



VADEMECUM FOR ERASMUS + SCHOLARSHIP - FUNDED TRAINEES

APPLICATION WORKFLOW: REQUIRED DOCUMENTS

1. BEFORE THE MOBILITY - APPLICATION AND REGISTRATION

Initially, you will be asked to enter your personal information, details about the hosting company, and information about the academic tutor.

Important note: Students applying for post-degree Erasmus Traineeship must provide their personal email address instead of the university's (unibz) address. This personal email will serve as your contact during your mobility.

Proceed by using the login credentials sent to your email address and complete the personal data.

2. BEFORE THE STAY - UPLOADING AND PRINTING DOCUMENTS

The following documentation must be submitted online within the deadline specified in the call. The entire application process takes place on the Mobility Online platform.

Required documents for the application:

1. Acceptance letter from the hosting company (Letter of Intent from the receiving institution)*;
2. Internship project drafted by the candidate in English (Template Scholarship Project) based on their educational and/or career goals*;
3. Curriculum vitae drafted in Italian, German, or English;
4. Motivational letter in Italian, German, or English;
5. Linguistic self-assessment: Knowledge of the language of the host country or the accepted vehicular language by the host entity must not be demonstrated if already registered in the student's career. Linguistic skills not registered by unibz must be demonstrated by attaching a substitute declaration pursuant to art. 46 of the D.P.R. 28 December 2000, no. 445;
6. Photocopy of a valid identification document (identity card or passport).

**Forms available for download on Mobility Online and in the Study Guide.*



>	Necessary steps	Done	Done on	Done by	Direct access via following link	4 / 39
▼	Before the stay - uploading and printing documents					0 / 17
<input checked="" type="checkbox"/>	Letter of Intent of the receiving institution - download	<input type="checkbox"/>			Download Letter of Intent	
	Template Scholarship Project - download	<input type="checkbox"/>				
	Letter of Intent of the receiving institution - upload	<input type="checkbox"/>				
	Filled out Scholarship Project - upload	<input type="checkbox"/>				
	Curriculum vitae	<input type="checkbox"/>				
	Motivation letter	<input type="checkbox"/>				
	Linguistic self-assessment (optional)	<input type="checkbox"/>				
	ID	<input type="checkbox"/>				
	Confirmation upload documentation	<input type="checkbox"/>				

Please **confirm** that you have officially completed the upload of the required documentation. Until you confirm, you can modify the provided information.

Applications outgoing Update ?

Information on the application

I officially confirm I completed the upload of the required documentation.

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Once you receive an email containing the ranking list, please respond to the email to accept the grant. Afterward, return to the Mobility Online platform to complete any additional required information.

3. BEFORE THE STAY - LEARNING AGREEMENT

Applications outgoing Update ?

Planned internship abroad

Internship type Voluntary (with or without ECTS) Mandatory with ECTS Post-Degree Erasmus Traineeship *

Start of traineeship [Today](#)

End of traineeship [Today](#)

Minimum 60 calendar days of mobility required.
The duration of the traineeship is calculated on a commercial year: 360-day year composed of 12 months of 30 days each.

Working language *

Information on the application

Number of Credits in the Table B of your Learning Agreement

Work Language preparation level B1 B2 C1 C2 Native Speaker

I am aware that, if I am not a native speaker, I have the opportunity to improve my language skills using the OLS portal

Please register [here](#) if you are interested in taking advantage of the OLS portal

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Complete further information for the planned stay (e.g., credits awarded if the internship is mandatory with ECTS). At this stage of the application, you can enhance your language skills using the OLS portal.



Before the stay - uploading and printing documents 0 / 8

- The uploaded documents are being reviewed from the commission. Please be patient. You will receive more information on this page after the publication of the ranking list (see the call calendar)
- Further information for the planned stay completed
- Completion of Information confirmed
- Your Learning Agreement is being prepared.
- Learning Agreement downloaded
- International Office check: Filled out Learning Agreement uploaded
- Final Learning Agreement received per Email
- Signed Learning Agreement uploaded

Your Learning Agreement is being prepared by the Career Service. Download the Learning Agreement from the Mobility Online portal.

The Learning Agreement for Traineeship must be completed in all its fields and uploaded without the signature for initial review by the Career Service.

Within two weeks, you will receive the Final Learning Agreement via email; it must be signed by the hosting organization, the trainee, and the academic tutor before the start of the mobility. Additionally, the company must provide information for the insurance on table C. Upload the final version of the LA.

4. BEFORE THE STAY – GRANT AGREEMENT

Please provide information about the safety training course attended. You must declare that you have either:

1. Attended the course at unibz on the OLE platform;
2. Attended an external safety training course;
3. Never attended the training course: in this case, you are required to complete the training course as soon as possible on the OLE platform. You will find a link on Mobility Online to access the course.

Svolgimento corso di sicurezza (Cassandra Cloutier - Erasmus SMP) Insert

Please give us more information on the attended safety training course.

Where did you attended your safety training course? * I attended the course at unibz on the OLE platform. I attendend an external safety training course. I have never attended the training course.

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Please wait, as the Career Service is checking the information entered. You will soon be able to proceed to the next steps.



The next section concerns additional funding. Please fill in the Self-declaration Form carefully to determine whether you are entitled to any financial top-ups under the Erasmus Programme.

Your scholarship is being calculated by the International Relations Office. Within two weeks before departure, you will have access to your Grant Agreement by email. After you have signed and uploaded the document on Mobility Online, you will receive the first instalment of the EU grant.

5. DURING THE MOBILITY

Upon your arrival abroad, it is necessary for you to download, complete, and upload the Certificate of Arrival.

6. AFTER THE MOBILITY

As your traineeship nears its conclusion, you are required to download, complete, and upload the Training Certificate **and** the Final Report*.

Afterward, download and upload the Template Evaluation for the academic tutor (only applicable to students).

Finally, you will receive the EU Questionnaire via email. It is crucial that you complete it and confirm its completeness.

The closure of your stay abroad will be handled by the Career Service.

** You can find guidelines here to format your final report.*

For further information, please contact:

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