



Erasmus+



EuGen
EUROPEAN
GENERATION

EU4EU European Universities for the EU

**Project of mobility for traineeship for higher education students -
financed by Erasmus+ KA103
CALL FOR HOST ORGANIZATIONS 2019
Croatian Universities for EU Projects**

Art. 1 Object

The project finances traineeships for European Universities' students at companies or other organizations based in Europe, with a desirable focus on European projects' development.

Art. 2 Trainees

Trainees are students registered at one of the Universities in the Consortia, listed in art.6. Trainees can be enrolled in any field of study, i.e. IT, Communication and Media, Economics and Business, Administration, Marketing, International Relations, EU law, Scientific Research, Social Research, Human Rights, Translation, etc., and in any cycle of study (undergraduate, graduate and postgraduate).

Participants student have a B1 minimum level of English.

Expected learning outcomes for participant trainees is the development of professional skills useful to explore EU funding opportunities; write and submit project proposals addressed to the European Union; manage and implement projects approved.

Participants are selected after interview with the Host Organization.

Art. 3 Conditions of the traineeship

Participation as Host Organizations is free. Receiving organizations have no costs and don't receive any financial support from the project.

Participant students receive a grant set by Erasmus+ Agencies according to the country of destination; specific costs for participants with disabilities are paid by the project.

Participant students are insured against workplace accidents and civil liability against third parties.

Trainees follow the office working hours, unless differently agreed and reported in the Learning Agreement.

Art. 4. Partners 2019-2020

- Intermediary Organizations
EuGen – European Generation (IT)
European Projects Association - EPA (BE)
- National Project coordinator
Informo (HR);
- Croatian Universities partner:
Business School PAR; Libertas International University; Polytechnic of Požega; Polytechnic of Šibenik; University of Applied Sciences Baltazar Zaprešić; University of Applied Sciences Vern; University of PULA; School of Economics and Management Zagreb

Art. 5 Duties of the Host Organizations

Host Organizations encourage trainees' development of skills and experiences in the field of:

- Analysis of EU funding opportunities;
- Project proposal draft, project management, implementation of project activities;
- Daily work of the organization.

Host Organization will take care of:

- Appointing a tutor based in the same office as the trainees;
- Provide trainees with a suitable workstation;
- Register to EuGen Platform, keep information up to date and meet the deadlines of the project.

Art. 6 Eligible Host Organizations

Receiving organisation can be any public or private organisation active in the labour market, for example:

- a public or private, a small, medium or large enterprise (including social enterprises);
- a public body at local, regional or national level;

- a social partner or other representative of working life, including chambers of commerce, craft/professional associations and trade unions;
- a research institute; a foundation;
- a school/institute/educational centre (at any level, from pre-school to up-per secondary education, and including vocational education and adult education);
- a non-profit organisation, association, NGO;
- a body providing career guidance, professional counselling and information services.
- a Programme Country HEI awarded with an ECHE

The following types of organisations are not eligible as receiving organisations for student traineeships:

- EU institutions and other EU bodies including specialised agencies (their exhaustive list is available on the website ec.europa.eu/institutions/index_en.htm);
- organisations managing EU programmes such as national agencies (in order to avoid a possible conflict of interests and/or double funding).

The receiving organizations must be based in one of the Erasmus + Programme Countries (both EU and non-EU). In order to respect the Erasmus+ principle of the trans nationality of the traineeship, trainees cannot do the internship in the same Country where their University is based.

Host Organizations must be formally registered in the country of the mobility.

Art. 7. To apply as Host Organization

Register at:

https://docs.google.com/forms/d/e/1FAIpQLSfnh_L8ZbigNOeEZmn3lwn_dBiY8uKFYD6KkbQWrZRQp4IKayA/viewform

Art.8 Timing

Next round of matching will be open in March 2019 on a rolling mode until all scholarships are assigned.

Traineeship mobility is between 15th of March 2019 and 31st of May 2020.

Art.9 Matching Process

For this call, 40 mobility grants will be awarded. The traineeships will have a minimum duration of 2 months and a maximum of 6 months.

Interested organizations register to host trainees by filling in the web form (Art.7). Eligible host organizations will receive a link to a Google Drive folder where the profiles of eligible applicant students are collected. The folder is constantly updated with the profiles of new students' applications.

Note that for this call there is no deadline for applications, the call will be open until all mobility grants are awarded, following a "first come, first served" principle.

The procedure to complete the matching is the following:

- Choose one or more applicant profiles among the five fields of interest
- Contact them by email/telephone and arrange Skype interviews
- Fill out and sign the Letter of Acceptance (download it at this [link](#)) and send it to the candidate and to eugen.activities@gmail.com in cc

During the whole period of mobility every host organization can host up to 10 trainees.