



## ERASMUS TRAINEESHIP PROGRAMME

### Overview

Erasmus+ Program supports traineeships abroad for students enrolled in higher education institutions such as UCM at Bachelor, Master and Doctorate studies. These opportunities are open to our recent graduates as well.

Erasmus traineeships offer a great opportunity for our students. Interns might contribute to your organization too in several ways: offering new skill sets and working culture, special language abilities, enthusiasm and new ideas that might lead to new professional relationships and opportunities.

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

### Founding

**Students will apply at UCM for an Erasmus+ grant as a contribution to travel and subsistence costs.**

The trainees are eligible for additional grants from your institution, government or other sources. There is no obligation to pay a salary, but since legal requirements may vary from one country to another, you should follow your national rules. In any case, an allowance or any other kinds of remuneration, including contributions such as meals or accommodation, are compatible with the Erasmus founding. There is no obligation to organize accommodation or transport for students, but you may choose to help them in that regard.

### Acceptance

Before the start of the traineeship, **the receiving organization will sign a “Learning Agreement for Traineeships”** to ensure a transparent and efficient preparation of the exchange abroad. This document includes the rights and responsibilities of all parties, a detailed programme of the traineeship, information on insurance, and how the internship will be recognized by UCM upon successful completion. The students will be provided with the document form and instructions to complete it.

### Insurance

In order to apply for the scholarship, **the trainee must be covered by accident insurance (damages caused to the trainee at the workplace) and by liability insurance (damages caused by the trainee at the workplace).**

UCM students are required to purchase an insurance that includes those requirements. Furthermore, trainees are required to apply for a **European Health Insurance Card**, giving them access to healthcare assistance during their mobility. If they are not eligible for the card, they have to contract a medical insurance policy as well.