



FAQ-FREQUENTLY ASKED QUESTIONS

Erasmus+ Ka1 Mobility for Traineeship EU4EU European Universities for the EU

APPLICATION - Formal requirements

I have already obtained my bachelor's degree/master's degree/PhD and I am not currently enrolled in any university. Can I apply for a scholarship?

No. To participate in the mobility project with a graduate status, you must apply for a scholarship before obtaining the title. In particular, to be awarded it is necessary that the student is regularly enrolled at the time of submitting the application.

I have already participated in an Erasmus + project (study or traineeship) in the past. Can I also participate in this project?

Yes, provided that the sum of the months spent abroad with all the projects does not exceed the total of 12 months in the same cycle of studies. Each month of authorized and unfunded mobility ("zero-eu-grant" mobility) is included in the total calculation.

I am currently participating in another EU-funded project. Can I apply for and receive an Erasmus + scholarship?

Yes. It is possible to request it, but the dates of the two projects cannot coincide and must be spaced for at least 5 working days.

Are only students with nationality from the country where the sending university is located authorized to participate?

No. The project is open to students of any nationality, as long as they are enrolled in one of the universities of the Consortium at the time of submitting the application.

I'm from an extra-EU country. What do I have to do to get my documents?

It will be the responsibility of the participant to elaborate the documentation to obtain a residence permit or a visa. It is advisable to consult the European Immigration Portal and the diplomatic representatives of your country first.

APPLICATION - Registration process

How do I formalize my registration on the EU4EU portal?

To complete the registration the candidate must:

- access the portal through the link www.eu4eu.org,
- "Sign Up" to the portal as student
- complete the registration by entering personal data in the web form,

- upload and save the required files
- digitally subscribe the Declaration of Compliance.

For details read the "[GUIDELINES FOR TRAINEES TO THE EU4EU PORTAL AND THE MATCHING PHASE WITH COMPANIES](#)"

How should I set the Motivation Letter? To whom should I address it?

The Motivation Letter is an essential document for your application together with the Curriculum Vitae. We therefore recommend that you take care of the content, which will have to describe your educational and professional background, your motivations in proposing the application for a traineeship abroad and your professional goals.

Considering that your letter will be visible to all Host Organization enrolled in the EU4EU portal, you can introduce it using the formulas "To whom it may concern" or "Dear Sir / Madam".

To support the drafting of the Motivation Letter you can use also the [Europass model](#).

How can I demonstrate that my linguistic competence is at least B1 level?

The candidate must upload at least one of the following documents/file:

- at least B1 level (or equivalent) language certification, issued by a certifying body;
- certification issued by a language school of at least B1 level;
- study plan that highlights the passing of a level language exam at least B1;
- Video CV in English.

I'm fluent in English but I am not currently in possession of a certification. How can I prove my English knowledge?

If the candidate does not have one of the documents required to prove his / her knowledge of English (at least B1 level), he / she can create a Video Cv with the topic: "Introduce yourself and explain your motivations".

The video must have a minimum duration of 1 minute and a maximum of 3 minutes.

Remember to take care of both the content of the video and its technical realization. For more information: https://europa.eu/youth/lu/article/57/50896_en.

The embedded code to video file can be uploaded in the "language certificate" field.

APPLICATION - Matching process and search of the Host Organization

I have positively done an interview with a Host Organization inside the EU4EU portal, now how can I complete the matching?

When the student has reached an agreement with the Host, following a skype interview, the contact person of the host organization must create the Letter of Availability through the web form, print it, sign it and send it via email to the student. The student must sign it and upload it to their account. At this moment the application procedure terminates.

For the details of this procedure the candidate can refer to to the Document "[GUIDELINES FOR TRAINEES TO THE EU4EU PORTAL AND THE MATCHING PHASE WITH COMPANIES](#)"

Can I participate in the call by proposing an Host Organization that is not yet registered in the EU4EU portal?

Yes, you can, provided that the Host Organization register on EU4EU Portal by the end of the matching period and is eligible. The application completion procedures are the standard ones.

If you are in contact with a Host Organization that would like to host you, send it this [link](#) to find information on EU4EU for Host Organizations.

Please note: if the Host Organization does not meet the eligibility and suitability requirements established in the Call for Host Organizations, it will not be considered eligible. In this case you can still choose a different Host Organization that you will find in the Portal.

