

# TRAINEESHIPS AS A WAY TO INCREASE CIRCLE U. MOBILITY

# WHAT IS OUR MAIN AIM?

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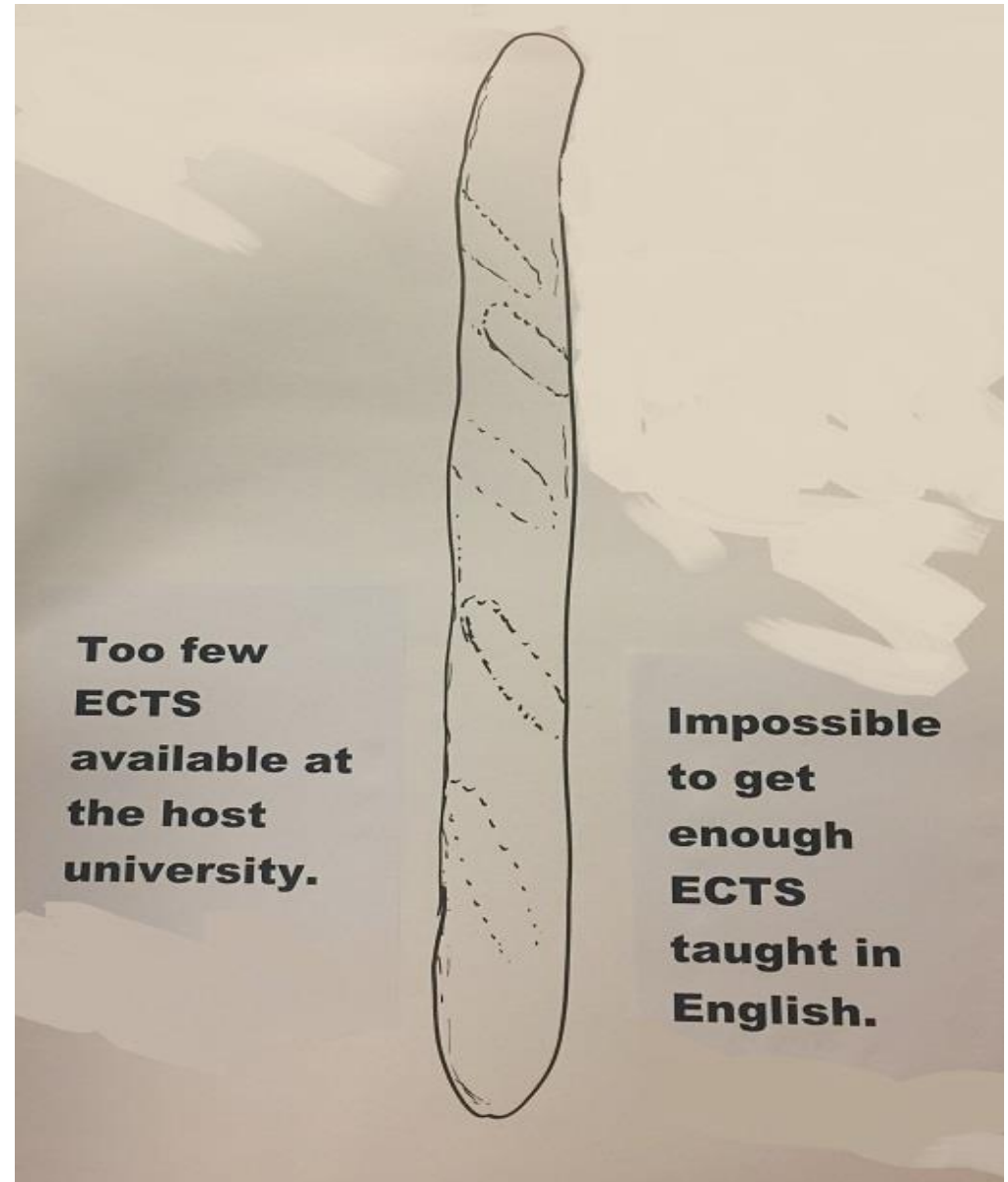
Across national boundaries, it's our aim to create an open and vivid European University where we share, co-create and empower students & staff to mobilise knowledge in order to make the world a better place.

