Erasmus+ grant for Studies, studying in a host university nearby the incubator.

These students can belong to any university in Europe, but they are studying with an Erasmus+ grant in some host university that belongs to our project (or to some EUF consortium university) which is located close to some of our Incubators. For instance, for the Incubator Tetuan Valley in Madrid the only university would be Alcalá University.

These students will receive a grant of 200€-250€-300€ /month (depending on the host country) during all the months of the stay (usually it will be 5 or 10 months), and will have a Learning Agreement with a small number of courses to attend in the host university that lets them go to a part-time placement in a company while going also to the courses. Typically, they will have studies in the evenings and they will be able to do the internship in the mornings (or vice versa). Anyway, they will need to arrange with the start-up company a personal timetable for the placement that does not overlap with the classes timetable.

Normally these placements are also Curricular practices (they require academic evaluation and recognition), but some of these students may not need this Curricular internship, and just want to complement their study experience with an internship in a company, if their Learning Agreement allows it.

The company will NOT have to sign Erasmus+ Mobility Agreement with the student and the home university, since the mobility is for studies and the Erasmus+ Mobility Agreement is signed only by the home and host universities (and the student). Instead of this, the company will sign a standard Bilateral Agreement with the host university that lets them receive their students, and later a Placement Agreement with the student and the host university containing the details of the activities and dates of the placement.

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The evaluation of the ECTS credits for this placement can be done in the host university as part of the Erasmus+ ToR (Transcript of Records), or in the home university (then the placement is not included in the ToR).

If done in the host university, this placement requires the registration of the student in a course named "Placement in Company" (or similar) in the host university, and an evaluation from an academic Supervisor in that host university, in order to acquire a mark. In Alcalá, both the student and the company will also have to register in the university platform in charge of the placements for the students (named GIPE).

If the evaluation is done in the home university, there will be an academic Supervisor in such home university who will receive the final documents from the company and from the student, and will evaluate and give a mark. In this case there is no need for the student or the company to register in the university platform GIPE nor in the course "Placement in Company".

- The timing for these students should be the following:

In September (for 1st semester) or in February (for 2nd semester), when the students arrive to the host university, they will contact our start-up companies through the POWER platform in order to obtain acceptance for a placement in the current academic semester. If the company accepts, the students will modify their Learning Agreement and will be able to start the placement immediately if agreed with the company, until the month in which they finish the studies in the host university (January for the first semester, or July for the second semester).

Before the start of the internship, the company will sign the Bilateral Agreement with the host university (if not done yet), and the Placement Agreement with the student and the university.

When the placement finishes, the company will provide the final Attendance Certificate and the Evaluation Questionnaire of the student, the student will provide the Memory of the activities, and the evaluation will be made in the host or home university of the student. Finally the recognition of ECTS credits will be made in the home university of the student.

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3. Foreign students with no Erasmus+ grant.

They can be of the two types mentioned above:

- Students just for practices, belonging to some of our project universities (or EUF universities), but without any Erasmus+ grant. They are able to work full-time.
- Students for studies, studying in some of our project universities (or EUF universities) which is close to our Incubators, and with no Erasmus+ grant. They are normally able to work part-time.

These students are completely self-funded and normally will apply for a company that can give some salary as trainee student.

The timing will be similar to the one detailed for the students with Erasmus+ grants.

4. Local students with no grant.

These students belong to some of our project universities (or EUF universities) which are located nearby our Incubators. For instance, students from Alcalá University will go to Tetuan Valley in Madrid.

These students are also self-funded, and can apply for a salary from the company. Normally they will work part-time, in the mornings or in the evenings, because they are also attending their courses in the university. They will need to arrange a personal timetable for the placement in the company that does not overlap with the classes timetable.

The practices will be Curricular in most cases (they need recognition). In this case, there is a limit in duration of the placement in Alcalá university: 6 months if the work is full-time, and 9 months if it is part-time.

- The timing for these students IN ALCALÁ UNIVERSITY is be the following:

In Alcalá University we have a web platform named GIPE which organizes the many placements of the students in the private companies. This platform allows the registration of the interested companies and the students, stores the information about the internship positions offered by the companies, facilitates the matching of students and companies, and

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assigns the correct academic Supervisor for each student. GIPE also generates the documents to be signed by all parties. Every placement that needs an academic recognition for the student needs to be registered in GIPE.

In July our Tetuan Valley companies will register in GIPE platform, referring to the POWER platform to obtain the description of their internship positions, or maybe uploading this information in GIPE platform and not using POWER, or maybe uploading the information in both platforms, or maybe GIPE will be connected to POWER platform in an easy way so that we don't duplicate the internship information. This registration in GIPE requires to sign a standard Bilateral Agreement between the university and the company.

In September the students register in the course "Practices in Companies" and also in GIPE platform, and start to apply for those internships through POWER (for our start-ups) or through GIPE in parallel (for other companies). Our start-ups will select the best candidate student, or can leave the spot vacant in this moment, waiting for a better candidate. If a candidate is selected, the internship offer will be retired from the POWER and GIPE platforms and the Placement Agreement is signed with the student and the university. After this signature the placement can start immediately, or in a delayed later period.

In the next months the company can receive new applications from new students, if the internship positions are still available. Then the new candidate can be selected at any moment, and the placement can start immediately.

Another good moment for the companies to upload new internship offers to these platforms is December, so that they are found by the new students searching for placements for the 2nd semester (they will search in January).

Each selected student is assigned with an academic Supervisor in the university through GIPE platform, who will finally evaluate the placement in case of curricular one. For the few cases without placement recognition, there is the University Career Service that watches out for the right placement development.

When the placement finishes, the company will provide the final Attendance Certificate and the Evaluation Questionnaire of the student, the student will provide the Memory of the

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activities, the evaluation is made by the academic Supervisor and the recognition of ECTS credits will be made in the university.

Final general concepts.

The company will appoint a Supervisor for each student, who will assign activities to the student, take care of them, and will fill in all the required documents (Attendance Certificate and Evaluation Questionnaire).

It is convenient that each of the start-up companies involved in this project signs as soon as possible the Bilateral Agreement with its neighbor university, that will allow to receive their local or Erasmus students during several years.

Most of the foreign students normally will need to communicate initially in English while they learn or improve the local language. So, they need to find a company with people that are able to use English language. The local students will not have this problem with the language.

Since the number of Erasmus+ grants given in each university is small, the foreign students should be coming to our incubators not only from any of the 5 universities of the POWER project, but also from any of the 20 universities of the EUF consortium, so that we can find a good number of such students. Later, after the finalization of the project, the POWER placement system can be open to any European university.

In all cases, and in order to attract the best students, the start-up companies in our incubators should be able to give some little monthly salary to the trainee students, or some final payment upon final results obtained.

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Summary Table:

Type of mobility:	With Erasmus grant	Full-time work	Need English	Curricular placement	Immediate start
1. Erasmus student for Practices	Y	Y	Y	Y	N
2. Erasmus student for Studies	Y	N	Y	YN	Y
3. Foreign student without grant	N	YN	Y	YN	YN
4. Local students	N	N	N	Y	Y

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