

TRAINEE MANUAL

Erasmus+ Traineeship after Graduation

Via [Students on the Move](#) and the consortium Flanders Traineeship Platform, you can apply online for traineeship funding from the European Erasmus+ programme. The tekst below provides insight into the grant application procedure, what administration you can expect during and after the traineeship and what to do if there are changes during the traineeship.

1. BEFORE THE TRAINEESHIP (REGISTRATION AND COMPLETION OF APPLICATION)

Who can apply?

All graduating students from all Flemish higher education institutions can apply, provided that they have completed a graduate, bachelor's, master's or doctorate degree. Recent graduates of a postgraduate program are therefore not eligible.

Deadline to apply

There is no fixed deadline. Grants are provided on a first-come, first-served basis. Registration should be done during the final year of study - even though you may not have concrete traineeship plans at that time - i.e. **before graduation** i.e. before you obtain your final degree. The foreign traineeship must be completed within one year of graduation.

How to apply?

The grant application is done entirely online and involves two phases: registration and submission of concrete traineeship plans. After the 2nd phase, you can expect a final answer on whether the grant will be awarded.

Registration involves three steps:

1. You apply via the online application form via this link.
2. After completing the online form, you will receive an automated e-mail to create a login to access the administrative grant tracking system.
3. Once you access the administrative grant tracking system, you will then need to:
 - a. Download the Erasmus+ registration form and sign the first part yourself
 - b. Afterwards, you need to upload the form in the online system
 - c. Your higher education institution will receive a message about this from the online system so that they can fill in the second part if the registration form about your previous Erasmus months, if any, and sign it.

After phase 1 is in order, your application will be provisionally approved and, if you have a concrete traineeship plan, you can proceed to the next steps in the online system:

- a. Complete traineeship details (traineeship company and dates)
- b. Complete personal details: contact details, permanent address, bank details
- c. Complete emergency contact details
- d. Complete data relating to the content of your traineeship (tasks, evaluation, supervision, etc.).

□ Please note that when you click on one of the above steps, the fields you need to fill in must first be activated. You do this by clicking on **'forward to update'**. After you have completed all the field, click 'update' again to confirm the information entered.

Traineeship duration

After graduation, you can spend a minimum of 60 days and a maximum of 12 months on Erasmus+ placements, minus any previously taken Erasmus exchange months during your last study cycle.

Please note that the grant will be limited to a maximum of 6 months, if your traineeship is longer, this will be with a partial zero grant (6 months grant + x months zero grant).

E.g. those who went on Erasmus exchange during the BA programme and not during the MA programme the counter is back to 0. Ditto for those who went on an Erasmus exchange during the MA course but not during the PhD. Also those who went on exchange in an exchange programme other than Erasmus, the counter is at 0.

Learning Agreement for traineeships

This document sets out a number of things about your internship (duration, traineeship, supervision, tasks, etc.).

1. Download the Learning Agreement for traineeships from the online system, Placement Online.
2. Check whether the pre-filled data are correct.
3. Ask your supervisor to complete the part under 'receiving organisation', indicate the desired language level you have to have and sign the last page of the document under 'the receiving organisation'.
4. Afterwards you sign on the last page of the document under 'the trainee' and depending on upload the document on Placement Online (or if requested by your higher education institution: forward the document by email to the responsible person of your faculty).
5. Your higher education institution will check the completed information and sign the Learning Agreement if everything is in order. Your higher education institution will upload the signed document in Placement Online. You will receive an automatic email with the signed document in attachment.

RVA-certificate

If you are registered as a jobseeker in Belgium (this is strongly recommended if you wish to stay in Belgium afterwards), you must report to the RVA that you are leaving abroad as part of a traineeship after graduation. This must be done **before you leave**. This is because you ask the RVA for permission to have your traineeship period count towards your professional integration time. You can print out the RVA form in Placement Online. Sign and complete the form and send it to your contact person at the higher education institution. They will sign this form. Afterwards you need to submit the completed and signed form to the RVA.

Diploma or certificate of graduation

To be eligible for a grant for traineeship after graduation, you must have actually graduated. If not, VLUHR cannot pay out a scholarship. Therefore, you need to upload a copy of your diploma or a certificate of graduation in Placement Online.

The grant

Grants are awarded on a first-come, first-served basis until the budget is exhausted. The grant amount varies according to the destination country.

