



Erasmus+

# Information for outgoing students Erasmus+ traineeships 2021/2022



Foreign relations department  
BUT Rectorate  
23. 4. 2021

# Contact information: Erasmus+ team

## Erasmus office at the BUT Rectorate (Foreign Relations Department)

**Ing. Simona Pazourková – Erasmus+ programme coordinator**

- contact person for signing the Participation Agreement, submitting Confirmation of Study Period, Traineeship Certificate, applications for reimbursement of extra costs (force majeure)
- tel: +420 541 145 145, e-mail: [pazourkovas@vutbr.cz](mailto:pazourkovas@vutbr.cz)

**Jana Sadílková – Erasmus+ institutional coordinator**

- Erasmus+ project management at BUT
- tel: +420 541 145 114, e-mail: [sadilkova@vutbr.cz](mailto:sadilkova@vutbr.cz)

**Faculty coordinators:**

<https://www.vut.cz/en/students/going-abroad/contact>



# Where do you find information about Erasmus+ at BUT?

At the BUT website: <https://www.vut.cz/en/students/going-abroad/internships>

The screenshot shows the top navigation bar with categories: LIFE AT BUT, STUDY OPTIONS, STUDENTS, RESEARCH & DEVELOPMENT, COOPERATION, UNIVERSITY, and a search icon. Below the navigation is a breadcrumb trail: HOME > STUDENTS > GOING ABROAD > INTERNSHIPS > ERASMUS+. The main content area is titled "Erasmus+ Traineeships" and includes a "General information" section. A sidebar on the left lists the table of contents.

**Contents**

- 1 General information
- 2 Conditions for participation
- 3 Administrative procedure & tips
  - 3.1 Before leaving
  - 3.2 The Traineeship Agreement is the key document that contains:
  - 3.3 During the stay
  - 3.4 After return
- 4 Financing of the stay
- 5 Extension of the traineeship
- 6 Other contributions

## Erasmus+ Traineeships

### General information

The aim of the **Erasmus+ traineeships** is to enable students to carry out a field-relevant full-time work experience placement at a foreign company during their studies in order to gain employment experience. The benefit of the students' participation at a traineeship is primarily that they can apply the theoretical knowledge of their field of study in practice and enhance key competences in relation to their future careers. Traineeships can also link students with people who can later help them find a full-time job.

**PARTICIPATING COUNTRIES:**

- 27 EU countries

You find there:

- documents to download
- general information and complex instructions
- news

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**Contents**

- 1 DOCUMENTS FOR DOWNLOADING
- 2 GENERAL INFORMATION
- 3 CONDITIONS FOR PARTICIPATION
  - 3.1 HOW TO APPLY
- 4 TRAINEESHIP AGREEMENT
- 5 FINANCING OF THE STAY
- 6 DURING AND AFTER THE TRAINEESHIP
- 7 STATUS OF A GRADUATE
- 8 OTHER CONTRIBUTIONS

## Traineeships - Erasmus+ Alumni

### DOCUMENTS FOR DOWNLOADING

- [Conditions of the Erasmus+ programme for postgraduate traineeships](#)
- [Application for selection procedure](#)
- [Traineeship Agreement for graduates](#)
- [Text of the participation agreement \(for perusal\)](#)
- [Application for traineeship extension](#)
- [Certificate on length and main activities performed during the traineeship \(Traineeship Certificate\)](#)
- [The amount of financial support for individual countries in academic year 2019/2020](#)
- [The amount of financial support for individual countries in academic year 2020/2021](#)
- [Codes of countries and fields of study](#)
- [Length of stay and amount of grant calculator](#)



# More information needed?

- BUT Going abroad website

<https://www.vut.cz/en/students/going-abroad>

- Facebook: GO INTERNATIONAL WITH BUT

<https://cs-cz.facebook.com/BUTinternational/>

- Instagram: GO INTERNATIONAL WITH BUT

<https://www.instagram.com/gointernationalwithbut/>

- Erasmus students' report database

<http://erasmus-database.naep.cz/modules/erasmus/>

- ESN (Erasmus Student Network)

<https://esn.org/>



# Erasmus+ activities



- **Study stay (SMS)**
  - study stay at partner university (based on inter-institutional agreement between your faculty and partner university)
  - length of stay: 90–360 days
- **Traineeship (SMP)**
  - full time work placement at any institution abroad (must correspond with your major)
  - length of stay: 60–360 days
- **Recent graduate traineeship (SMPa)**
  - full time work placement at any institution abroad (must correspond with your major)
  - length of stay: 60–360 days
  - **important:** you need to apply before graduation

# Programme countries:

27 EU countries    3 EEA countries    3 EU candidate countries  
UK (not a programme country anymore, see next slide)



# BREXIT



- you can still go for Erasmus in UK in the academic year 2021/2022, if your faculty has prolonged the inter-institutional agreement for this academic year (the valid inter-institutional agreement is requested only for study stays, traineeships do not need inter-institutional agreements)
- 6 months and longer study stays – **visa required**
- 6 months and shorter study stays – EU and EFTA students **do not need visa**
- traineeships (no matter the length) – **visa required**





