 

Program ERASMUS+ Practical Traineeships for students or graduates1 realised with the grant of the Consortium EDUCA INTERNATIONAL, o.p.s.

APPLICATION FOR STUDENTS/GRADUATES

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| Name and surname of the trainee: Date of birth :  Citizenship:  Adress of residence:  Mail: Telephone:  Social Media (FCB, IG, LinkedIn) |  | |
| Name of the University: |  | |
| Faculty:  Study field:  Academic year:  Study cycle (e.g. 2.Bc, 1.Mgr, 1.PhD. or graduate)  Number of years of study before mobility: |  | |
| The student participated in Erasmus study or period study/traineeship (**the number of months and days in the current study cycle in which they take part in the traineeship**) - for graduates in the last cycle of study. |  YES ( Months ………. Days …………….   NO | |
| The student participated in Erasmus MUNDUS program |  YES ( Months ………. Days …………….   NO | |
| **Name and full address of the foreign institution** (including the postal code) where the practical placement will take place:  Organisation (profit / non-profit ): |  Profit Institution  Non-profit institution | |
| Legal form (public / private):  **Economic sector**: Size of institution: |  Public Institution  Private institution  .................................................   1-250;  250 and more staff | |
| **Working Language in mobility and a compulsory test in the language**: |  | |
| **Are you interested in the course (is the course compulsory in the case of**  **test result B1 and less)?** |  YES in language  NO | |
| Contact person abroad: |  | |
| Email abroad institution: |  | |
| Telephone abroad institution: |  |  |
| Period of mobility (exactly date ): | From: ***dd/mm/rrrr*** | To: ***dd/mm/rrrr*** |

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| **Annexes :** | **Annex I :** | **Learning Agreement (scan with signatures from student, university and receiving organization)** |
|  | **Annex II :** | **Scan of a document about health, accident, repatriation and liability for damage insurance** |

1 **Within the consortium, grants can only be awarded to students who are studying/recent graduates of the consorcium EDUCA International member universities.**

**I agree that in case of accepting the ERASMUS traineeship, EDUCA INTERNATIONAL, o.p.s. will organize and finance the traineeship.**

|  |  |
| --- | --- |
| Date : …………………. | Student signature : ……………………………………. |
| **Confirmation of faculty:**   * I agree ****      * I do not agree **** | |
| Date: | Signature: |

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| --- | --- |
| **Statement of the International Office of the University:**  I agree to send a student / graduate to a Erasmus+ practical traineeship within the EDUCA consortium through EDUCA INTERNATIONAL, o.p.s.  When fulfilling the conditions of the traineeship, the student / student will complete the ERASMUS practical traineeship enrolled in the **Diploma Supplement** (not applicable for graduates)**.** | |
| Date: | Signature: |

Approved application and signed Learning Agreement for Traineeship by the student, the appropriate college [and the host institution, send to: educaops@educaops.eu](mailto:and%20the%20host%20institution,%20send%20to:%20educaops@educaops.eu)

Before signing a Grant agreement, the student/graduate must provide the following documents:

* **Learning Agreement for Traineeship (LA) signed by the respective sending and receiving institutions,**
* **proof of insurance for the traineeship abroad (including health, accident, repatriation and liability insurance for the entire period of your internship)**
* **copy of diploma / proof of the graduation.**

It is needed to complete the Entry Language Test (OLS). Student/graduate can take part in the language course in any language of the EU if you have passed the test at least for B2, otherwise the course is automatically assigned to your language in order to improve your language skills.

Acceptance of the documents will be confirmed by mail and after the completion of all the formalities, the trainee will be sent by mail the Grant agreement to sign. The agreement is the basic document for receiving the Erasmus+ grant. The trainee will fill in the personal and bank details and print and sign 2 copies. Both shall be sent to address:

**EDUCA INTERNATIONAL, o.p.s.** **Na Moklině 289/16, 163 00 Praha 6.**

**After completing the traineeship, a trainee has to:**

* **complete an online final report of the traineeship**
* **send the original of a document confirming and signing the Learning Agreement "AFTER MOBILITY", stating the duration of the traineeship, which must correspond to the time stated in the subscription agreement.**
* **provide at least 3 photographs (or video) or an article with the consent to publish the provided photographic or other material for non-commercial publication by Educa Int., o.p.s. on social media.**

**Documents and other detailed information on traineeship including placement offers in different EU countries can be found at** <https://educaops.eu>