One of the most important tools is to increase our studentmobility: 50 % of our student population ought to get a mobility experience during their studies.

# THE CHALLENGE

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Currently we have a university-wide agreement allowing exchange for 5 students per year per university.



” - To achieve that goal we must explore, test and learn from our experiences. ***As an alliance, we shall be generous, curious and brave.*** We are in a privileged position from which students, staff and partners from civil society, businesses and the public sector jointly will develop competencies and solutions for keeping Europe and our planet healthy, peaceful, democratic and prosperous. We are in it for the long run, and we look forward to seeing Circle U. develop

Svein Stølen, Rector at the University of Oslo.



Student placement is an alternative term to the widely used term *'traineeship'* or *'internship'*.

With Erasmus+ it's possible both during studies and immediately after finalizing a BA or MA

# ***HOW?*** ERASMUS+ TRAINEESHIPS

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- The traineeship must be eligible for credit transfer to your current study programme
- The traineeship must not prolong your period of study
- The duration of your traineeship must be between 2 and 12 months (60 - 360 days)
- You do not receive a salary from your traineeship host
- You must apply BEFORE your traineeship start date. It is not possible to apply retroactively

# RECENT GRADUATES

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Students can also apply for the Erasmus+ grant for a traineeship as a Recent Graduate.

They must apply BEFORE they complete their Bachelor- or Master's degree.



# CONDITIONS GETTING THE GRANT

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The student's ability to receive an Erasmus+ grant for a traineeship depends on whether the student has previously received Erasmus+ grants.

A student can receive Erasmus+ grant for studies and/or traineeship for a maximum of 12 months during the Bachelor degree programme and 12 months during the Master's degree programme

# LEGAL DOCUMENTS

The Commitment letter

The Learning Agreement

ERASMUS + for Traineeship  
20XX/20XX  
Commitment letter

Between (name)	
Legal Representative	
ADMINISTRATIVE Contact	
And (board, organization, research centre, etc.)	
Legal Name (national language)	
In English (if possible)	
Acronym	
Legal Representative	
TUTOR/ ADMINISTRATIVE Contact	
(name, address, phone-fax, e-mail)	
Organisation type	
Economic Sector	
Legal Status	
Profit / Non profit	
web site	
STUDENT (Name and Surname)	

The above mentioned parties agree:

- to co-operate in the activities shown below within the Erasmus + Programme. Both parties agree to abide by the principles and conditions set out in the Decision n. 11298/2013. Both parties undertake to abide by the bilaterally agreed terms of this placement agreement.
- the students involved in this activity will be provided with a Learning Agreement covering the period of placement agreed and will be provided with a Transcript of work at the end of the period agreed.
- the host organization will assist students involved in all practical matters for the definition of the best possible work, provide the trainee with appropriate training space and equipment and guarantee the trainee health and safety conditions and to provide with the necessary safety instructions;
- students of our university are regularly ensured.
- students will receive a financial contribution by the sending institution.

**TOGETHER THE SENDING INSTITUTION JOINTLY UNDERTAKE TO:**

Negotiate and agree a tailor-made **Learning Agreement** (including the programme of the placement and the recognition arrangements) for each student and the adequate mentoring arrangements.

**Monitor** the progress of the placement and take appropriate action if required.

**THE HOST ORGANISATION UNDERTAKES TO:**

Assign to students **tasks and responsibilities** (as stipulated in the Learning Agreement) to match their knowledge, skills, competencies and training objectives and ensure that appropriate equipment and support is available.

Draw a **contract or equivalent document** for the placement in accordance with the requirements of the national legislation.

**Appoint a mentor** to advise students, help them with their integration in the host environment and monitor their training progress.