There are 4 grant amounts for 4 country groups:

- Group 1 - €529/€779*: Denmark, Sweden, Norway, Iceland, Finland, Luxembourg, Ireland, Liechtenstein + Faroe Islands, Switzerland, UK (region 14)
- Group 2 - €479/€729*: Netherlands, France, Germany, Austria, Italy, Spain, Portugal, Greece, Cyprus, Malta + Andorra, Monaco, San Marino, Vatican City (region 13)
- Group 3 - €429/€679*: Estonia, Latvia, Lithuania, Poland, Czech Republic, Slovakia, Hungary, Bulgaria, Romania, North Macedonia, Slovenia, Croatia, Turkey, Serbia
- Group 4 - €700/€950*: all third countries not associated to the programme (except those in regions 13 and 14). A list of these countries can be found on [our website](#).

*students who receive a study allowance from the government of Flanders (recognized by AHOVOKS), students with disabilities (recognized by VAPH) and working students in a work programme (according to the definition of the government of Flanders) receive an increased grant amount. More information can be found on <https://www.studentsonthemove.be/en/underrepresented-groups>.

The above amounts are awarded per full traineeship month. Incomplete months are calculated pro rata.

You can spend a maximum of 12 months on work placements per study cycle. Please note that the maximum number of months of Erasmus+ mobilities to which you are entitled may not be exceeded. This includes the months without a grant.

Online language test

If the main working language during your traineeship (mentioned on the Learning Agreement), is one of the following languages, you will be required to take an online language test before the start of your traineeship: German, English, French, Italian, Dutch, Spanish, Portuguese, Czech, Bulgarian,

Danish, Estonian, Finnish, Greek, Hungarian, Croatian, Latvian, Lithuanian, Polish, Romanian, Slovak, Slovenian, Swedish, Irish, Maltese. Exemption is granted to those whose working language is their mother tongue.

Before the start of your internship, you will receive an invitation via e-mail to take the test. The test will take approximately 45 minutes. In your Learning Agreement, the internship company will indicate which language level you need to achieve. If you do not achieve the desired level, you may still start the internship. You will be offered an online language course without any obligation.

Grant Agreement

1. After VLUHR approves your grant application online, you can download your grant agreement from the online system.
2. You sign this agreement and send it to VLUHR by email (info@flanderstraineeshipplatform.be).
3. VLUHR will sign the grant agreement and pay out the first grant instalment (70% of the total grant), if the language test was completed as well. Please read the Erasmus Traineeship Charter and the general conditions carefully; if these are not complied with, a paid out scholarship may be reclaimed.

Outward travel documents

Before departure, you will be asked to upload your outward travel documents. If you wish to travel by car, you can download the document 'request to travel by car' and fill it in. If your trip falls under the 'green travel' category, you may receive additional compensation for this at the end of your traineeship.

2. DURING THE TRAINEESHIP (CHANGES AND EVALUATION)

Possible changes

If any changes occur during the traineeship, e.g. end date, duties, supervisor, etc., the following procedure should be followed:

1. Send an email to VLUHR (info@flanderstraineeshipplatform.be) requesting permission for the change (in case of an extension of the traineeship period, this must be done no later than one month before the initial end date of the internship). Already mention the exact details of your change in this email (new dates, new tasks, new mentor).
2. If VLUHR agrees, download the document called 'changes to the learning agreement' from the online system. Then fill in the change(s) and sign the document.
3. Make sure the document is also signed by your supervisor and the higher education institution from which you graduated.
4. Finally, you upload the document in Placement Online. VLUHR, will make the necessary changes and provide an updated Grant Agreement if necessary.

First evaluation

You will receive a first evaluation form via e-mail after the fourth week of your traineeship.

1. Complete the evaluation form together with your supervisor (first evaluation discussion)

2. Upload the signed form on Placement Online.

3. END OF THE TRAINEESHIP (EVALUATION AND COMPLETION FILE)

Second evaluation

During the second to last traineeship week, you will receive a second evaluation form via e-mail.

1. Complete the evaluation form together with supervisor (= second evaluation discussion)
2. Upload the signed form on Placement Online.

Traineeship Certificate

When your traineeship ends, you print a traineeship certificate from Placement Online. You ask your supervisor to fill in the certificate, sign and stamp it. After the document is signed, you can upload it on Placement Online.

Mobility Survey

At the end of your traineeship, you will complete a European Mobility Survey. You will automatically receive an e-mail with a link to the survey. After completing the survey, click on the 'submit' button at the very bottom to submit the survey online.

Return travel documents

Your return travel documents will also be requested. If you travelled by car (and were given permission to do so), you will provide proof by means of tickets (parking, petrol stations, etc.).

