

**ERASMUS+: Erasmus**

**Traineeships for students and recent graduates  
2022/2023**

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**MU Centre for International Cooperation**

Komenského nám. 2  
602 00 Brno

<https://czs.muni.cz/en/mu-student/traineeships/erasmus>

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**Contact person**

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**Opening Hours**

Monday	12:00–14:00
Wednesday	12:00–15:00

Make an appointment in the online [ISOIS calendar](#)

## BASIC INFORMATION ON THE ADMINISTRATION OF DEPARTURES FOR ERASMUS+ TRAINEESHIPS:

### General

- **FINANCIAL SUPPORT** – obtained by the student on the basis of a **signed Grant Agreement** with the Centre for International Cooperation (CZS) (see below)
- **INSURANCE** – before departure for the traineeship the student is obligated to arrange insurance valid for the target country. The insurance must contain the following components:
  - **medical treatment insurance**
  - **injury insurance** (covering at least insurance of employees as a result of work injury)
  - **liability insurance** (regarding tasks carried out by the participant and including at least damages caused by the participant in the workplace).
    - In the case of a paid traineeship, it is the Employers' liability insurance.
    - In the case of an unpaid traineeship, it is the Third-Party Liability Insurance.
  - The student must be acquainted with the issues of health insurance abroad and must have insurance obtained for the purposes of the traineeship or be fully insured by the receiving organisation.
- **ACCOMMODATION** – the student is responsible for organising accommodation
- **ERASMUS+ STUDENT** – During the traineeship, the student has the official **status of the Erasmus+ student on a traineeship** and so has a right to the benefits arising from this status (student discounts, etc.) – the CZS can issue a confirmation documenting this status (**does not concern the recent graduates!**).

## BEFORE MOBILITY

### SIGNING THE GRANT AGREEMENT

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- the participant is required to come to the CZS office to sign the **Grant Agreement** approx. **2–3 weeks before the start** of the traineeship – it cannot be signed after the start of the traineeship
- the participant is obligated to visit the CZS office in person, **documents sent by post are not acceptable!**
- part of the *Grant Agreement* is the **Application for Mobility Financial Support** and the **Affidavit (Declaration of Honour)**

#### Before signing the Grant Agreement, the participant is obligated to:

- enter the account number to which financial support will be sent into the MU Information System
  - IS → Scholarships → Set the account number for receiving the scholarship
  - **does not concern recent graduates**
- enter the data into your [ISOIS application](#)
  - start and end date of the stay, given as **working days**, (not weekends, state holidays or travel days)
  - means of transportation by which you plan to travel
  - whether you want to apply for Green Erasmus, socio-economic financial support, financial support for students with specific needs (more information can be found [here](#)), if so send the necessary documents within deadlines
  - bank account information
- **make an appointment** to sign the *Grant Agreement* via the [online appointment calendar](#)
  - specify the purpose of the appointment – Signing of the Grant Agreement
- **Without meeting these requirements, it is not possible to generate the Grant Agreement and then proceed to its signing!**
- after arranging an appointment via the online appointment calendar in ISOIS, the information entered in the application will be checked; if there is any mistake, the appointment will be declined, and the participant will be informed by email what is to be fixed
- if all information is correct, the participant will receive following documents via email:
  - *Grant Agreement*
  - *Application for Financial Support* (**does not concern recent graduates**)
  - *Affidavit (Declaration of Honour)*
- read the documents carefully and **check all the information**
  - on the CZS website you will find a document with an explanation and commentary on individual parts of the *Grant Agreement*
  - in case of incorrect data, inform the coordinator at CZS
- after checking the documents, **print them as follows:**
  - 2x *Grant Agreement* and sign both copies
  - 1x *Application for Financial Support* and sign it (**does not concern recent graduates**)
  - 1x *Affidavit*, fill in the information about insurance and sign it
- **the date of signature** must match the date of the appointment at CZS
- bring all the documents with you to the appointment

**Without signed *Grant Agreement* by both parties, the stay cannot begin, and the student is not entitled to an Erasmus+ financial support!**

## RECORD OF THE TRAINEESHIP IN THE IS

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- **does not concern recent graduates**
- all participants are obligated to record the traineeship in the IS before departure:  
**IS → Student → During studies → Internships and stays → + Create new internship or a stay for the purpose of studying (working)**
- required information about the traineeship must be filled in **before the mobility** (incl. uploading of *Learning Agreement for Traineeship*) and upload the Traineeship Certificate after the mobility
- record and subsequent recognition of the traineeship abroad is covered by [rector's directive No. 8/2011](#) (it's mandatory to read the directive before departure)

## FINANCIAL SUPPORT

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The grant assigned to the participant represents only a **contribution to cover increased costs during the traineeship**. Thus, the trainee should assume partial financial responsibility.