Higher Education:  
Learning Agreement form  
NN  
Academic Year

Erasmus+ Learning Agreement  
Student Mobility for Traineeships

Trainee	Last name(s)	First name(s)	Date of birth	Nationality	Sex (M/F)	Study cycle <sup>2</sup>	Field of education <sup>1</sup>
Sending Institution	Name	Faculty/ Department	Erasmus code <sup>4</sup> (if applicable)	Address	Country	Contact person name <sup>3</sup> ; email; phone	
Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Site	Contact person <sup>3</sup> name; position; e-mail; phone	Mentor <sup>3</sup> name; position; e-mail; phone

**Before the mobility**

Table A - Traineeship Programme at the Receiving Organisation/Enterprise

Planned period of the mobility:

Traineeship title:	Number of working hours per week:
Detailed programme of the traineeship:	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
Monitoring plan:	
Evaluation plan:	

The level of language competence<sup>5</sup> in English that the trainee already has or agrees to acquire by the start of the mobility period is: A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1 ☐ C2 ☐ - None spoken<sup>6</sup>

Table B - Sending Institution

Please use only one of the following three boxes:<sup>7</sup>

1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent): Yes ☐ No ☐ Give a grade based on: Traineeship certificate ☐ Final report ☐ Interview ☐

Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent): Yes ☐ No ☐

Record the traineeship in the trainee's Europass Mobility Document: Yes ☐ No ☐

2. The traineeship is **voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent): Yes ☐ No ☐ If yes, please indicate the number of credits: ...

Give a grade: Yes ☐ No ☐ If yes, please indicate if this will be based on: Traineeship certificate ☐ Final report ☐ Interview ☐

Record the traineeship in the trainee's Transcript of Records: Yes ☐ No ☐

Record the traineeship in the trainee's Diploma Supplement (or equivalent): Yes ☐ No ☐

Record the traineeship in the trainee's Europass Mobility Document: Yes ☐ No ☐

3. The traineeship is carried out by a **recent graduate** and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent): Yes ☐ No ☐ If yes, please indicate the number of credits: ...

Record the traineeship in the trainee's Europass Mobility Document (highly recommended): Yes ☐ No ☐

**Accident insurance for the trainee**

The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise):	The accident insurance covers:
Yes <input type="checkbox"/> No <input type="checkbox"/>	- accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/>
	- accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise):	
Yes <input type="checkbox"/> No <input type="checkbox"/>	

# WHY?

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With the high youth employment and the current crisis, the experience on the CV counts more than ever in the competition for the good jobs after graduation.

An international traineeship doesn't depend on getting the right courses taught in a known language, it doesn't conflict semester dates and it's not about ECTS.

It is a unique opportunity to work in an exciting workplace and gain valuable experience as well as an international network.

# PROF. JONAS ANDREASEN LYSGAARD:

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In my job as an associate professor at AU, I regularly accept international as well as Danish interns/trainees. I regard it as a natural part of my work.

In relation to my research, I see it as a sort of extended talent care. - A way where a new generation of potential young researchers can gain international insight into concrete research processes and develop their own approaches and projects.

With regard to teaching, the collaboration with interns/trainees is in general very rewarding in relation to discussing alternative approaches to both subject and form. In addition, it is always interesting to have a breath of fresh air in the hallway. Quite often it opens up for collaboration-networking and in other adjacent research areas

# PROF. FABIO DOVIGO

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# PHD. NADINE EZKORN

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# DOMINIK

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# CAN WE UPP MOBILITY THROUGH INTERN-/TRAINEESHIPS?

Is it possible to implement internship opportunities in Circle U?

Or is it too demanding?

Could each CircleU partner agree to facilitate the placement at their university of 5 interns/trainees per academic year, for 2-5 months each?

If yes, how could this be done?



# WORK GROUP QUESTIONS

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1)

What are the **advantages** of implementing traineeships/internships in the CircleU mobility?

2)

What are the **problems/difficulties** in implementing traineeships/internships ?

3)

What do you suggest is that best way of implementing intern/traineeships?  
**-How should we proceed step-by-step?**





AARHUS  
UNIVERSITY