



Co-funded by the
Erasmus+ Programme
of the European Union

Erasmus+ Traineeship

Increase your employability and carry out your traineeship abroad!
**An Erasmus+ traineeship can put you in a better position
to compete for a job.**

Good to know

Monthly grant from € 570 to € 670 depending on the host country

The full time traineeship requires a minimum duration of 2 full months (e.g. 1.7. - 31.8.)

Erasmus+ grants are available for a maximum of 12 months per study cycle (e.g. 12 months during Bachelor studies and 12 months during Master studies).

The receiving organisation can be any public or private organisation among the participating Erasmus+ countries (except EU institutions).

The Head of Programme has to confirm that the traineeship is a useful supplement to the studies.

Online language courses are provided free of charge (Online Linguistic Support OLS).

Additional grants are possible in order to finance the extra costs for students with physical, mental or health-related conditions and for students with children.

Options

- **Mandatory Traineeship**

part of the study programme, recognition in the transcript of records

- **Voluntary Traineeship**

e.g. during summer, recognition in the diploma supplement

- **Traineeship for Graduates**

within one year after graduation, application during the studies

- graduate traineeships are funded with a **maximum of 6 months** (180 days)

Steps to take

Find an internship position.

All info sheets are available on Moodle in the course "International Office".

Contact the International Office and submit the completed application sheet.

You will then receive the Learning Agreement template to be completed and signed by the company, the course director, and you.

Submit the complete documents (Learning Agreement, insurance certificates and bank details) to the International Office:

- 1 months prior to start of the traineeship (start betw. Oct. & June)
- 2 months prior to start of the traineeship (start betw. July & Sept)



**FACHHOCHSCHULE
WIENER NEUSTADT**

Austrian Network for Higher Education

University of Applied Sciences

Wiener Neustadt | Austria

HAPPY TO HELP!

International Office
fhwnio@fhwn.ac.at

Erasmus+ Traineeship

Requirements

Students must carry out their mobility activity in a programme country different from the country of the sending organisation and the country of main residence.

Only full-time traineeships are possible.

Students have to pay the regular tuition fee to FHWN (except graduates).

Students are responsible to ensure sufficient insurance coverage for the stay abroad (accident, third party liability and health insurance).

bildung.erasmusplus.at/de/hochschulbildung/studierende-und-graduierte/

Erasmus+ programme countries

27 EU countries

Iceland, Liechtenstein, Norway, Turkey, Northern Macedonia

Useful links

erasmusintern.org/traineeships | leonet.joeplus.org/de/offers/search/ | aiesec.org/ | schooleducationgateway.eu/en/pub/tools/mobility.cfm | fhwn.ac.at/Internationales/Auslandspraktikum/Postkarten

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