



**THE UNIVERSITY OF WARSAW**  
**Erasmus – Educational mobility project (KA103)**  
**Student mobility for traineeship (SMP)**  
**„STEP BY STEP” guide - Academic year 2018/2019**

**Planning your traineeship**

<b>STEP 1</b>	<p>Find an institution abroad where you would like to carry out a traineeship. You may do the traineeship <b>at any organisation (with the exception of EU institutions, bodies and agencies)</b> in one of the following Erasmus+ Programme countries:</p> <p style="padding-left: 40px;">Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, North Macedonia, Malta, Netherlands, Norway, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Turkey.</p>
<b>STEP 2</b>	<ul style="list-style-type: none"> <li>• Agree with the employer and the faculty/ institute Erasmus coordinator on the individual programme of your traineeship: <a href="#">Learning Agreement for Traineeships - Before the Mobility</a></li> </ul> <p style="padding-left: 40px;">You can find guidelines on how to complete the LA for Traineeships <a href="#">here</a>:</p> <ul style="list-style-type: none"> <li>• Then, complete the <a href="#">Application Form</a> and submit it for the signature of the Erasmus coordinator as well as the Dean/Head of your faculty/institute.</li> </ul>
<b>STEP 3</b>	<p>Once you obtained the required signatures, please submit the following documents to IRO:</p> <ol style="list-style-type: none"> <li>a. <a href="#">The application form</a> with the signature of your <i>Erasmus Traineeship Coordinator</i> at the Faculty and the signature of the <i>Dean / Director of the Faculty</i></li> <li>b. <a href="#">Learning Agreement for Traineeships (Before the Mobility)</a> – with all the required signatures (a printout of a scan is sufficient);</li> <li>c. <a href="#">Statement</a> regarding your previous participation in LLP-Erasmus, Erasmus+ and/or Erasmus Mundus programmes</li> </ol>
<b>STEP 4</b>	<p>The IRO will contact you by email you once your application is reviewed (it may take up to 2 weeks)</p>
<b>STEP 5</b>	<p>You will have to do an <b>online language test</b> (one before the mobility and one afterwards) if your training is going to be done in one of the following languages:</p> <p>You will receive a link to the language test to be done on the OLS website (<b>Online Linguistic Support</b>)</p>
	<p>At the latest, one day before signing of the financial agreement enter your bank details in the</p>



<p><b>STEP 6</b></p>	<p>USOS system (<a href="#">student exchange</a>&gt; <a href="#">mobilities</a>&gt;<a href="#">bank account</a>).</p> <p>Your bank needs to be a member of the SEPA system. <a href="#">Here</a> you can find the list of banks being part of the SEPA system (SEPA Credit Transfer, CSV file).</p> <p>If your bank account is held in a currency other than PLN, you can enter the details of your bank account yourself.</p> <p>If you would like to receive the Erasmus grant into your account in PLN, please contact your dean's office /secretariat (unless you already have one PLN bank account in USOS). In case the PLN account you would like to receive the grant into already exists in USOS, you don't need to have it added to the system by the dean's office/ secretariat.</p> <p>In the field „<i>nazwa konta</i>” write down the full name of the bank account holder. If you're not the owner of the bank account, enter the following information in the <i>nazwa konta</i> field: 'first name and surname (of the owner) <b>FOR</b> your first name and surname'</p>
<p><b>STEP 7</b></p>	<p>In order to sign the financial agreement come to our office about 3 weeks before the planned departure, with the following insurance policies:</p> <ol style="list-style-type: none"> <li>a. <b>health insurance</b> (either the European Health Insurance Card or a copy of a policy purchased from an insurer of your choice);</li> <li>b. <b>civil liability insurance</b>, granting coverage of damages caused by the student during the traineeship, both at work and outside work;</li> <li>c. <b>accident insurance</b>, granting coverage for damages caused by accidents in the site of traineeship or work.</li> </ol>
<p><b>DURING THE TRAINEESHIP</b></p>	
<p><b>STEP 1</b></p>	<p>As soon as you start your traineeship (at the latest 7 days after the start date) send us a scan of:</p> <ol style="list-style-type: none"> <li>a. your <a href="#">Confirmation of Arrival</a></li> <li>b. your plane ticket (with your boarding pass), train ticket, bus ticket (etc.)</li> </ol>
<p><b>STEP 2</b></p>	<p>Any changes in duration or/and in the programme of the traineeship require a written consent of your faculty Erasmus coordinator and the employer. As soon as possible, inform the IRO about the changes and send us your <a href="#">Learning Agreement – During the mobility</a>, signed by all the parties.</p> <p>In case the dates and/or the duration of your internship change, you will receive an annex to the financial agreement, modifying the Erasmus grant you are entitled to.</p>



	<b>AFTER your RETURN</b>
<b>STEP 1</b>	<p>Immediately after completing the traineeship (and not later than one month from the end) submit the following documents to the IRO:</p> <ol style="list-style-type: none"><li><a href="#">Learning Agreement – After the mobility</a></li><li>As a confirmation of return: plane ticket (with boarding pass), train ticket, bus ticket (etc.)</li></ol> <p>In addition, you need to complete:</p> <ul style="list-style-type: none"><li>- an online EU survey within 30 days after receiving an email notification;</li><li>- online placement language test.</li></ul>
<b>STEP 2</b>	<p>Based on delivered documents, the IRO will determine and pay out the last instalment of the Erasmus funds.</p>