Within the Erasmus programme you can get a grant for conducting a traineeship at a company, organisation or university in Europe. You may also use the grant to finance data collection for an independent project (e.g. bachelor’s or master’s thesis/degree project or doctoral thesis). Here you can read more about how to apply for the grant and the rules that apply.
Erasmus Traineeship 2020-2021

This manual describes how to apply for an Erasmus grant through the Unit for International Mobility.

The manual contains links to external websites. On the Erasmus traineeship website you will find all the necessary links gathered in a list as well as all the essential documents.

Application dates

1-15 September
1-15 November
1-15 January
1-15 March
1-15 May

Additional application rounds may be announced during the year. These will be published on the Erasmus traineeship website alongside the application forms.

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What is an Erasmus Traineeship?

Within the Erasmus Programme, you can get a grant for conducting a traineeship for 2 to 12 months at a company, organisation or university within the EU, Norway, Iceland, Liechtenstein, North Macedonia, Serbia, Turkey or the United Kingdom (at least until 31 May 2022). According to the Erasmus regulations one month counts as 30 days, meaning a student can receive a grant for a maximum of 360 days.

There are several ways to participate in an Erasmus Traineeship.

1. Within the framework of a traineeship course at Uppsala University, where you conduct a traineeship at a company, university or an organisation within Europe. Uppsala University will be responsible for the assessment and grading of the course. Your credits will be registered as internship/traineeship, not as a regular study course.

2. Within the framework of a degree project/thesis. You are registered for a degree project/thesis in Ladok that will be assessed in Uppsala (and your credits will be counted towards your thesis/dissertation, not a regular university course), but will conduct your data collection at a university, company or organisation in Europe. Your supervisor at Uppsala University must approve the placement/data collection. Please note, if Uppsala University has an exchange agreement for studies at a host institution, you must first explore the possibility of taking part in an Erasmus exchange instead. During a traineeship, you are not allowed to register for courses at the host university.

3. Outside your regular study programme. You conduct a traineeship outside of your regular study programme, but before graduation from Uppsala University. You cannot receive credits for the traineeship, however you may apply to have the traineeship registered as a note in your Diploma Supplement when you graduate from Uppsala University. A member of your department must be able to confirm the traineeship’s academic relevance.

4. Traineeship after graduation. It is possible to conduct an Erasmus traineeship after graduation, however you must apply for the traineeship grant during your final semester at Uppsala University whilst you are still a student. You cannot receive credits for the traineeship. The entire traineeship must be completed within 12 months of the date on which your final course at Uppsala University is registered as completed. If you are going to participate in the traineeship after graduation, a member of your department must be able to confirm the traineeship’s academic relevance.

The size of the grant

An Erasmus traineeship grant is based on the length of the traineeship and varies depending on the living costs in your host country. Visit the Erasmus traineeship website to find out the current grant amounts.

Additional grant for trainees with disabilities

If you have a disability, you can apply for financial support to cover any additional costs that your traineeship abroad may result in. For example, you may have to pay extra to bring assistive devices with you, incur additional costs for accommodation, psychological treatments or an essential preparatory visit. Please ensure you contact the Unit for International Mobility in time. See the pages for additional funding for students with disabilities.

Language course before starting the traineeship

As an Erasmus trainee, when you are granted a traineeship grant, you will be given access to an online language course. If you will be taking a language course in the host country, you may also receive a grant for the days before the start of the traineeship. The language course can be in the language you will use for work and/or in the host country’s local language. You are responsible for finding a suitable language course in your host country. The course must be in close connection with your traineeship. You will not receive a grant to cover any course fees or for any days between the language course and the start of your traineeship. Additionally, the language course cannot be included in the minimum days for the Erasmus traineeship. State the date of the language course in your application, see more under Step 3: Application.
Eligibility

To be eligible for an Erasmus traineeship, the following criteria must be met:

