



# INTERNSHIP START UP RULES

## EU4EU 2022-2023: Internship start up rules

Below are the **6 rules** that scholarship-winning students must follow to formalize the acceptance of the traineeship and ensure its successful start.

### Rules for scholarship winners

Successful candidates shall **formalize their acceptance of the grant** on their profile on the Portal within 7 days of receipt of the Notice of Admission. In the event of non-acceptance within this deadline, the mobility grant shall be deemed to have been forfeited.

#### FOR SPANISH CONSORTIUM STUDENTS ONLY

1. In addition to formalizing acceptance of the scholarship on their profile on the Portal, candidates must also sign the following form.

2. The definitive assignment of the contribution is subject to the uploading on the Portal by the admitted candidate of the **Learning Agreement** filled in and signed by the student, the home university and the chosen Host Organization, at the latest 3 weeks before departure. Information on how to fill in the Learning Agreement are contained in the Guidelines on how to use the Learning Agreement.

After uploading the Learning Agreement, the candidate will receive by e-mail a copy of the mobility agreement or "Grant Agreement". The latter must be signed and sent by the candidate at the latest 1 week before departure your National Coordinator via e-mail to with a qualified electronic or digital signature.

#### FOR SPANISH CONSORTIUM STUDENTS ONLY

In case of an ecological trip, you must communicate it before doing the Grant Agreement that you can find in: [www.campusiberus.es/erasmusdoc](http://www.campusiberus.es/erasmusdoc)

In case of fulfilling the requirements for the additional aid for inclusion, the reasons must be communicated before sending the Grant Agreement. These cases are:

3.
  - Being or having been a beneficiary of a general study grant from the General State Administration or a grant from the Department of Education of the Basque Country
  - Certificate of receipt of benefit of Minimum Vital Income / Minimum Income of Insertion or any other benefit of equal or similar nature of the family unit, according to the denomination adopted in each Autonomous Community
  - Large or single-parent families
  - Administrative consideration of victims of terrorism, gender violence or orphans



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**4.** Before the start of the placement, **the candidate will receive an invitation to register and complete the OLS language test on the EU Academy website.** Completion of the online assessment prior to departure is highly recommended.

**5.** On the first day of the internship, the intern must upload the **"Letter of arrival"** signed by the contact person/-mentor of the Host Organization on the Portal. The payment of the first installment will be arranged by the National Coordinator at the beginning of the internship period, usually within 30 days of uploading the Letter of Arrival on the Portal, provided that the student has already signed the Grant Agreement.

**6.** Within 2 weeks from the start of the mobility, trainees will be able to **fill in the Entry Survey** to report any initial difficulties on the part of the student regarding the work environment, the relationship with the tutor, the degree of satisfaction of the assigned tasks, the accommodation and safety conditions and allow EuGen to intervene in support of the student.

### "Zero Grant" rules

Eligible non-grant students may decide to take part in the project without any financial support, in **"Zero Grant"** mode, according to the rules published above. The mobility, if carried out regularly and in accordance with the conditions mentioned here, will be recognised for all its aspects.

### Waiver of traineeship

**Waiver:** Accepting the Erasmus+ internship is a serious commitment made by the candidate. Any waivers occurring before or during the mobility must be duly justified in writing for **serious and proven cases of force majeure**, to the **National Coordinator**, to the **Host Organization** and **info@eu4eu.org**. The minimum period of internship at the Host Organization is **60 days**, unless otherwise specified by the National Agency. The interruption of mobility before this period will result in the **refund of the amount received** and in the **non-recognition of credits**, in accordance with the provisions of the National Agency, except in proven cases of force majeure.