The participant will receive financial support from MU by **transfer to an account held**

- **in CZK** (any Czech bank), or
- **in EUR** (any bank within the European Union)

The amount per month of traineeship is set by the European Commission and is the same for all participants. The concrete amount of the monthly grant (1 month = 30 days) is published on the CZS website.

Further information at <https://czs.muni.cz/en/mu-student/traineeships/erasmus#financial-conditions>

In the ideal case, the financial support is sent to the participant before the beginning of the traineeship, however in the cases stated below payment of financial support before departure is not possible:

- the participant does not come to sign the Grant Agreement in time
- the participant does not have the required documentation

Payment of financial support for **graduate traineeships** will be divided into at least two instalments: the first in the amount of 70 % will be received after signing the participation contract, and the second in the amount of 30 % will be received after uploading the Traineeship Certificate to the application in ISOIS.

The **minimum length** of the traineeship is **2 months (60 days)**.

## DURING MOBILITY

### INTERIM REPORT

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The participant is obliged to submit an interim report every two months. The interim report form can be found in the participant's application in the ISOIS where should be also uploaded (there is also information about the deadline). It should provide basic information about the traineeship development during the stated period.

Students who have traineeship for 2 months also submit the interim report!

### CHANGE IN THE TRAINEESHIP DURATION

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The participant is obligated to meet the dates in the Grant Agreement. In well-founded cases, the participant can shorten the traineeship, or apply for extension:

- **Reduction of traineeship**

The student is obliged to immediately notify the CZS coordinator of this situation.

If the participant does not meet the minimum length of 2 months (60 days), she/he must return the whole financial support – this provision does not apply in the case of termination of stay due to “force majeure”.

- **Extension of traineeship**

Extension is possible only upon approval from the student, MU (CZS) and the host institution. The participant does not automatically have the right to receive financial support for the extension. Whether the grant for extended stay is assigned or not depends solely on CZS based on the funding situation. The application for extension (sign by all parties, the form is available in the ISOIS application) can be send to CZS (uploaded to the ISOIS application) at any time of the traineeship but **no later than 30 days** before the end date of stay indicated in the Grant Agreement.

## AFTER MOBILITY

### TRAINEESHIP CERTIFICATE

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= confirmation of traineeship which includes real dates of stay, the content of the traineeship and the evaluation of the student

- the Traineeship Certificate form is to be found in the ISOIS application
- the document **cannot** be issued earlier than **5 working days** before the final date of the stay
- the document must be signed by the host institution and placement guarantor at MU
- upload the fully signed document **no later than 10 days** after the end of the stay to your ISOIS application – after checking the document, you will receive an email confirming that the document has been registered

### FINAL REPORT (EU SURVEY)

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= online questionnaire

- email request for its submission will be sent to participants after the end of their stay
- **IMPORTANT:** the email may go into your spam folder
- submit the survey **no later than 30 days** after receiving the email request

### RECOGNITION OF ECTS CREDITS

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- **does not concern recent graduates**
- the participant is obligated to submit a request for recognition of the traineeship in IS MU
  - go to: **IS** → **Student** → **During studies** → **Internships and stays**
  - fill in all the required information, upload *Traineeship Certificate*, submit the request for recognition of courses from the document
- the student **is obliged to have the traineeship recognized** as part of the studies as determined in advance in the *Learning Agreement for Traineeships*
- recognition of credits gained abroad is fully within the competence of individual study departments and the authorised person at the department/institute (placement guarantor)
- more information here: <https://czs.muni.cz/en/mu-student/information-sources/documentation-and-recognition-of-placements>

The student applies for recognition of the course results from the traineeship abroad after returning from the stay. **Do not register or enrol in the subject in the IS MU before departure, during the traineeship or after the return.** The subject will be entered into the IS based on approval of your recognition request after the return from the traineeship by the relevant study department (not CZS).

#### Recommendation:

The final reports of other students from earlier years can be a valuable source of practical and other information about accommodation, costs associated with placements in specific countries, etc. They can be accessed from the NAEP database: <http://erasmus-database.naep.cz/modules/erasmus>  
If you would also like to contribute to the database after your return, please contact your CZS coordinator.

**CAUTION! Non-fulfilment of the conditions given in the Grant Agreement will result in the return of unused financial support.** Non-fulfilment of the conditions is seen as:

- **not keeping the length of traineeship stated in the Grant Agreement** – assessed based on the submitted *Traineeship Certificate*
- **violating the qualification conditions of the Erasmus+ programme** – loss of student status for example by completion of studies with the final state examination, expulsion from studies based on unfulfilled study duties, etc.