

**Erasmus+ Educational Mobility Project (KA 131/2022)**  
**TRAINEESHIP ABROAD FOR STUDENTS, DOCTORAL STUDENTS (SMT) AND FUTURE GRADUATES (SMTA)**  
**IN THE PROGRAMME COUNTRIES AND THE PARTNER COUNTRIES**

**„STEP BY STEP” Guide**

**HOW TO APPLY**

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| <b>STEP 1</b> | Read carefully:<br>General rules of eligibility for students, doctoral students and future graduates applying for Erasmus traineeships for students (SMT) or recent graduates (SMTA)  |
| <b>STEP 2</b> | Find an institution abroad where you would like to do your traineeship.   |
| <b>STEP 3</b> | Agree on your individual <i>Learning Agreement for Traineeships (Part: Before the Mobility)</i> with an institution abroad and with the mobility coordinator at your home department /institute: (see the <a href="#">list of mobility coordinators at UW</a> )<br><br>Fill in the Application form and obtain signatures of the coordinator and the head of the teaching unit at your department/ institute.   |
| <b>STEP 4</b> | Submit the following documents (scans or originals, electronically filled in, stamped and signed) to the International Relations Office ( <a href="mailto:erasmusbwz@uw.edu.pl">erasmusbwz@uw.edu.pl</a> ):<br>a) Application form<br>b) Learning Agreement for Traineeships (Part: Before the Mobility)<br>c) a declaration about your previous mobility under the Erasmus+ and /or Erasmus Mundus programme<br>d) interinstitutional agreement ( <b>only</b> for traineeship in partner countries). |
| <b>STEP 5</b> | The IRO will inform you (by email) whether you have been granted the scholarship and what steps you need to take to sign your <b>grant agreement</b> .  |

**BEFORE THE MOBILITY**

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| <b>STEP 6</b> | If applicable*, after you are awarded the scholarship and <b>before you sign the grant agreement</b> , you will have to do an <b>on-line language placement test</b> (in the OLS platform) of the language in which you will be doing your traineeship. (concerns the following: <i>English, Bulgarian, Croatian, Czech, Danish, Dutch, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Portuguese, Romanian, Slovak, Slovenian, Spanish or Swedish</i> ).<br><br>* Applies to persons doing an internship abroad in programme countries only.   |
| <b>STEP 7</b> | At the latest one day before you plan to sign your individual grant agreement with IRO, <b>enter the details of the bank account</b> where the grant is to be transferred in your USOSweb mobility profile ( <i>student exchange &gt; visits &gt; bank account</i> ).<br><br>The account must be held in a bank in Poland (the <b>IBAN number must start with PL</b> ), belonging to <b>SEPA system</b> . Due to previous technical problems accounts in Revolut Bank will not be accepted.<br><br>In your USOSweb profile you can enter a bank account held in a currency other than PLN but if you wish to receive the grant into a PLN account, you need to ask the students' office (Dean's Office) at your department to do it. If the account was previously entered in the USOS system and you want the scholarship to be paid into the same account, you do not need to do anything.<br><br>When entering an account via USOSweb, enter the account <b>holder's</b> name in the "account name" field. |

