

ERASMUS+ TRAINEESHIP

Erasmus+ traineeship

Erasmus+ traineeship at a glance

How long: at least 2 to a maximum of 12 months.

What traineeships: You can do both compulsory traineeships and voluntary traineeships within the framework of Erasmus+.

Where: In the 27 EU member states, as well as in Iceland, Liechtenstein, Norway, Switzerland, Croatia and Turkey.

Grant: approximately €400 - €450 per month, depending on the host country. For students with special needs or with children, there are special grants.

Application Deadlines: You should submit your application documents to the International Office about 1 ½ months before your traineeship begins. Application documents (application form, learning agreement) can be accessed here, where you also apply https://www.service4mobility.com/mobility/BewerbungServlet?identifizier=fhbf87462385&kz_bew_art=OUT&kz_bew_pers=S&aust_prog=SMP&sprache=en.

Information: UAS Outgoing Mobility Coordinator (Claus Inanger, 01-720 12 86 22, claus.inanger@fh-vie.ac.at) and degree programme traineeship coordinators (see list below).

Application:

https://www.service4mobility.com/mobility/BewerbungServlet?identifizier=fhbf87462385&kz_bew_art=OUT&kz_bew_pers=S&aust_prog=SMP&sprache=en.

For more information go to:

http://ec.europa.eu/education/opportunities/higher-education/traineeships_en.htm

<http://www.bildung.erasmusplus.at/hochschulbildung/mobilitaet/praktikumsaufenthalte/ueberblick/>

List Traineeship Coordinators at UAS BFI Vienna

Bachelor Degree Programmes

- Work Design and HR Management: Katharina Gröbinger (katharina.groebinger@fh-vie.ac.at)
- Banking and Finance: Margit Ozvalda (margit.ozvalda@fh-vie.ac.at)
- European Economy and Business Management: Barbara Ebersberger (barbara.ebersberger@fh-vie.ac.at)
- Film, TV and Media Production: Andreas Hruza (andreas.hruza@fh-vie.ac.at)
- Logistics and Transport Management: Victoria Kohoutek (victoria.kohoutek@fh-vie.ac.at)
- Project Management and IT: Gerhard Ortner (gerhard.ortner@fh-vie.ac.at)
- Technical Sales and Distribution Management: Roman Anlanger (roman.anlanger@fh-vie.ac.at)

Master Degree Programmes

- European Economy and Business Management: Barbara Ebersberger (barbara.ebersberger@fh-vie.ac.at)
- International Banking and Finance: Margit Ozvalda (margit.ozvalda@fh-vie.ac.at)
- Logistics and Transport Management: Victoria Kohoutek (victoria.kohoutek@fh-vie.ac.at)
- Project Management and Organisation: Gerhard Ortner (gerhard.ortner@fh-vie.ac.at)
- Quantitative Asset and Risk Management: Silvia Helmreich (silvia.helmreich@fh-vie.ac.at)
- Strategic HR Management in Europe: Katharina Gröbinger (katharina.groeblinger@fh-vie.ac.at)

Workflow application Erasmus+ traineeship

1. **Student** searches traineeship position (duration of traineeship at least 2 months, maximum 12 months).
2. **Student** contacts traineeship coordinator of his/her degree programme and gets approval by traineeship coordinator of his/her degree programme.
3. **Student** applies for Erasmus+ Traineeship in Mobility Online (https://www.service4mobility.com/mobility/BewerbungServlet?identifier=fhbf87462385&kz_bew_art=OUT&kz_bew_pers=S&aust_prog=SMP&sprache=en).
4. **UAS Outgoing Mobility Coordinator** (Claus Inanger, claus.inanger@fh-vie.ac.at) checks application.
5. After this formal check **student** continues with application and completes personal data (address, contact details, bank details, etc.) in Mobility Online.
6. **Student** prints out the application form, signs it and sends scanned copy by email to **UAS Outgoing Mobility Coordinator** (Claus Inanger, claus.inanger@fh-vie.ac.at).
7. **Student** downloads learning agreement in Mobility Online. **Student and traineeship company** fill in the missing information in the learning agreement. **Student, traineeship company and traineeship coordinator** of respective degree programme sign the learning agreement.
8. **Student** sends scanned copy of completed and signed learning agreement at least 1 ½ months before start of traineeship by email to **UAS Outgoing Mobility Coordinator** (Claus Inanger, claus.inanger@fh-vie.ac.at).
9. **UAS Outgoing Mobility Coordinator** nominates student in Erasmus+ database.
10. **Erasmus+ National Agency** sends nominated student email.
11. **Student** registers in the **Erasmus+ traineeship database** (link provided in email of Erasmus+ National Agency). Access code can be found in the nomination email. Student completes and checks data in the database.
12. **Student** fills in necessary information in the **Erasmus+ traineeship database**.
13. **Erasmus+ National Agency** approves traineeship.
14. **Student** prints out **Erasmus+ Agreement** (2 copies), signs both copies and sends these **by registered mail to Erasmus+ National Agency** or takes them there personally.
15. **The Erasmus+ National Agency** sends student a recognition email (Zuerkennungsmail).

Contact

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