I independently found the Host Organization, how do I know if it is eligible for this project?

Host Organizations must meet the requirements indicated in the [Call for Host Organizations](#).

Please note: students cannot do the traineeship in the same country where the sending University is based.

I formalized the matching with the Host and completed my application, am I automatically awarded the scholarship?

No, candidates will have to wait for the results of the selection phase, which will be held after the end of Matching Phase.

If I am not awarded the mobility grant, will I be able to carry out the traineeship without receiving funds?

Yes, you might do it. In fact, in case of exhaustion of EU funds or at the specific request of the student and with the prior authorization of the university, it will be possible to assign to eligible candidates the status of "Erasmus zero-grant" which allows for the benefits of mobility, without receiving the EU contribution

In addition, if you are in the waiting list, there are chances that you will be assigned the scholarship at a later stage.

If I'm not eligible¹ or not awarded² at the end of the selection process, can I re-use the matching completed on the EU4EU portal to apply for other Erasmus + calls from my sending university?

No. The matching support service provided by the call is reserved exclusively for candidates applying for the EU4EU Call of the current year. Only candidates awarded the EU4EU mobility grant can carry out the traineeship at the Host Organization identified through the EU4EU Portal managed by EuGen. The use of the EU4EU Portal for not eligible or not awarded student is therefore not admissible.

¹ Not eligible candidates are those who have completed matching with the Host beyond the deadlines set by the call or with a Host that does not meet the eligibility and/or suitability requirements

² Not awarded candidates are those who have completed the matching with the Host within the deadlines set by the call but have not achieved a useful position in the ranking

Can I agree with more than one Host Organization to do the traineeship in two different locations? Can I also agree to do the internship in two different periods of the year, even with the same Host?

No, both solutions are not admissible. The traineeship must necessarily take place for the entire duration in a single organization, and must be continuous over time. No interruptions, suspensions or unplanned changes of destination are allowed, except for reasons of force majeure (for more details see the "Changes in mobility" section below)

CHANGES IN MOBILITY

Can I give up the scholarship after receiving it? What are the consequences?

By signing the Letter of Availability, you agree to do a traineeship in an organization abroad. Changing your mind after signing the document will be considered a unprofessional behavior towards the partners involved in the project. If you are unable to fulfill your commitment, you need to send an official communication by e-mail to the coordinator, the intermediary body EuGen (eugen@eu4eu.org) and the Host Organization, specifying the reason for the renouncement.

Can I change the Host Organization after receiving the scholarship? What are the consequences?

No, unless you demonstrate a case of force majeure, which prevents you from fulfilling to your commitment.

Can a Host Organization refuse to host my traineeship, after having signed the Letter of Availability?

No, except for reasons of force majeure. In the event, support will be provided for find an alternative Host Organization.

Can I change the dates after signing the Letter of Availability?

Yes, but it is strongly recommended to limit changes to mobility. Anyway you can propose a change of dates to your Host Organization. You can do this by sending an e-mail to the Host Organization and to your National Coordinator

Can I have an extension of the grant at the end of the mobility?

During the mobility, the participants may request an extension of the scholarship at the end of the pre-established mobility. Extensions of the financial contribution of mobility can be financed only if there are still funds available.

What happens if I complete the mobility period before the agreed dates?

In this case you will have to return the received and unused scholarship. If the traineeship lasts less than 2 months, the scholarship will be returned in full, except for justified reasons of force majeure.

DURING THE MOBILITY

During my mobility period, can I do my traineeship in more than one Host Organization?

No. The entire traineeship period must take place in the Host Organization that has signed the Letter of Availability.

During the mobility period, can I interrupt my traineeship to get my degree?

No. Mobility cannot be interrupted to discuss the thesis.

Will I receive additional financial support from the Host Organization?

Host organizations are not obliged to supplement the Erasmus + grant. However, some organizations decide to do so, offering additional direct or indirect financial support. You will find this information in the descriptions of the Host Organization on the EU4EU portal.

During the mobility period, do I have insurance coverage?

During the mobility, all Erasmus+ trainees will be covered by insurance policies provided by the respective sending universities. The insurance cover the civil responsibility towards third-party liability and accidents at the work place. For any details on the effective coverage of the insurance policy, candidates are advised to contact the respective International Relations or Placement offices before the departure.