

## Erasmus+ traineeship

The Erasmus + program includes a **traineeship** branch (work placement, internship, etc) for students currently enrolled in higher education institutions in Programme countries at Bachelor and Master level as well as for doctoral candidates. These opportunities are also open to recent graduates.

The traineeship must be relevant to the students' degree and, when possible, be integrated in their study program.

### Benefits of hosting an Erasmus+ trainee

Having an Erasmus+ trainee in your organization has certain benefits such as:

- Different insights, perspectives and work methods.
- Improved knowledge of the trainee's culture and country of origin, which helps expand the market horizon.
- **Test potential future employees.**
- **Establish cooperation with education and training**

### Duration

Traineeships can last from a **minimum of 2 months to a maximum of 12 months.**

### Financial support

Students receive an Erasmus+ grant as contribution to their travel and subsistence costs. The grant amount varies according to the origin and destination country and may range between 300 and 500 monthly euros.

Students may also carry the traineeship with a zero grant, benefiting from the exchange but without financial support. Typically, all Isabel I's students receive a grant for a period of at least 3 months.

The Erasmus+ grant is compatible with other kinds of remuneration including contributions such as meals or accommodation. There is no obligation to pay a salary to the trainee. Since legal obligations vary from one country to another, you should follow your national rules in this regard.

### Accommodation and transport

There is no obligation to organize accommodation or transport for the trainee, although the receiving institution might choose to do so.



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### Steps to follow in order to host a student

The process to accept and host an Isabel I's Erasmus trainee is simple:

First, you must reach an agreement with the student, establishing the duration, duties and other basic conditions keeping in mind that it will be a formative and learning experience. At this point you should issue a letter or email stating that you are willing to host the student.

Before the traineeship begins, your organization, the student and their education institution will sign a *Learning Agreement for Traineeships* containing your contact information, duration and tasks to be performed, expected learning outcomes, required language competence and monitoring and evaluation plan. Students are responsible to draft this document that you will only have to review and sign. Scanned and electronic signatures are accepted. The purpose of this agreement is to serve as a legal framework and ensure a transparent and efficient exchange.

After the traineeship, you will be asked to send a *Traineeship Certificate* and a *Certificate of Attendance* that will evaluate the trainee's performance and attendance.

For any questions or further information, feel free to contact us at:

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