Closing file

After all the above steps are completed, you will receive the second grant instalment (30%).

- Traineeship shortened or virtual?
If your traineeship is shortened or (partly) virtual, you may have to repay (part of) your grant. You will receive an invoice for this.
- Traineeship extended?
If your traineeship is extended, your second grant instalment will consist of 30% of your initial grant amount + 100% of the extension.
- Green Travel?
If your travel documents show that you are entitled to a Green Travel top-up, you will receive it together with your second grant instalment.

4. USEFUL LINKS

Placement Online: Registration

Placement Online: Login

Students on the Move: Frequently Asked Questions

Students on the Move: Erasmus+ Traineeship after
Graduation

[Online Application for Outgoing \(service4mobility.com\)](https://www.service4mobility.com)

<https://www.service4mobility.com/internship/LoginServlet>

<https://www.studentsonthemove.be/en/erasmusplus-traineeship-after-graduation-faq>

<https://www.studentsonthemove.be/en/scholarships/erasmusplus-traineeship-after-graduation>

Erasmus+ Traineeship after Graduation: overview workflow

1. BEFORE THE TRAINEESHIP (REGISTRATION AND COMPLETION OF APPLICATION)

TRAINEE	HIGHER EDUCATION INSTITUTION	TRAINEESHIP ORGANISATION	VLUHR
Complete the online application form			
Confirm registration and create login (check your email/spam)			
Log on to Placement Online and complete application			
Download and sign the registration form			
Upload the registration form to Placement Online			
	Complete and sign registration form		
	Upload registration form on Placement Online		
	Step in Placement Online: <u>“Mark application as ‘Registration form signed and uploaded by HEI’”</u>		
			Provisionally Approve
Fill in traineeship company details and traineeship dates			
Fill in personal details			
Fill in emergency contact details			
Complete traineeship details			
Download and sign completed Learning Agreement			
Send signed LA to traineeship supervisor			
		Check LA and complete further if necessary (language competence & receiving organization)	
		Sign LA and return it to the trainee	

Send Learning Agreement to HEI Deadline: 1 st day of traineeship			
	Check and sign Learning Agreement + return it to the student/alumni		
Upload Learning Agreement on Placement Online			
Upload diploma on Placement Online			
			Check application + formally approve
			Send invitation language test (if traineeship not in mother tongue)
If necessary: Download and complete RVA certificate and send it to contact person HEI	If requested, sign and return RVA form to trainee		
Download and sign Grant Agreement			
Send signed Grant Agreement to VLUHR via email: info@flanderstraineeshipplatform.be			
			Sign and upload Grant Agreement on Placement Online
Complete language test if traineeship is not in mother tongue (see invitation via OLS)			
			Add trainee to insurance Expat&Co
Upload travel documents on Placement Online			
			Approve outward travel documents
			Pay out first instalment of the grant (70%) if GA and language test are in order.

2. DURING THE TRAINEESHIP (CHANGES AND EVALUATION)

a. Optional changes

TRAINEE	HIGHER EDUCATION INSTITUTION	TRAINEESHIP ORGANISATION	VLUHR
Contact VLUHR regarding changes			
Download 'Changes to the LA', fill in changes, sign document and deliver to supervisor for checking			
		Check and sign 'Changes to the LA' and return it to the trainee	
Send 'Changes to the LA' to HEI			
	Check and sign 'Changes to the LA' and return it to the trainee		
Upload 'Changes to the LA' in Placement Online			
			Make changes in application file and update Grant Agreement if necessary

b. Evaluation

TRAINEE	HIGHER EDUCATION INSTITUTION	TRAINEESHIP ORGANISATION	VLUHR
Have 1 st evaluation form completed by supervisor (see email 5 th week after start of traineeship)			
		Complete and sign 1 st evaluation form	
Upload 1 st evaluation form on Placement Online			

3. END OF TRAINEESHIP (EVALUATION AND COMPLETION OF FILE)

TRAINEE	HIGHER EDUCATION INSTITUTION	TRAINEESHIP ORGANISATION	VLUHR
Have 2 nd evaluation form completed by supervisor (see email towards end of traineeship)			
		Complete and sign 2 nd evaluation form	
Upload 2 nd evaluation form on Placement Online			
Download Traineeship Certificate and send to supervisor			
		Complete and sign the Traineeship Certificate	
Upload Traineeship Certificate on Placement Online			
Complete E+ Mobility Survey (invitation via e-mail)			
Upload return travel documents on Placement Online			
			Check file and recalculate grant amount if necessary + pay out 2 nd instalment (30%)
			Close file