# Mobility activities and funding

## POSSIBLE VARIATIONS OF ERASMUS+ STUDY MOBILITIES AND SUBSEQUENT IMPACT ON FINANCIAL SUPPORT IN ACADEMIC YEAR 2020/2021

PHYSICAL MOBILITY		VIRTUAL MOBILITY	BLENDED MOBILITY (PHYSICAL + VIRTUAL)
<b>STUDY IN PERSON, STAY ABROAD</b>  Study programme / traineeship takes place abroad. Participant stays abroad.	<b>STUDY ONLINE, STAY ABROAD</b>  Study programme / traineeship takes place online. Participant stays abroad.	<b>STUDY ONLINE, STAY IN CZECHIA</b>  Study programme / traineeship takes place online. Participant stays in the Czech Republic.	<b>MOVE ABROAD DURING MOBILITY</b>  Mobility is partly physical, partly virtual. Student can begin or finish their mobility online, from the Czech Republic.
<b>ELIGIBLE FOR MAXIMUM GRANT SUPPORT</b>	<b>ELIGIBLE FOR MAXIMUM GRANT SUPPORT</b>	<b>NOT ELIGIBLE FOR GRANT SUPPORT</b>	<b>ELIGIBLE FOR PROPORTIONATE GRANT SUPPORT</b>

### GENERAL GUIDELINES FOR GRANT ELIGIBILITY

- Participants are eligible for grant support for a physical mobility or for the periods of a blended mobility when they are physically present abroad.
- The period of a physical mobility or the physical part of a blended mobility must meet the minimum duration of 3 months for study stays, and 2 months for traineeships.
- Unexpected circumstances may occur (restrictive measures adopted by relevant authorities or institutions, illness, etc.) and the physical study mobility or the physical part of a blended mobility may be subsequently cut short. In these cases, force majeure applies. The Erasmus+ programme coordinator of the sending institution must be informed of the situation immediately.
- The virtual part of a blended mobility, when students stay in Czechia, are not limited in duration.
- Participants are not eligible for grant support for a virtual mobility or for the virtual part of a blended mobility.





# Force majeure



- force majeure = un unexpected and unforeseen event/obstacle that occurs during your mobility
- force majeure must be immediately reported to your Erasmus coordinator ([sadilkova@vutbr.cz](mailto:sadilkova@vutbr.cz) , [pazourkovas@vutbr.cz](mailto:pazourkovas@vutbr.cz) )
- in the case of early termination of mobility, students are eligible for a partial grant corresponding to their actual study stay/traineeship period abroad, the rest of the funding must be returned
- you can apply for reimbursement of extra costs (e. g. lease agreements which cannot be cancelled), but you need to submit proof that you tried your best to reduce these costs as much as possible (e.g. e-mail communication with the owner, etc.)
- you need to keep all the receipts and documents relevant to your reimbursement application (e.g. lease agreement, receipts of lease payment, etc.)
- we strongly recommend to make only necessary prepayments to avoid huge cancellation fees (also read carefully the cancellation policy)
- should you have further questions, feel free to contact us 😊

# Reimbursement of extra costs (COVID-19)

- if the host country requires quarantine after arrival, you are eligible for the Erasmus grant for the days spent in the quarantine
- plus you are eligible for extra costs for quarantine accommodation
- you are eligible for reimbursement of costs spent on mandatory COVID-19 tests (after arrival to the host country at the beginning of your stay, after arrival to the home country at the end of your stay)



For reimbursement please send e-mail to [pazourkovas@vutbr.cz](mailto:pazourkovas@vutbr.cz) and attach:

- COVID-19 test invoice (with test price) and a proof of the fact that the test was required by the host country/university/institution (after arrival to the host country) or by the home country/university (after arrival to the home country)
- quarantine accommodation invoice (with accommodation dates) and please prove the fact that the quarantine was required by the host country/host university
- application for reimbursement of extra costs will be sent to you upon your request

# TRAINEESHIP FOR STUDENTS AND ALUMNIS - CHECKLIST

## BEFORE MOBILITY

- 1
  - find an institution
  - Training agreement
- 2
  - application in the call for traineeships (at your faculty)
- 3
  - accommodation
  - insurance
- 4
  - Participation Agreement
- 5
  - OLS #1
- 6
  - DEPARTURE!

## DURING MOBILITY

- 1
  - Changes to Training Agreement (optional)
- 2
  - progress report
- 3
  - application for extension (optional)

## AFTER MOBILITY

- 1
  - Traineeship Certificate
- 2
  - EU Survey
- 3
  - OLS #2 (optional)
- 4
  - BUT questionnaire
- 5
  - recognition of the traineeship to your study curriculum
- 6
  - Erasmus student's report (optional)



# Before departure you need to... complete the **Traineeship Agreement (TA)**

## **You and host institution:**

- define the responsible persons signing the TA (student, BUT, host institution)
- length of stay, exact dates of stay
- detailed programme of the traineeship period
- TA is to be completed in hard copies/pdf formats (on-line format is not yet available)

## **You and your faculty:**

- decide whether the traineeship corresponds with your major
- define the recognition of the traineeship

