

## Traineeship grants

### Erasmus+ traineeship after your studies

During your final year of studies, you can apply online on [www.reconfirm.eu/nl](http://www.reconfirm.eu/nl) for an EU Erasmus+ traineeship grant.

This manual will inform you about the application procedure for Erasmus+ grants, follow-up during and after your traineeship and what you need to do if there are any changes during your traineeship.

#### Before your traineeship

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##### Who can apply?

All students graduating from a Flemish university or university college can apply for an Erasmus+ grant, with exception of students graduating from Antwerp Maritime Academy or UCLL. Students of Antwerp Maritime Academy and UCLL can contact the International Office of their higher education institution for more information.

##### Application deadline

There is no formal application deadline and grants are awarded on a first-come-first-serve base. However, if you wish to apply, you must register during the last year of your study programme, even if you do not have any particular plans for a traineeship yet. I.e. you need to register before you officially graduate and know your final exam results. Your traineeship abroad must be completed within one year after the date of your graduation.

##### How to apply

Applications are entirely made online and consist of two parts: registration and submitting concrete plans for your traineeship. After the second part, you will be notified whether your application has been approved.

Registration happens in **three steps**:

1. Register through the [online registration form](#).
2. Once you have completed the form, you'll receive an automatic email to create your login details which give you access to the [administrative grant follow-up system](#).
3. Once you have access to the system, you need to:
  - a. Print out the Erasmus+ registration form and sign the first part of it.
  - b. Upload the form in the system.
  - c. Reconfirm will send your university or university college a notification to complete the second part of the registration form with the number of months you went on Erasmus abroad during your final study program.

Once part 1 is completed, your application will be provisionally approved and you can continue with the next steps in the online system when you have concrete plans for your traineeship:

- a. Details about the place of your traineeship
- b. Personal details: contact details, permanent address, bank details
- c. Emergency contact details
- d. Information about what your traineeship will involve in terms of content (tasks, evaluation, supervision, etc.)

When you click on one of the steps above, please note that the fields you need to complete, must be activated first. Click on 'forward to update' to activate the fields and then on 'update' to confirm the information when you have finished.

### **Traineeship duration**

After graduation, you can do an Erasmus+ traineeship for minimum 60 days and maximum 12 months. The number of months you went on Erasmus exchange during your last study cycle will be deducted from the time you will spend abroad with Erasmus+.

For example: you went on Erasmus during your BA, but not during your MA. In terms of Erasmus, this means you will not be considered as having been on exchange at all, so no months will be deducted from the maximum 12 for your Erasmus+ exchange. The same applies to students who went on Erasmus during their MA, but not during their PhD. Students who go on exchange with a programme other than Erasmus can also take the full 12 months.

### **Learning Agreement for traineeship**

This document establishes a few things about your traineeship (how long and where you'll be training, supervision, tasks, etc.).

1. Print your Learning Agreement for traineeship via the online system.
2. Check if all pre-filled fields are correct.
3. Ask your traineeship supervisor to complete the part 'receiving organisation', to indicate the required language level and to sign the document on the last page under 'the receiving organisation'.
4. Then sign the last page of the document yourself under 'the trainee' and send it by email to your higher education institution (International Office).
5. Your university or college will then verify whether all the information on your application is correct and sign the Learning Agreement for traineeship if everything is in order.
6. Upload the document in the online system when you receive it from your higher education institution

7. Reconfirm will look into your Learning Agreement and award your grant if:

- a) you fulfil all the conditions, your agreement is correctly filled in and signed by all required parties;
- b) there are still grants available.

### **Diploma or certificate of graduation**

In order to be eligible for an Erasmus+ grant, you must have successfully finished your studies. If not, VLUHR cannot pay a grant. Therefore, you need to upload in the online system a copy of your diploma or a certificate of graduation.

### **Grants**

Grants are awarded on a first- come- first-serve base, i.e. until there is no longer any budget available. How much you will receive, depends on the country you are going to. There are 3 grant categories for 3 different groups of countries:

Group 1 - **€435**: Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, UK, Sweden.

