**Before submitting an application for the Selection Procedure at the faculty, I should:**

* Look for a foreign company/university where I want to take the traineeship □
* Contact them and ask whether it is possible for me to take the traineeship □
* Fill in the **Traineeship Agreement** and have it signed by the institution before submitting my application □

(at this point, it is sufficient if I submit electronic communication proving that the foreign institution agrees with the traineeship)

* Fill in the application for the Selection Procedure □
* Application -> filed and administered at the faculty □
* I need to check that I have entered my **bank account** details into Studis (account in EUR kept by Komerční Banka, accounts in CZK may be kept by other banks as well) □

**After having been nominated** by the faculty -> I visit the **Foreign Relations Department (FRD) of the Rectorate** where we are going to execute the **Participation Agreement – I cannot go abroad and receive any funding without this agreement!**

**I will bring with me to the Foreign Relations Department (FRD) of the Rectorate the following documents:**

* **Traineeship Agreement** (copy is sufficient) signed by all relevant parties (me, my faculty, the foreign institution) □
* **Bank account details that I entered into Studis** (account in EUR kept by Komerční Banka, accounts in CZK may be kept by other banks as well) □
* **I will make sure to be enrolled in the academic year for the time period in which I am to study abroad** (this is particularly important in **summer months** – in that case, I need to apply for early enrolment!) □

**Before leaving:**

* **I will sign the Participation Agreement** + the Annex on Financing at the FRD; FRD prepares all relevant documents □
* **I will fill in the OLS test within 15 days** (if I have not received the link to the test via e-mail I need to call the FRD) □

**While abroad:**

* In the middle of my traineeship, I will send an interim report to the FRD (approx. 1 A4 page, Microsoft Word file is sufficient) □

**Before returning:**

* **I will have my Traineeship Certificate signed** by the company where I took the traineeship and bring the original counterpart of the Certificate home with me □

([a blank form can be downloaded from the BUT website](https://www.vutbr.cz/studenti/staze/prakticke/erasmus/erasmus-traineeship-certificate-2018-docx-p161105))

**After returning:**

* I have to submit **the original counterpart of the Traineeship Certificate** to the **FRD within 15 days after the end of the Erasmus stay** □
* **Within 15 days after the end of my Erasmus stay** – I have filled in the second OLS test □
* **Within 15 days after the end of my Erasmus stay** – I have filled in the EU Survey □
* I have filled in the BUT questionnaire □
* I have submitted the copy of the **Traineeship Certificate** at my faculty □

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