



## Apply for an Erasmus+ Trainee Scholarship for your internship in Europe!

As a student at Chalmers University of Technology interested in completing a traineeship in Europe, you may be eligible for an Erasmus trainee scholarship. You can complete your traineeship in companies, organisations and research centers.

Apply as early as possible for the Erasmus+ Traineeship scholarship – your application must reach us at least one month before the start of your mobility. We can process applications almost throughout the year except during the period from 1 July to 31 August.

The scholarship does not cover all costs, and you should not rely on it solely during your mobility, it is rather a student grant to contribute to the increased costs that the mobility abroad generates. Make sure you plan your economy accordingly. You are allowed to receive remuneration and allowances from the traineeship.

### Application process

The application should be sent to **us at least 30 days before the start of your mobility**. This is to enable the proper handling of the administration for the scholarship. It is not possible to allocate a scholarship retroactively, and therefore we will not accept applications if you have already started your traineeship period.

Applications are handled on a continuous basis except during the summer period (1<sup>st</sup> July-31 August). If you are planning to do a summer internship, plan this well in advance, and be aware that payments may be delayed during the summer months.

Information on the documents to be sent in with your application, is described below under the heading “Documents for your application”.

### Who can apply for an Erasmus scholarship?

To be eligible to apply for a scholarship under the Erasmus+ programme, you must be registered as a full-time student and intend to obtain a degree at Chalmers.

You can also apply for a scholarship for a traineeship period after completing studies (Recent Graduate), but the application must be submitted during the last semester, while you are still registered as a full-time student at Chalmers. You do not need to be registered as a full-time student at Chalmers while you conduct the traineeship, but it should be completed within 12 months after you have received your degree.

The traineeship is to be in your field of study and must be approved by your director of studies and/or programme coordinator. The traineeship must be the equivalent of full-time employment for a continuous period of from minimum two entire months (60 days) up to maximum 12 months (360days). Previous Erasmus studies/traineeships are added together, and the combined Erasmus mobility period may not exceed 12 months per level of study.



### Three ways to complete a traineeship through Erasmus:

- As part of a degree programme – Bachelor project/Master thesis project at Chalmers
- As a voluntary traineeship outside of your academic programme at Chalmers
- As recent graduate - Immediately after completion of academic studies at Chalmers. The traineeship must be completed within 12 months after the degree is issued.

Previous Erasmus+ mobility periods will be calculated and should not exceed 12 months in total (360 days) per study cycle.

### Documents for your application – can be found in the Student portal under “Erasmus forms”

1. Learning Agreement for Traineeship  
Fill out the electronic Learning Agreement form and have it signed by all three parties (to speed up the process, you should send the document as a scanned copy by email).  
**Note:** *Your Director of studies should sign the LA form if the traineeship is part of your master thesis. Otherwise Erasmus Institutional Coordinator (EIC) will sign as the sending coordinator.*
2. Erasmus Grant Agreement for Traineeship  
Send the document with your signature only without our signature. *Chalmers officials will sign it when we process the application.*
3. Explanatory letter  
In the cover letter (in Swedish or English), explain why you want to apply for the scholarship, the connection between the traineeship and your education, how the traineeship will develop new knowledge and skills and how the traineeship will increase your employability.
4. CV  
The CV is to include your contact information and information on your education, professional experience and language skills.
5. Certificate of registration from Ladok  
Through the Student Portal you can download your registration certificate showing that you are a fulltime student at the time of the application.
6. Arrival and Departure Form for Traineeship – attendance form signed by your supervisor at the beginning and end of the traineeship period.

The documents can be found under “Erasmus forms” in the Student portal.



### How to apply

Email your application with all the documents indicated in the above paragraph – “Documents for your application” – (except the Arrival and Departure form) to the group email address: [erasmus@chalmers.se](mailto:erasmus@chalmers.se)

Your application documents will be reviewed. Upon initial approval you will receive a link to fill in the online application form in MoveOn.

### Mandatory language test (OLS)

All outgoing students must take an online language test – Online Linguistic Support (OLS) – before and after the exchange/traineeship period. When your application documents have been submitted, and imported into the system, you will need to provide your choice of language and you will receive thereafter an auto-generated email from OLS with log-in information and instructions. The test should be taken before the start of the mobility.

