

Application Erasmus+ Traineeship Grant

Student information			
First name		Last name	
Personal identity number ¹		Nationality	
Street address and street number		Postal code	
City		Country	
E-mail		Telephone number	
Study programme			
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>	Are you currently registered on a course within the study programme in ladok?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you applied for/received your degree diploma?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Have you previously participated in Erasmus+?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES, on which study level did you participate in Erasmus+?	Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctorate <input type="checkbox"/>	If YES, studies and/ or traineeship?	Studies <input type="checkbox"/> Traineeship <input type="checkbox"/>
If YES, how many months in total?		Have you previously lived in the traineeship country during a period of 5 months or longer?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Receiving organisation information			
Name of the receiving organisation			
Street address and street number		Postal code	
City		Country	
Website of the receiving organisation		Contact person name:	
Contact person e-mail:		Contact person phone number:	
Traineeship details			
The physical component must last between 5-30 days or 2-12 months. If applicable: The virtual component can take place before, during and/or after the physical mobility. A virtual component is mandatory for short traineeships and optional for long traineeships.			
Starting date physical mobility (YYYY-MM-DD)		Ending date physical mobility (YYYY-MM-DD)	
If applicable: Starting date virtual component (YYYY-MM-DD)		If applicable: Ending date virtual component (YYYY-MM-DD)	
Number of working hours per week		Will you be living in the traineeship country during the entire physical mobility of the traineeship?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Main working language		Additional working language	
Is the main working language your native language?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Will you receive other funding from the EU during the traineeship?	YES <input type="checkbox"/> NO <input type="checkbox"/>

¹ If you do not have a personal identity number, please add your T-number instead.

The Erasmus+ traineeship may be carried out in three different ways. What kind of traineeship are you applying for?

1: traineeship embedded in the curriculum (part of your study programme, counting towards the degree).

2: voluntary traineeship (outside the study programme).

3: recent graduate (taking place after the study programme).

For recent graduate traineeship:

Are you currently studying the last semester of your programme?

YES NO

For recent graduate traineeship:

One of the requirements is that the student should apply for the degree diploma as soon as possible once the study programme has finished. Do you intend to apply for the diploma as soon as possible?

YES NO

Are you planning to do the traineeship with a course?

Yes, with a course that is included in my study programme (mandatory for option 1)

Yes, with a freestanding course not included in my study programme (for option 2 and 3)

No, I will do a non-credit traineeship (for option 2 and 3)

If yes, please provide the following information

Name of the course			
Name of the course coordinator		Ladok code	
Starting date of the course in ladok		Ending date of the course in ladok	

Note! Being accepted for an Erasmus+ traineeship does not equal being admitted and/or registered to the course. It is the student's responsibility to register to the course in ladok. Only students registered to the course who pass the examinations may receive credits.

Describe thoroughly the main tasks during the physical mobility of the traineeship

If applicable: describe thoroughly the main tasks of the virtual component of the traineeship.

Is the traineeship in digital skills*?

YES NO

***Traineeship in digital skills:** any traineeship where trainees receive training and practice in at least one or more of the following activities: digital marketing (e.g. social media management, web analytics); digital graphical, mechanical or architectural design; development of apps, software, scripts, or websites; installation, maintenance and management of IT systems and networks; cybersecurity; data analytics, mining and visualisation; programming and training of robots and artificial intelligence applications. Generic customer support, order fulfilment, data entry or office tasks are not considered in this category.

Describe in which way the traineeship is relevant to your study programme and your future professional life.

Travel grant

Participants may apply for funding for extra travel days to/from the traineeship destination.

Max 1 travel day per direction for non-green travel.

Max 3 travel days per direction for green travel, i.e. the main means of transport both to and from the host organisation is made by train, bus, car-pooling or other sustainable transportation. It is not enough to travel green in only one direction to qualify for green travel. Supporting documents will need to be sent in after the travel has taken place.

Travel done on the same day(s) as the traineeship does not count as extra travel day(s).

Examples: If your traineeship ends on a Friday and you...

- *travel back to Sweden on that same Friday, you do not need any extra travel days. Pick "0 days" below.*
- *begin your travel to Sweden on that same Friday and arrive on Saturday, you need one travel day. Pick "1 day" below.*
- *travel back to Sweden with green travel during Saturday and Sunday, you need two travel days. Pick "2 days" below.*

Which will be your main means of transport to and from the host destination?	Green travel Train <input type="checkbox"/> Bus <input type="checkbox"/> Shared car (at least 2 people in the car) <input type="checkbox"/> Not yet decided but one of the environmentally friendly means of travel <input type="checkbox"/>	Non-green travel Plane <input type="checkbox"/> Boat <input type="checkbox"/>
Number of extra days for travel needed to the destination:	0 days <input type="checkbox"/> 1 day <input type="checkbox"/> 2 days <input type="checkbox"/> (only green travel) 3 days <input type="checkbox"/> (only green travel)	Number of extra days for travel needed from the destination: 0 days <input type="checkbox"/> 1 day <input type="checkbox"/> 2 days <input type="checkbox"/> (only green travel) 3 days <input type="checkbox"/> (only green travel)

Letter of Intent

In order for the application to be complete you need to hand in a signed Letter of Intent from the receiving organisation.	
I confirm that I have attached a Letter of Intent to my application.	YES <input type="checkbox"/> NO <input type="checkbox"/>
If no, explain why:	

Agreement and signature

Student
By signing the application form, I confirm that...
...I understand that in order to be eligible for additional travel grant for green travel, supporting documents proving that the main means of transport is an environmentally friendly one have to be sent in after the travel has taken place.
...I understand that "student UT" (the student group insurance) only applies to direct travel between Sweden and the traineeship country. If I do not travel as directly as possible to the traineeship country, I need to review my insurance coverage to make sure I have a private insurance that is valid during the trip to and/or from the traineeship country.
... I understand that if I belong to the group "students with children" and/or "students with long-term (at least 6 months) or permanent disability" and want to receive a top-up, supporting documents must be submitted in person or by post for the application to be considered complete.
...the information provided in this form is correct.
Place, date and student's signature

Supporting person	
By signing the application form, I confirm that...	
...I support this application and confirm that the traineeship is suitable for the student's study programme and (if applicable) the course.	
Name	
Position (e.g. Assistant Head of Department, Programme Coordinator etc.)	
Place, date and supporting person signature	

If the application is accepted

If the application is accepted, the student will receive more information on what to do before, during and after the traineeship in order to receive the grant and participate in Erasmus+.

Privacy Notice

Personal data that you provide about yourself in the form and during the mobility process will be processed by the university for the purpose of decision-making, documenting, administrating and following up the mobility. The personal data will be kept and erased according to applicable statutory regulations and disposal decisions. The University of Borås is the controller of the processing of personal data, with a legal basis for the processing in article 6.1 (b) (e) and article 9.2 (g) of the General Data Protection Regulation as well as chapter 3 § 3 para. 2 of the Swedish Data Protection Act.

The personal data will be made available to the Swedish Council for Higher Education and the European Commission for their independent processing of the data for the purpose of implementing and following up the mobility. You can read the European Commission's privacy statement here: <https://webgate.ec.europa.eu/erasmus-esc/index/privacy-statement>

Read more about how the University of Borås processes your personal data and what rights you have at the university's website, hb.se/privacy.