



FAQ-FREQUENTLY ASKED QUESTIONS

Erasmus+ Ka1 Mobility for Traineeship
EU4EU European Universities for the EU
2020-2021

EXTRAORDINARY PROCEDURE 1 February 2021- 15 march 2021

- **To whom is this extraordinary procedure open? Which students can participate?**
All students from the Universities of the French and Spanish Consortia EU4EU can participate, whether or not they have already applied in previous EU4EU Calls.
- **What are the windows of the extraordinary procedure?**
The first window will be open from 1st February to 15th March (mobility period: 1st April 2021 - 31st May 2022).
In case of residual scholarships, other windows will be opened during the year.
- **How does the extraordinary procedure work? What changes compared to the Call of October-November 2020?**
In the extraordinary procedure, both Registration and Matching will be done in a single time window. The National Coordinator approves students' registrations as they are completed, and approved students can immediately access the database of Host Organizations and start the Matching Phase.
- **My profile was approved in the Call of October-November 2020, but i did not match with a Host Organization, do I have to register again or can I use the same profile?**
You don't have to register again, you will use the same profile and start the Matching Phase.

For anything not provided for, rules and FAQ of the ordinary procedures apply, as follows.

APPLICATION - Formal requirements

1. 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.

2. 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, meaning that you must not have already received more than 10 months of Erasmus + mobility grant at the time of the application. Each month of authorized and unfunded mobility ("Erasmus zero-grant" mobility) is included in the total calculation.

3. I have already participated in the EU4EU project last year. Can I apply again?

Yes, you can apply again.

4. 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.

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

- a. 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.

6. 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.

1ST APPLICATION PHASE - ONLINE REGISTRATION ON EU4EU PORTAL

7. How do I formalize my registration on the EU4EU Portal?

To complete the 1st Application Phase - Online registration on EU4EU Portal, 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;
- upload the Declaration of Compliance with date and signature.

To conclude your application you must also complete the 2nd Application Phase - Matching with Host Organization (see below).

For details read the "[GUIDELINES FOR TRAINEES TO THE EU4EU PORTAL AND THE MATCHING PHASE](#)" that you find in the Home page of the Portal

8. Can I update or edit the web form and the uploaded files once I completed my registration on the EU4EU Portal?

No, you should carefully complete your registration, because once you finish it you will no longer be able to edit it.

9. 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 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 Organizations 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](#).

10. 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.

11. 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 the video file can be uploaded in the "language " field.

12. Will I receive a notification of my eligibility to access the 2nd Application Phase -

Matching with the Host Organization?

Yes, students will receive via e-mail a notification of their eligibility after the end of the Registration Phase.

13. If I'm not eligible after the end of the Registration Phase, can I apply again for a scholarship?

Yes, you can apply again for a scholarship in the next Call.

2ND APPLICATION PHASE - MATCHING WITH HOST ORGANIZATION

14. Can I do the internship in the same country where I study?

No, students cannot do the traineeship in the same country where the sending University is based. Internships must be done abroad.

15. Can I do the internship in the UK? How will Brexit impact the Program?

Yes, higher education institutions from programme countries other than the UK can continue to send their students on Erasmus + mobilities to the UK with funds from the 2019 and 2020 Calls, until the projects finish or until the funds have been exhausted.

16. I am eligible for the second application Phase, am I entitled to a scholarship in any case?

Access to the second phase does not automatically guarantee the award of the scholarship. You will have to upload the Letter of Availability during the Matching phase. Applications will be evaluated after the end of the Matching Phase, and a final ranking will be drawn up according to the selection criteria stated in the Call.

17. I have successfully passed an interview with a Host Organization that I found in the EU4EU Portal, now how can I complete the matching?

When the student has reached an agreement with the Host following an 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 his/her account. At this moment the application procedure terminates.

For details read the "[GUIDELINES FOR TRAINEES TO THE EU4EU PORTAL AND THE MATCHING PHASE WITH COMPANIES](#)" that you find in the Home page of the Portal

18. I have more than one Letter of Availability from different Host Organizations, can I upload just one or more in the EU4EU Portal?

