



Erasmus+

Hosting an Erasmus+ trainee

STU

INFORMATION BROCHURE FOR RECEIVING ORGANISATIONS
SLOVAK UNIVERSITY OF TECHNOLOGY IN BRATISLAVA
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What is an Erasmus+ traineeship?

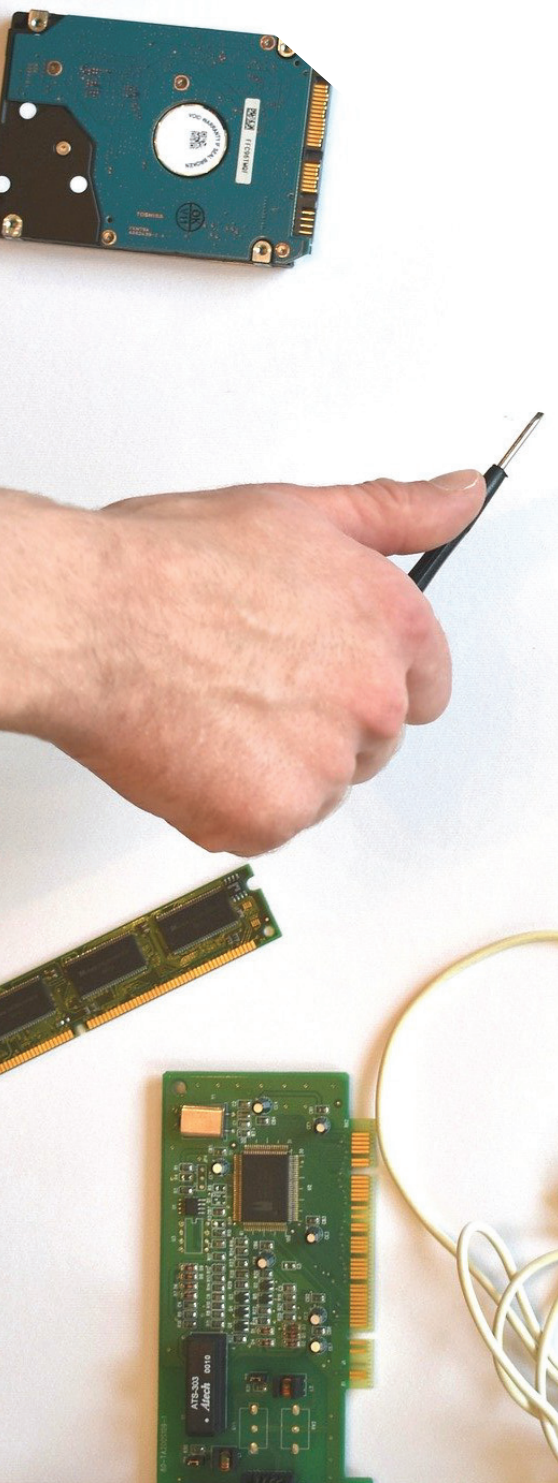
- Opportunity for students enrolled in higher education institutions to gain practical experience,
- Traineeship is a learning experience and the trainee is not a replacement for a regular employee,
- Students can undertake traineeship during Bachelor, Master, PhD studies and also as recent graduates (within 1 year after graduation),
- Traineeship is full time,
- Minimum duration of traineeship is 2 months, maximum is 12 months,
- Traineeship should be relevant for student's study programme,
- A trainee will receive a financial support (grant) from Erasmus+ programme for 4 months.

Why hosting a trainee in your institution?

There are many benefits that come with hosting a trainee from different European country:

- Bringing new skills, perspectives, languages and enthusiasm to the team which can support innovation,
- Working with trainees will give your staff a chance to develop their mentoring and coaching skills,
- Bringing young talented people to your institution can get you ahead of your competition,
- Trainees' insights into their home culture can open doors to new markets and expand your European horizons,
- High-quality traineeships can progress into employment.

Erasmus+ traineeship experiences



Medical University of Innsbruck, Austria

During the time spent at the university I gained a lot of new skills, practical experience and I broadened my horizon in the field of my studies. The internship contributed to my personal development since I've met many new people and established new international contacts, which will be valuable for my future career. Originally my internship was planned for 4 months but due to sufficient financial resources of my university I got an offer to extend my internship to 7 months, which I immediately accepted. Erasmus+ internship was an exceptional experience and I can definitely recommend it to everyone.

Lucia

Rosim AS, Norway

My internship was an amazing opportunity to meet many interesting people from various countries and cultures, to experience foreign working processes and working culture and also to travel for private as well as for business purposes both within the country of my internship and abroad. The internship lasted 5 months and it was a great chance to enrich my university studies as well as personal CV, besides all other types of experience one can get from taking the internship, such as living on my own in a foreign country, meeting international people, getting to know new places or obtaining knowledge and skills in either my study field or a whole new field.

My suggestions about Erasmus+ traineeship:

- Not to be afraid of prolonging the studies or postponing the start of a fulltime job because of the internship.
- Not to get discouraged by all the papers to fill in.
- Go for it, it's worth it !!!

Elena

University profile

The Slovak University of Technology in Bratislava (STU) is Slovak's largest technical university. It is a modern research and higher education institution which offers education in technical fields and involves students in research in natural sciences, computer sciences, construction, architecture, materials technologies, chemistry and food technologies. Almost 12 000 students attend its 7 faculties and the Institute of Management every year. The University offers 3 types of degrees - Bachelor's, Master's and Doctoral. STU also offers lifelong learning programmes and an MBA programme in cooperation with TU Wien.



FAQ

What are the administrative arrangements that have to be made before receiving a trainee?

First of all you have to prepare a training plan in cooperation with trainee which will be formalised in Learning Agreement for Traineeship (signed by receiving institution, trainee and sending institution). In Learning Agreement (LA) all following subjects have to be covered and agreed in advance:

- Trainee's main tasks,
- Skills and competences the trainee can gain during the internship,
- Evaluation and monitoring system,
- Period of the traineeship (start and end date),
- Working language,
- Number of working hours (the traineeship is full time),
- Mentor (a person who would advise and support the trainee during their stay in your institution)

Should we offer a financial contribution or a salary for the trainee?

Trainees will receive a financial support (grant) from Erasmus+ programme however in most cases grant will not cover all costs regarding to the internship so receiving organisations are encouraged to reward trainees with any kind of financial support.

What about insurance and accomodation for the trainee?

Trainees can arrange their insurance themselves or you can provide them with the insurance most suitable for their internship.

There is no obligation to provide trainees with accomodation although some receiving organisations choose to help trainees find accommodation.