Group 2 - **€385**: Cyprus, Germany, Greece, the Netherlands, Portugal, Spain, France, Italy, Austria, Malta

Group 3 - **€335**: Bulgaria, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Slovakia, Macedonia, Croatia, Slovenia, Czech Republic, Turkey.

The amounts mentioned above are granted for each full month of training with the remaining days paid *pro rata*.

Grants are being awarded for maximum 8 months. As from the 9<sup>th</sup> month, the traineeship has to be financed by the trainee.

### **Online language test**

You must take an online language assessment test before starting your traineeship, if the working language - mentioned on your Learning Agreement - is: *German, English, French, Italian, Dutch, Spanish, Portuguese, Czech, Bulgarian, Danish, Estonian, Finnish, Greek, Hungarian, Croatian, Latvian, Lithuanian, Polish, Romanian, Slovakian, Slovenian, Swedish, Irish, Maltese*.

Exceptions are granted to applicants whose native language will be their working language.

Before your traineeship starts, you will receive an invitation email to take the test which takes approximately 45 minutes. Your host company will indicate the required language level in your Learning Agreement. If you do not reach the required level, you will be offered an online language course, which you must complete before the end of your training.

Language courses are available for the following languages and reached assessment levels:

- **German, English, French, Italian, Dutch, Spanish:** all levels
- **Portuguese:** A1/A2/B1/B2

- **Czech:** A1 and A2
- **Bulgarian, Danish, Estonian, Finnish, Greek, Hungarian, Croatian, Latvian, Lithuanian, Polish, Romanian, Slovakian, Slovenian, Swedish:** A1

### Your Grant Agreement

1. Print your Grant Agreement in two copies via the online system.
2. Sign both copies and send them by post to: VLUHR, Ravensteingalerij 27 – bus 6, 1000 Brussel, Belgium.

VLUHR will sign it and pay out the first instalment of your grant (70% of the total). Please read the Erasmus Traineeship Charter and general terms and conditions. If these are not adhered to, you may be asked to pay back your grant!

### During & after your traineeship

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#### Evaluation

1. You'll receive your **first assessment form** by email during the first weeks of your traineeship.
  2. Complete the form and discuss it with your traineeship supervisor (this is your first evaluation interview).
  3. Upload the form in the online system.
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1. You'll receive your **second assessment form** by email during the last week of your traineeship.
  2. Complete the form and discuss it with your traineeship supervisor (this is your second evaluation interview).
  3. Upload the form in the online system.

#### Changes during your traineeship

If anything changes during your traineeship, e.g. your tasks, traineeship supervisor, the duration of your traineeship, etc. you'll need to do the following:

1. Send an email to the person responsible for traineeships at your higher education institution to ask their permission for the change (must be done at the latest 1 month before the date your traineeship initially ends).

If permission is granted, print the document 'changes to the training agreement' from the online system and ask your higher education institution to fill it in and sign it.

2. When you get the document back, you need to have it signed by your traineeship supervisor.
3. Finally, you also need to sign the document and afterwards upload it in the system and inform VLUHR as soon as possible ([rachida.chattari@flandersknowledgearea](mailto:rachida.chattari@flandersknowledgearea))

### **Traineeship Certificate**

When your traineeship is coming to its end, you'll need to print a traineeship certificate from the [administrative grant follow-up system](#). Ask your traineeship supervisor to sign, stamp, and upload it.

### **Online language test**

If you were required to take an online language assessment test before your traineeship, you'll be invited to take one at the end as well.

### **Final report in Mobility Tool+**

At the end of your traineeship, you'll receive an automated email with a link to a final report for you to fill in. Click on 'submit' at the bottom when you have completed it.

### **Receiving the second instalment of your grant**

You'll receive the remaining 30% of your grant once you have completed all the steps above.

### **Have any questions?**

Check out the Erasmus+ post degree traineeships FAQs on the Reconfirm website: <http://www.reconfirm.eu/nl/stage-in-het-buitenland/fag-studenten-en-afstuderenden/>.

If you should still have any questions, please do not hesitate to contact Rachida Chattari of VLUHR ([rachida.chattari@flandersknowledgearea.be](mailto:rachida.chattari@flandersknowledgearea.be)).

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## Mobility flow chart

### Roles

The colour of the cell indicates who is responsible for every step in the process







