

Traineeship in Europe through Erasmus

As a student at Chalmers University of Technology interested in completing a traineeship in Europe, you may be eligible for an Erasmus trainee scholarship. For Chalmers students, this opportunity is being offered beginning on 1 June 2017. You can complete your traineeship in companies, organisations and research centers. Applications for trainee scholarships are processed on an ongoing basis. You can apply for the scholarship throughout the year except during the period from 1 July to 31 August. Bear in mind that if you plan to complete your traineeship during the summer, a bit of advance planning is required. Generally, applications must be submitted no later than 30 days before the starting date of the traineeship, and even more advance planning is needed during the holiday periods.

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, 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.

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.

The traineeship must be the equivalent of full-time employment for a continuous period of from minimum two entire months up to maximum 12 months.

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 → 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:

[*studentexchange@chalmers.se*](mailto:studentexchange@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. Upload the completed and signed Arrival and Departure form via MoveOn portal when you start and have met the supervisor, at the organisation, who needs to have signed the form. Once the Arrival and Departure form has been submitted, you will be paid 70% of the scholarship amount, which is disbursed as a lump sum.

Mandatory language test

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, you will receive an auto-generated email from OLS with log-in information and instructions.

Approved companies

You can complete your traineeship in companies, organisations and educational or research centers. 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.

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. The remainder is paid after the traineeship period has ended.

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.

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” refers 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 studentexchange@chalmers.se.

Finding a traineeship

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

- Erasmusintern.org
- Eurasmus.com
- GoOverseas.com
- Praxisnetwork.eu

The traineeship must be full-time and extend for a continuous period of at least two entire months and up to 12 months. Previous Erasmus studies/traineeships are added together and the combined Erasmus mobility period may not exceed 12 months per level of study.

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)