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|                | <p>If you wish to receive the grant using <b>someone else's foreign currency account</b>, in the "account name" field, state the name and surname of the account holder and your name in the following format: (e.g. Jan Kowalski for Junior Kowalski).</p> <p>If you are going to the UK and you are entitled to a grant top-up for students with fewer opportunities (if you were entitled to a UW social benefit when you applied for the traineeship), you will receive funds together with the grant top-up in <b>PLN</b>. In this case, the grant must be transferred to your account in <b>PLN</b>.</p>  |   |
| <b>STEP 8</b>  | <p>If you are a Polish citizen, it is recommended by the Polish Ministry of Foreign Affairs that you register your mobility in the Odysseusz system.</p>  |   |
| <b>STEP 9</b>  | <p><b>Mobility for Traineeships – students (SMT)</b></p> <p>Approximately <b>3 weeks before your departure</b>, contact the IRO to sign your individual grant agreement.</p> <p>Submit the following:</p> <p>a) <b>personal accident insurance</b> against damage resulting from an accident at the place of the traineeship;</p> <p>b) <b>third-party liability</b> against damage caused by you during the traineeship (during and outside traineeship hours);</p> <p>c) <b>EHIC card</b> (not applicable to students going to non-EU and partner countries) or an equivalent insurance policy covering costs of medical expenses (ME);</p> <p>e) <b>statement</b> about the planned travel (bus, train, plane, car-pooling); if by car, indicate the number of persons travelling in the car, the date of departure from Poland and the date of arrival in the city of the receiving organisation.</p> | <p><b>Mobility for Traineeship – recent graduates (SMTA)</b></p> <p>After passing your diploma exam or defending your doctoral thesis (approx. <b>3 weeks before your departure</b> or at any later date), contact the IRO in order to sign your individual grant agreement.</p> <p>Submit the following:</p> <p>a) a <b>statement</b> from the students' office (Dean's Office) confirming the date of passing the diploma examination or defending the doctoral thesis (if this date has not been entered into the USOS system);</p> <p>b) <b>personal accident insurance</b> against damage resulting from an accident at the place of the traineeship;</p> <p>c) <b>third-party liability</b> against damage caused by you during the traineeship (during and outside traineeship hours);</p> <p>d) <b>EHIC card</b> (not applicable to students going to non-EU or partner countries) or an equivalent insurance policy covering costs of medical expenses (ME);</p> <p>e) <b>statement</b> about the planned travel (bus, train, plane, car-pooling); if by car, indicate the number of persons travelling in the car, the date of departure from Poland and the date of arrival in the city of the receiving organisation.</p> |
| <b>STEP 10</b> | <p>Within 30 days of signing the individual grant agreement, you will receive the first instalment of the grant in the amount of <b>90% of the awarded grant</b>, if you go for up to 3 months, <b>or 90% of half of the amount if your traineeship exceeds 3 months</b>.</p>   |   |

## DURING THE TRAINEESHIP

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| <b>STEP 1</b> | <p>Immediately after starting your traineeship abroad, and not later than within 7 days from the start of your mobility, send the following documents to the IRO (<a href="mailto:erasmusbwz@uw.edu.pl">erasmusbwz@uw.edu.pl</a>)</p> <p>a) a scan <i>Confirmation of Arrival</i></p> <p>b) <b>airline tickets and boarding passes /train tickets /bus tickets</b> or a statement on travelling by car (stating the date and place of crossing the Polish border) confirming the dates of the departure for the traineeship.</p> |
| <b>STEP 2</b> | <p>- If you wish to change your traineeship dates during your mobility, please contact the IRO immediately and send an email to: <a href="mailto:erasmusbwz@uw.edu.pl">erasmusbwz@uw.edu.pl</a></p>  |

- Changes to the period and/or programme of the traineeship require a written approval by the following: You, the mobility coordinator at your home department; the BWZ, the employer/representative of the receiving organisation.
- Immediately inform the BWZ about the changes and send the updated *Learning Agreement for Traineeships (Part: During the Mobility)*.
- If the dates of the traineeship change, the BWZ will issue an **Annex to the grant agreement**.
- If, during your mobility, you notify the IRO that your **traineeship will end later** than the date entered into your individual grant agreement, you will be entitled to extend your grant agreement, subject to the limits of the maximum funding period which state: 180 programme days for student traineeship (SMT) and 90 programme days for graduate traineeship (SMTA), and within your mobility capital.

## AFTER YOUR MOBILITY

Immediately upon completion of the traineeship abroad, and no later than one month from the date of completion, submit the following documents to IRO (send scans to [erasmusbwz@uw.edu.pl](mailto:erasmusbwz@uw.edu.pl))

1. *Learning Agreement for Traineeships (Part: After the Mobility)*
2. [airline tickets \(including boarding cards\), train / bus tickets or a declaration concerning travel by car and the number of persons travelling in the car \(in the case of car-pooling, a minimum of 2 persons\)](#)  
(indicating the dates of departure from Poland and arrival in the city of the receiving organization, as well as departure from the country of the receiving organization and arrival in Poland).

Complete:

Erasmus+ on-line **Participant Survey** within 30 days of receiving the link to complete it.

Based on the documents provided, the IRO will calculate the final amount of the grant due and will make the transfer of the remaining grant amount.