**Make sure that TA is signed by all parties!**



# Before departure you need to... sign the Participation Agreement!

**It is necessary to deal with study obligations at your faculty:**

- e.g. individual study plan
- **enrollment in the semester in which the traineeship will be carried out**

**Contact the Erasmus office (BUT Rectorate) to sign the Participation Agreement:**

- physical presence at the Erasmus office is necessary (check the [office hours](#))
- we recommend you to come appx. 2–3 weeks before your departure
- only after signing the Participation Agreement you will be sent the grant (in one installment for students, in two installments for alumnis)
- **contact person for signing the Participation Agreement is Ing. Simona Pazourková: [pazourkovas@vutbr.cz](mailto:pazourkovas@vutbr.cz)**

**Before signing the Agreement please:**

- 1) **submit Traineeship Agreement (copy)** – signed by all parties (student, BUT, host institution), submitting either via e-mail or in person
- 2) **enter your bank account details in STUDIS** – grant can be sent to any CZK account or to EUR account in Komerční banka (other EUR accounts are not eligible)

# Before departure you need to.... take the **OLS test**

- on-line language assessment before mobility
  - the assessment is not obligatory for native speakers of teaching/training language or for C1/C2 certificate holders
  - you will receive the link to complete the assessment after signing the Participation Agreement
  - if your language level is B1 or lower, you will be automatically allocated on-line language course
  - if your language level is B2 or upper, you will be able to choose the language (either teaching/training language or language of the host country)
- 
- **I have not received the link...**
    1. check the university e-mail inbox, 2. check the SPAM folder
    - if neither of this works, contact the OLS helpdesk support or the Erasmus office (BUT Rectorate)
- 
- **Do not forget!**
    - **insurance** – students are required to have adequate insurance coverage for the whole duration of their mobility (incl. **health, accident and liability insurance**)
    - **visa** – check if the host country requires visa



# DEPARTURE!



# During mobility

- **send an interim report to the Erasmus office (BUT Rectorate) in the middle of your stay**
  - appx. 1 page
  - description of tasks done and completed so far and plan for the rest of the traineeship
  - template can be downloaded [here](#)
- **send an application for extension of your stay (if applicable)**
  - [Application for Extension](#)
  - submit no later **than 30 days** prior the originally planned end date of your mobility!
  - your mobility period (incl. extension) must not extend 12 months (=360 days) or must not end later than September 30, 2022
  - you are not automatically eligible for financial support for the extended period
  - if your application for extension is accepted, you need to sign amendment to Participation agreement

# At the end of your mobility, you need to...

- **submit the Traineeship Certificate (original hard copy)**
  - completed and signed by the host institution
  - template to be found [here](#)
  - real dates of your stay and evaluation by the host institution
  - you must submit an original hard copy to the Foreign Relations Office (Rectorate) or host institution can send it directly via e-mail to: [pazourkovas@vutbr.cz](mailto:pazourkovas@vutbr.cz)
  - do not forget to submit a copy of Traineeship Certificate at your faculty, if required
  - deadline for submission is no later than **15 days upon the end of your stay**
- **submit the Participant's report (EU Survey)**
  - online in the European Commission's app
  - you will receive a link to complete the report during the last month of your stay
  - deadline for submission is no later than **15 days upon receiving the link**
- **apply for recognition of the traineeship at your faculty**
  - based on Training Agreement
- **the final language assessment (OLS test) is voluntary**



# FINANCIAL SUPPORT

**academic year 2021/2022**

## Category 1: 750 EUR/month

- Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden,
- Partner countries of Region 14: (Faroe Islands, Switzerland, United Kingdom),
- Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain
- Partner countries of Region 5: (Andorra, Monaco, San Marino, Vatican City State)

## Category 2: 630 EUR/month

- Bulgaria, Croatia, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Serbia, Slovenia, Slovakia, Republic of North Macedonia, Turkey

# FINANCIAL SUPPORT



## Erasmus financial support can be combined with:

- financial support from the faculty (if available)
- financial support for students with specific needs (application must be submitted before the start of your mobility, further information [here](#) – see „Other contributions“)
- financial support for students coming from socio-economically disadvantaged environment (application must be submitted before the start of your mobility, further information [here](#) – see „Other contributions“)
- **salary** or other benefits provided by the host institution
- **excluding financial support coming from EU fundings!!**

## You will receive the Erasmus financial support:

- a) **in one installment** – traineeships for students
- b) **on two installments** – traineeships for recent graduates  
80% before mobility, 20% after mobility

either **in CZK** – to any Czech account

or **in EUR** – to EUR account in Komerční banka

# Traineeship for recent graduates – what to be aware of

- you need to apply for the traineeship **before** your graduation
- signing the Participation Agreement is possible only after your graduation
- traineeship for recent graduates must be both started and ended within 12 months upon graduation
- the financial support will be awarded as follows:
  - 80% before the mobility
  - 20% after the mobility

**Important:** Financial support exceeding CZK 30,000 is subject to income tax. A graduate is obliged to ensure fulfilment of his/her tax duties arising from the law.



**Thank you for your attention  
Jana and Simona**

