



## **Key information for Host Organizations 2023 - Extra Ordinary Procedure -**

### *The internship*

- Duration: 2 to 6 months
- Period: 20th March 2023 - 31st December 2023
- Focus: preferred on EU projects, not be mandatory
- Task and Dates: Host Organizations and trainees will agree on tasks and dates
- Country: Students cannot do the internship in the same Country where their University is based

### *No costs for Host Organizations*

- Host Organizations participate free of charge
- Students receive the Erasmus+ scholarship and do their traineeship with an insurance

### *Requirements for Host Organizations*

- Any organization can host interns: SME's, larger companies, municipalities, non-profit associations, universities, etc. The only organizations banned are bodies of the EU institutions
- Core business must be coherent with the EU values
- Must provide a tutor present at least 3 times per week
- Must provide a workstation, desk, internet connection etc.
- Must fill in EU4EU surveys

### *Registration and Matching Phase with candidates*

- Host Organizations must register on the EU4EU Portal ([www.eu4eu.org](http://www.eu4eu.org)) in time to join the Matching Phase with students (registration are open throughout the year)
- The Matching Phase starts on 07 February 2023 and ends on 07 March 2023
- The Host Organization whose registration has been approved will be able to see students' profiles on the Portal, select candidates and schedule web interviews
- If the interview is successful the Host Organization creates the Letter of Availability through the webform on the Portal, signs it, and then sends it to the candidate chosen
- Host Organizations are notified if the candidates selected won the scholarship

### *How many trainees per Host Organization?*

- Host Organizations can upload a maximum of 15 Letters of Availabilities per year (between the 07 February 2023 and the 07 February 2024), regardless of the period of the mobility
- Ratio 3 staff for maximum 1 trainee