• You must be studying for a bachelor’s, master’s or doctoral degree at Uppsala University.
• You must have successfully completed at least 60 credits of university studies (credits from other universities/HEIs can be included in these 60 credits).
• You are registered at Uppsala University when you apply. Students who will do a traineeship after graduation must submit the application before the last course is registered in Ladok as completed. The traineeship needs to be finalised no later than 12 months after the last course at Uppsala University has been registered as completed in Ladok.
• You have arranged a traineeship that has been approved by your department (it must be relevant to your studies and your future career) in one of the Erasmus+ programme countries. With the exception of Sweden: Erasmus traineeship grants are never granted for placements in Sweden.
• The organisation where the traineeship will take place is approved. Read more about this in step 1: Find a placement.
• The traineeship is full-time for a period of 2 to 12 months.
• You must have Erasmus days remaining. You may participate in an Erasmus traineeship/student exchange for a maximum of 12 months within each study cycle (bachelor’s, master’s and doctoral levels). If you have previously participated in an Erasmus exchange or traineeship – even through other Swedish or higher education institutions abroad – this period will also be included in the 12 months.
• You must not have another EU grant during the same time period.

Residence permit/visa to participate in an Erasmus traineeship

Depending on your nationality and the country where you will be conducting your traineeship you might need to apply for a visa/residence permit. Please make sure to properly check what is required in your case. In some instances you might need to show that you have been granted an Erasmus Traineeship Grant – if this should be the case for you: make sure to apply on time.
Application guide

Step 1: Find a placement

You are responsible for finding your own traineeship placement, either independently or with support from your department before you can apply for the Erasmus traineeship grant. Applying for a traineeship can be similar to applying for jobs. As a student of Uppsala University, you are offered career advice and guidance, for example individual guidance and feedback on your CV and cover letter as well as other career-activities, via UU Careers.

Students at Uppsala University have access to GoinGlobal: a platform with career guides for a large number of countries. GoinGlobal gives you access to country-specific and career-related information. Log in to GoinGlobal.

You can contact the companies or organisations you are interested in on your own. Your department might also be able to help you as they often have extensive contacts via research, networks and exchange agreements. Major companies and organisations often advertise “Internships/Traineeships/Student Projects” on their websites and there are several search databases available. You may use resources such as erasmusintern.org, Erasmus Internships & Placements, Go Overseas and Praxis to find a traineeship.

Some organisations are not eligible for Erasmus traineeships:

- EU institutions and other EU bodies. However, party secretariats for the EU parliament are not considered a part of the European Parliament, and are therefore eligible hosts. See list: https://europa.eu/european-union/contact/institutions-bodies_en
- Organisations that manage EU programmes, for example national Erasmus+ agencies such as the Swedish Council for Higher Education (in order to avoid potential conflicts of interest and/or double funding).
- Higher Education Institutions primarily funded by the EU, e.g., European University Institute (Italy) and College of Europe (Belgium and Poland).

Step 2: Create a Learning Agreement

Once you have found a traineeship, it is time to create a Learning Agreement for Traineeship. A Learning Agreement for Traineeship is a contract between the trainee, the host organisation, and Uppsala University. It contains information about the traineeship, its duration, number of working hours per week and what you as a trainee are expected to do and learn. A Learning Agreement for Traineeship must be completed and signed by you, your contact person at Uppsala University and your contact person at your host organisation.

Traineeships within the framework of a traineeship/internship course or degree project: For this option, fill in box one on page three of the Learning Agreement. Your contact person from your department will then sign as the responsible person in the sending institution on page five.

Traineeship outside of your regular study programme or after graduation: For this option, fill in box two or three on page three. Someone from your department will then sign off to confirm that your traineeship is relevant to your studies. This person can for example be a programme coordinator, the department’s international coordinator or thesis supervisor. Once you have submitted your application and it has been approved, the Unit for International Mobility will sign off on page five as the responsible person in the sending institution.
Step 3: Application

There are at least five application rounds for the Erasmus traineeship grant each year. See the website for current application rounds. Applications are not accepted for traineeships that have already started, so remember to submit your application on time. It takes around one month to process an application.

Applications are submitted electronically via the system MoveON. The application form is published at the start of each application round. You will find the link to MoveON on the Erasmus traineeship website.

