

## Erasmus+ Mobility for Traineeships: Information for 2018-2019 academic year

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### What it is and why you may need it

Erasmus + Mobility for Traineeships is a student mobility programme which gives students a chance to broaden their vocational and training curriculum by working abroad. The internship may be conducted with any public sector company (including universities) or a private commercial enterprise, regardless of its size, legal status or the economic sector it engages in, including the social economy.

### Who can take part?

- Students enrolled in Nova School of Business and Economics in any Academic Programme;
- Recent Nova SBE Graduate students (graduate students must apply to the mobility programme during their last year of studies and may attend and conclude their training Internship within a year after their graduation).

### Where can you go?

Austria, Belgium, Bulgaria, Cyprus, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Ireland, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, United Kingdom, Czech Republic, Romania, Slovakia, Slovenia, Spain, Sweden, Hungary, Iceland, Liechtenstein, Norway, Turkey and the former Yugoslav Republic of Macedonia.

### Host Institutions / Organizations

Any public or private organization (small/medium/large) active in the job market or in education, training and youth is eligible as a host organization (including social enterprises). For instance any local public national/regional organization; chambers of commerce; artisans or professional associations and trade unions; research institutes; institutes/schools/educational centers; NGOs.

#### Non eligible organizations:

- European Union institutions and other EU entities, including: specialized agencies and managing organizations of EU programmes, such as national agencies.

Please find [here](#) an extended list of the ineligibly host institutions/organizations.

### For how long can you get a traineeship?

To be eligible for Erasmus+ your traineeship should follow these requisites:

- Minimum length of 2 months (total of 60 days)
- Maximum length of 12 months

For the calculation of your traineeship period will be taken into account **all mobility programmes performed during the current study cycle** (i.e. Undergraduate/ Masters/ PhD) which were held under PALV/ Erasmus. Example: if you are a 3<sup>rd</sup> year undergraduate student and you have had a mobility experience during your Undergraduate Degree (traineeship or exchange) of 5 months, the maximum length of the traineeship to which you can apply to is 7 months.

# Nova SBE - Rules and Regulations \*read carefully

## 1. Deadlines for applications

There will be 2 rounds for applications:

- 1st round: October 1st, 2018 – November 15th, 2018
- 2nd round: April 1st, 2019 – May 15th, 2019

## 2. Eligibility

- Nova SBE students currently enrolled in any of the offered Academic Programmes (Undergraduate/Masters/PhD);
- Recent graduate students can also apply to the mobility programme during their last year of studies. Graduates may perform their training Internship within 12 months after their graduation;
- Your Internship should not be remunerated by any European fund organization/institution;
- Having a minimum duration of 60 days and a maximum of 12 months (maximum duration calculated together with previous mobility programmes you may have done in your current cycle of studies);
- Traineeship activity can be performed in any country with a partnership with the Programme except Portugal as well as your country of origin.
- Candidates will be eligible according to a Nova SBE ranking list and will be announced in the end of each round;
- The number of grants available is very limited. Consequently, not all students accepted for Erasmus traineeships will receive a grant.

## 3. Application process

To formalize their application, eligible students must send an email to the [erasmus.traineeships@novasbe.pt](mailto:erasmus.traineeships@novasbe.pt) providing the following documents and information:

- Internship Form **available on Moodle** (candidate/company);
- Learning Agreement for Traineeships – This document should be filled in, signed by both student and company and sent to the e-mail above.
- Motivation Letter.

After this process you will receive a message from Universidade Nova de Lisboa Rectory, with your login information to the platform where the process will be preceded **online** (\*please check your spam inbox). You will need to upload the following documents:

- a) Copy of your personal ID card with fiscal number;
- b) document that proves your Banking Account Number (NIB);
- c) Tax Number;
- d) Certificate of attendance;
- e) Transcript of records – a Declaration from the Company stating you have completed the internship successfully.

**Note:** To satisfy d) and e) items, please use table D from your Learning Agreement – To be delivered only upon your return.

## 4. Ranking

Students will be ranked according the following criteria:

- a) Current GPA;
- b) Number of approved ECTS;
- d) Motivation Letter.

**Weighing:** a) 60% / b) 40% / d) Tiebreaker

## 5. Health insurance **\*read carefully**

For medical assistance abroad you must request the European Health Insurance Card (Cartão Europeu de Seguro de Doença) which is free and valid for one year. You can request it in the following locations: Citizen Shop (Loja do Cidadão), Social Security (Segurança Social) or such other institution.

Please find the release form attached in the email.

It is advisable to carefully read the information here.

## 6. Language Support

The European Commission will implement a linguistic online support during your mobility programme. This will evaluate your language skills (work language) and help you develop it during your mobility length. For more information please wait for the contact of the Universidade Nova de Lisboa Rectory.

## 7. Traineeship Award and Recognition

The Erasmus+ Traineeship can be a part of your curricular plan (curricular internship) or it also can be an extra-curricular internship.

*Curricular:* it will be awarded with ECTS (if previously approved by the Erasmus Coordinator of your Academic Programme in your Learning Agreement for Traineeships) – Only for Bachelors students.

*Extra-curricular:* It will also be awarded with a Traineeship Certificate of Conclusion.

## 8. More information

All questions and clarifications should be addressed directly to the [erasmus.traineeships@novasbe.pt](mailto:erasmus.traineeships@novasbe.pt)