If more than one Host Organization sent you a Letter of Availability you must upload just one of them on the Portal, the one from the Host Organization you chose for carrying out your internship. Without any delay inform the Host Organization you didn't pick, in order to leave that offer to other students.

19. I need to download and to fill in the Letter of Availability to upload on my personal page, but I can't find it anywhere. What should I do?

The contact person of your Host Organization must create and fill in the Letter of Availability through the web form, print it, sign it and send it via email to the student.

To complete the matching the student must sign it and upload the letter on his/her profile.

20. Can I participate in the Call by proposing a Host Organization that is not yet registered in the EU4EU Portal?

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

21. 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 the Matching Phase.

22. 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.

23. If I don't pass the selection process, can I re-use the matching completed on the EU4EU portal to apply for other scholarships from my sending university?

No. The matching support service provided by EU4EU Program is reserved exclusively for EU4EU trainees. Only candidates awarded the EU4EU mobility

grant can carry out the traineeship at the Host Organization matched through the EU4EU Portal. The use of the EU4EU Portal for not eligible or not awarded students is strictly prohibited.

24. 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).

25. I missed the deadline to complete my 1st or 2nd Application Phase. Do I have to wait for the next Call to apply for a scholarship?

Once the ranking is published, in the event that a certain number of scholarships is left unassigned, an extraordinary application procedure will be opened up to exhaustion of scholarships. To participate in the extraordinary application procedure, students must register with EU4EU Portal and complete the profile by uploading all the required documentation. Once the registration is completed, candidates will be able to immediately access the Matching Phase and find Host Organizations.

CHANGES IN MOBILITY

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

- a. 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 as an 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 and the Host Organization, cc the Intermediary Organization EuGen (info@eu4eu.org) and specify the reason for the renouncement.

27. 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 your commitment.

28. 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 to find an alternative Host Organization.

29. 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.

30. 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.

31. 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.

32. Is it the COVID19 pandemic considered as a case of force majeure?

Yes, it can be considered force majeure. Due to the containment measures, mobility periods can be undertaken remotely and be concluded with a period abroad in presence if the situation allows it. Full recognition through the ECTS system is guaranteed by The Erasmus+ National Agencies for those traineeships carried out remotely.

You need to contact your National Coordinator for detailed information on:

- recognition of ECTS;
- conditions for the Blended Mobility (physical mobility combined with virtual mobility);
- conditions for receiving the grant.

DURING THE MOBILITY

33. 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.

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

No. Mobility cannot be interrupted to discuss the thesis.

35. Will I receive additional financial support from the Host Organization?

It is not mandatory for Host organizations 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.

36. During the mobility period, do I have insurance coverage?

During the mobility, all Erasmus+ trainees will be covered by insurance policies. The insurance covers the civil responsibility towards third-party liability and accidents at the workplace. For any details on the effective coverage of the insurance policy, candidates are advised to contact the EU4EU National Coordinator.

37. During the mobility period, do I have medical insurance?

This changes according to the National consortia, you have to check it with your national coordinator.

INFORMATION

38. What document should I read to find information?

In the Home Page of the EU4EU Portal (www.eu4eu.org) click "Read the EU project documentation" and you will find:

- The link to the National Coordinators webpages of the project. There you will find the Call for students and more material
- Guidelines for the EU4EU Portal and the Matching Phase
- FAQ EU4EU for students
- Learning Agreement template
- Letter of Availability example
- Letter of Arrival template

39. What if I don't find the information I'm looking for?

If you need information regarding the Portal and the Host Organizations you can contact EuGen at info@eu4eu.org.

For any other information you can contact you national Coordinator support service:

Italy: helpdeskeu4eu@gmail.com

Spain: movilidad@campusiberus.es

France: eu4eufrance@univ-lille.fr

Croatia: info@informo.hr; mihaela.jovic@informo.hr