### Payment of the first installment of your Erasmus+ scholarship

Upload the completed and signed Arrival form via MoveOn portal when you start and have met the supervisor, at the organisation, who needs to sign the form. Once the Arrival form has been submitted, you will be paid 70% of the scholarship amount, which is disbursed as a lump sum to the bank account provided in the application.

It may take up to 3 weeks for the first installment to reach your bank account.

### Approved companies

You can complete your traineeship in companies, organisations and educational or research centers in one of the accepted countries as described further below. If you perform the traineeship at higher education institutions, it must be evident that you are completing a traineeship and not studying.

Organisations that are not approved for Erasmus traineeships:

- EU institutions and other EU bodies.
- Organisations that manage EU programmes, such as national offices for Erasmus+
- Higher education institutions that are mainly financed by EU funds.

### Erasmus countries

You can complete your traineeship in one of the following 32 countries:

- EU countries (including “Outermost regions” and “Overseas countries and territories”, as defined by Council Decision 2013/755/EC): Belgium, Bulgaria, Cyprus, Denmark, Estonia, Finland, France, Greece, Ireland, Italy, Croatia, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovenia, Slovakia, Spain, the United Kingdom\*, the Czech Republic, Germany, Hungary and Austria
- EES countries: Iceland, Liechtenstein and Norway
- Macedonia and Turkey



Bear in mind that you must reside in the country where the traineeship takes place. This also applies to traineeships in the Nordic countries.

You can apply for an Erasmus scholarship for traineeship in your native country, but your application will be given lower priority.

\* Be aware that due to Brexit, some additional documentations and steps may be required from you to be allowed to perform the traineeship in the United Kingdom. We can unfortunately not support you with this so you need to inform yourself about additional requirements and plan your traineeship accordingly.

### The scholarship

The grant is not a full scholarship, but rather a contribution to be used for expenses and other costs related to the traineeship period. The scholarship amount is calculated based on the duration of the traineeship period (number of months and days) and the country in which the traineeship takes place. Monthly amounts are determined annually by the Swedish Council for Higher Education (UHR) and are the same for all higher education institutions in Sweden.

- Programme countries with a higher cost of living (*Denmark, Finland, Ireland, Lichtenstein, Norway, and the United Kingdom*) provide a daily amount of **€21.83/day (€655/month)**
- Programme countries with a lower cost of living (*Austria, Belgium, Bulgaria, Cyprus, Estonia, France, Italy, Greece, Iceland, Croatia, Latvia, Lithuania, Luxembourg, Macedonia, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, the Czech Republic, Germany, Hungary and Turkey*) provide a daily amount of **€19.83/day (€595/month)**

The scholarship is paid in two instalments. The first part, 70% of the scholarship, is paid when the traineeship starts (Arrival form). The remaining is paid after the traineeship period has ended and the departure form has been sent in.

If the traineeship is cancelled earlier than the agreed-upon period, you will be required to refund all or part of the scholarship.

You are not allowed to receive other scholarships or grants from the EU or UHR during the same period in which you receive the Erasmus scholarship. You can however combine the scholarship with remuneration or allowance for the host organization or national/regional loan (CSN).

### Additional scholarship funds for outgoing students with disabilities

If you are a student who needs educational support or special adaptations during your time abroad, there is an opportunity to seek funds for the additional costs that may arise.

“Additional costs” refer to the increased costs that the institution of higher learning or the individual student incur and that are not financed in other ways, such as:

- transport
- educational materials
- housing, assistant/companion



- medical follow-up,
- physiotherapy
- medical examination in the host country

More information: <http://www.chalmers.se/sv/utbildning/att-studera-pa-chalmers/Sidor/att-studera-med-funktionshinder.aspx>

To apply for this support, contact [erasmus@chalmers.se](mailto:erasmus@chalmers.se).

### Finding a traineeship

Large companies and organisations often advertise traineeships on their websites. See also the links below:

- [Erasmusintern.org](http://Erasmusintern.org)
- [Eurasmus.com](http://Eurasmus.com)
- [GoOverseas.com](http://GoOverseas.com)
- [Praxisnetwork.eu](http://Praxisnetwork.eu)

### Insurance

Chalmers students applying for traineeships within the Erasmus programme are covered during their entire stay period via Kammarkollegiet's **Student UT** insurance. Insurance policy and coverage is available at their home page: [www.Kammarkollegiet.se](http://www.Kammarkollegiet.se)