

## Erasmus+ Traineeships – Info sheet for host organizations

### 1. General information

The [Erasmus+ programme](#) support traineeships (work placements, internships, research stays etc.) abroad for students currently enrolled in higher education institutions at **Bachelor** and **Master level** as well as for **PhD candidates**.

These opportunities are also open to **recent graduates**.

The traineeship may be carried out at any organization, with the exception of EU institutions, bodies and agencies.

### 2. Benefits of hosting a student

An Erasmus+ trainee **offers many benefits for your organization**. It enables you to:

- Benefit from Erasmus+ trainees' insights into their home culture, which can open doors to new markets and expand your European horizons.
- See increased competitiveness and innovation, as trainees bring new skills, fresh enthusiasm and new perspectives.
- Road test potential future employees.
- Bring new cultures, languages and working methods into your team.
- Take a first step towards closer long-term cooperation with education and training to better match your skill needs.

### 3. Duration and financial support

Erasmus+ allows both long-term and short-term mobilities:

- Long-term mobilities: from 2 to 12 months of physical mobility
- Short-term mobilities: from 5 to 30 days of physical mobility

The start and end date is generally flexible and may be agreed upon with the student.

Students may receive an **Erasmus+ grant** as a contribution to their travel and subsistence costs. The monthly grant ranges from **400 to 950 euros**, depending on the host country and the student's social background. At UAM, almost all students receive this grant, but its duration may be less than total duration of the mobility period.

The Erasmus+ Programme does not establish an obligation to pay a salary to the trainee, but since legal obligations vary significantly from one country to another you should follow your national rules in this regard.

In any case, an allowance, or any other kinds of remuneration, including contributions in kind such as meals or accommodation, are compatible with an Erasmus+ grant.

### 4. Accommodation and transport

There is no obligation to organize accommodation or transport for the student, but you may choose to help him/her find suitable accommodation and contribute to transport costs.

### 5. Steps to follow to host a student

The administrative process to arrange an Erasmus+ traineeship for a UAM student is rather easy. First you will have to **agree** with them the **on the tasks to be carried out, duration, and other the basic conditions of the traineeship**, bearing in mind that a traineeship is a learning experience. As soon as you and the student have reached an agreement, he or she will ask you to fill in and sign the **Learning Agreement for Traineeships (Before the Mobility)**, which will include:

- Your contact information
- The traineeship Programme (*Table A*); duration and tasks for the traineeship period, expected learning outcomes, monitoring and evaluation plan, required language competence
- The traineeship conditions at your organization (*Table C*)

Scanned and electronic signatures are accepted. This agreement between the student, their home university and the receiving organization serves as the legal framework for the traineeship. You can refer to the [Guidelines on how to use the Learning Agreement for Traineeships](#) for more information about the document.

At the end of the traineeship your organization shall issue a **Traineeship Certificate** to evaluate the student and to confirm duration of the traineeship.

### 6. Insurance coverage

**Health insurance:** Students are recommended to apply for a **European Health Insurance Card**, giving them access to medically necessary, state-provided healthcare during their traineeship period.

Additionally, UAM **requires students to purchase insurance** that covers medical assistance because of sudden illness or accident, medical transfer/repatriation, accidents, and private civil liability. For that purpose, **it makes available a travel insurance policy** and reimburses them for a fixed cost. In addition, UAM's insurance includes cover for legal liability for damages or injuries to other parties caused by the trainee at the workplace during the traineeship activity in other EU countries.