The application consists of the following parts:

- An application form in MoveON
- An Academic Purpose Statement (text field in the MoveON application form)
- Learning Agreement
- Official transcript of records
- If relevant, a certificate of buddy/mentorship programme (optional)

The application form in MoveON consists of

| Personal information and your contact details | Ensure that you provide an email address that will be valid for at least 3 months after the planned end date. |
| Emergency contact such as close relative/friend | You are responsible for having informed this person that they will be contacted in the event of an emergency if we cannot reach you. |
| Your educational background | Here, you also state if you have previously received an Erasmus grant for studies and/or traineeship, and at which level (also applies to any Erasmus grant you may have received from another HEI/university). |
| Information about the traineeship and its length | In this section you write your Academic Purpose Statement (APS) in a text field. Read more about the APS on page seven. Here, you can also specify if you will be studying a language course in the host country before your traineeship begins. |
| Bank details | This is where you state your bank account number (and clearing number if relevant), the bank’s name, country, IBAN, BIC/SWIFT and the name of the account holder. Please note that we can only pay the grant to a bank account for which you are the account holder. Be very careful when you state your bank details; please note that any mistakes will delay the grant payment. |
| Uploading documents | This is where you upload the Learning Agreement, official transcript of records and any certificate of a buddy/mentorship programme. |
| Consent | This is where you give your consent to our processing of your personal data. |

Academic Purpose Statement (APS)

The Unit for International Mobility works actively to support students in improving their employability by ensuring they benefit from their period abroad, and are able to identify their skills and verbalise them. Therefore, when you apply for an Erasmus traineeship grant, you have to write an Academic Purpose Statement (APS). In your APS you are expected to explain how the traineeship will help you reach your academic and/or professional goals. The application for an Erasmus traineeship should indicate how the placement relates to your studies and/or your future career.

Your APS should be maximum 400 words and is a text field in the online application via MoveON. Your APS should be written in English. Exception: You can write your APS in Swedish if it is the work language used where you will conduct your traineeship. It is a good idea to prepare your APS in a separate document.
Learning Agreement

You upload a Learning Agreement signed by all parties directly in MoveON. However, if your traineeship is outside of your regular study programme or takes place after graduation, the Unit for International Mobility will sign as the responsible person at the sending institution (on page five) once your application has been received and approved.

Official transcript of records

Attach an official transcript of all university credits you have received, including those from universities and HEIs other than Uppsala University.

Buddy/Mentorship certificate (if relevant)

If you have been involved in any buddy/mentor/welcome activities at Uppsala University, you can include a certificate to confirm this (see selection).
Selection

If a situation occurs where there are not enough grants for all eligible applicants, Uppsala University would apply the following selection criteria. As of the start of the autumn semester 2020, there has been no need to apply the selection criteria. Generally, all applications that meet the eligibility requirements stated under “Eligibility” on page four are approved.

An application can be granted up to 8.2 points as follows:

**Traineeship order of priority 1-4 points.**

- **4 points** Students who will receive credits for their entire traineeship, and where the entire traineeship will be included in their degree. For full-time, 1 week must be the equivalent of approximately 1.5 credits.
- **3 points** Students who will partly receive credits for their traineeship, and where part of the traineeship will be included in their degree. For full-time, 1 week must be the equivalent of approximately 1.5 credits.
- **2 points** Students who will participate in traineeships that they do not receive credits for, before graduation.
- **1 point** Students who will participate in traineeships that they do not receive credits for, after graduation.

**Academic Purpose Statement, 1-4 points.**

- **4 points** Exceptionally strong academic and professional motivation.
- **3 points** Strong academic and professional motivation.
- **2 points** Adequate academic and professional motivation.
- **1 point** Weak academic and professional motivation.

**Other**

- **0.1 points** Students studying an underrepresented subject (during application round).
- **0.1 points** Students who have been involved in mentor programmes, buddy programmes or welcome activities.
- **- 0.1 points** Students who have already participated in an Erasmus exchange through Uppsala University.

If several students have the same amount of points, interviews will be carried out.

What happens after the application deadline?

Once the application deadline has passed, all applications will be processed and decisions will be sent to all applicants. This usually takes 3-4 weeks.

If you are granted an Erasmus traineeship grant, you will have to meet certain obligations. Read more about this in “Grant Manual Erasmus Traineeship Part 2: After Approval” on the [Erasmus traineeship website](#).
Contact

The Division for Internationalisation
Unit for International Mobility
www.uu.se/studyabroad

Erasmus traineeship website,
erasmus@uu.se

Visit the Erasmus traineeship website for up-to-date information about drop-in sessions in Uppsala/Visby and digital drop-ins via Zoom.