



Erasmus+ Traineeship programme 2024-2025

Erasmus+ is the EU programme for Education, Training, Youth and Sport, which includes all 27 Member States, as well as Iceland, Liechtenstein, Norway, and Turkey. Under its 2021-2027 framework, the Erasmus+ programme focuses on inclusion and diversity, on ecological and digital transition, as well as on the promotion of young people's participation in democratic life.

The Erasmus+ Traineeship Programme offers students the possibility to obtain funding for internships in companies and organizations from other programme countries, so that they can improve their communication, linguistic and intercultural skills, and acquire expertise and experience in a working environment. The general aim is to improve their access to the professional world on a European scale.

SEPIE (the Spanish Service for the Internationalisation of Education) is the Spanish state body responsible for the coordination, management, and distribution of these funds for all universities and educational institutions in Spain. In accordance with the SEPIE resolution of November 16, 2023, IBEI has obtained funding for traineeship mobilities, awarding funds for projects for the educational mobility of people (KA131) in the Higher Education sector, within the framework of the project 2023-1-ES01-KA131-HED-000136680.

IBEI is offering a limited number of Erasmus+ scholarships for traineeship mobility in Europe.

I. AIM

The minimum period for a curricular internship is 120 hours, and scholarships can be granted for a minimum period of 2 months to a maximum period of 4 months, even though the internship may be going on for a longer period of time (between 2 and 12 months). The traineeship has to take place in organisations or companies in any EU member country (except for Spain and your home country) before 31 July 2025. The receiving organizations cannot be EU institutions and other EU bodies including specialised agencies or organisations managing EU programmes such as Erasmus+ National Agencies.

The traineeship will be confirmed by signing an agreement between the organisation, IBEI and the student, which sets the rules of the internship and the obligations of each party.

II. REQUIREMENTS

In order to qualify for the Erasmus+ traineeship programme, students need to comply with the following requirements:

- a) Be enrolled as a student in one of the master's programmes at IBEI when applying for the curricular traineeship.
- b) Have successfully completed the first semester and count with the approval of the Academic Internship Coordinators to start the curricular internship.
- c) Be a citizen of one of the member states of the Erasmus+ programme or, in the case of students from non-EU countries, have a valid student residence permit in Spain during the entire mobility period.
- d) Have been accepted in a public or private organisation which is located in any of the EU member states (except for Spain and their home country), to do a traineeship between 1 September 2024 and 31 July 2025, and have the approval of the Academic Internship Coordinators who have deemed the traineeship academically relevant and in compliance with the internship regulations.



- e) Demonstrate a good level (at least B2) of the language of the host country or the main working language of the organisation.
- f) Not benefit simultaneously from an Erasmus+ study grant. Students can benefit from both modalities of the Erasmus+ grant, but the traineeship and exchange study period have to be consecutive, during a timeframe of max. 12 months. It is possible to undertake an Erasmus+ study exchange and an Erasmus+ traineeship at different times during your master's programme, subject to the approval of the relevant coordinators at IBEI. Both periods abroad must be recognised as counting directly towards your master's programme, and the maximum duration of both together should not exceed 12 months.
- g) Provide proof of medical and civil liability insurance covering the entirety of the planned mobility period. This must be valid for your country of destination.

III. SELECTION CRITERIA

The applications will be selected according to the following selection criteria:

- a) Average grade of the academic transcript at the time of the application.
- b) Relevance of the curricular internship for the master's programme
- c) A good knowledge of the working language of the host organisation. Knowledge of the language of the host country is an asset.
- d) Motivation of the student.

IV. RIGHTS AND DUTIES OF THE TRAINEES

The student selected for the internship will have the following rights:

- a) To carry out a curricular internship stay of minimum 2 and maximum 12 months.
- b) To receive supervision during the internship period by the IBEI Academic Internship Coordinator as well as a professional working for the company/organisation where the student does the internship.
- c) To receive a report by the company/organisation containing details of the activities carried out, the period and the performance of the student.
- d) To receive an evaluation according to the criteria established by IBEI (in the case of curricular internships).
- e) To obtain academic recognition of the stay abroad in line with the signed Grant Agreement and its annexes, according to the standing regulation.

The student will have the following duties:

- a) Comply with the IBEI internship guidelines as well as any further applicable guideline.
- b) Carry out the internship project following the instructions of the mentor/tutor in the host company/organisation and under the supervision of the IBEI Academic Internship Coordinators.
- c) Stay in contact with the IBEI Academic Internship Coordinator acting as academic tutor, inform them about any incident and submit the required documentation such as the final internship report.
- d) Start working at the host company/organisation at the agreed date, respect the schedule, the rules and the security and risk prevention regulations and comply with all the activities agreed on before the start of the internship.
- e) Submit the documentation required by the programme within the established deadlines and in the correct form and carry out all the required procedures related to the grant.



- f) Carry out the educational project and duly comply with the activities agreed with the host company/organisation.
- g) Write a final internship report, submit all the relevant documents as proof of the internship stay and carry out the required procedures.
- h) Demonstrate a respectful attitude towards the host company/institution/organisation.

As an intern, the student will have the rights and duties outlined in the Royal Decree 592/2014 of 11 July, which regulates external academic internships of university students, in the Royal Decree-Law 2/2023 of 16 March, which regulates the terms and condition of the inclusion in the General Social Security Scheme/System of students carrying out internships (both paid and not paid), in the IBEI Academic Regulations, in the IBEI Internship Guidelines and in the Erasmus+ Learning Agreement.

V. FUNDING

- a) Students who comply with the conditions outlined under section II (REQUIREMENTS) may receive an Erasmus+ grant as a contribution to their travel and subsistence costs. The monthly amount of the grant varies according to differences in the living costs of the host country:

Group 1 Programme countries with high living costs	Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway and Sweden.	€500
Group 2 Programme countries with medium living costs	Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, the Netherlands, Portugal.	€450
Group 3 Programme countries with low living costs	Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey.	€400

- b) Students who have been awarded a general MECD grant for the academic year 2023-2024, and those with a valid "Família Numerosa" card will receive an additional monthly grant payment of €250.
- c) The minimum period for an internship is 2 months, and scholarships can be granted for a maximum of 4 months, even though the internship may last for a longer period of time (up to 12 months).
- d) Option without funding: if the number of applications is higher than the available grants, IBEI may grant mobilities without funding.
- e) Erasmus+ traineeship funding is not incompatible with the funding of other institutions such as the AGAUR or others, which will be evaluated on a case-by-case basis.
- f) The award of the scholarship, irrespective of whether the grant amount has already been paid to a student or not, can be revoked if during the award process data was concealed or falsified or in the case of a breach of one or more duties in section IV.
- g) If the student does not complete the internship, the scholarship will have to be returned.

VI. TIMETABLE

- IBEI students may apply for an Erasmus+ traineeship grant for an internship carried out



between 1 September 2024 and 31 July 2025 before the start of the internship. Funding will be granted on a rolling basis and until the budget has been spent.

- Students can apply on a rolling basis until 30 April 2025. Applications received after this date will not be considered.
- Applications that do not comply with the requirements will be automatically excluded.

VII. OUTCOME

The Selection Committee, consisting of the Academic Coordinator of International Mobility, the Academic Internship Coordinators, the Internship Officer and a member of the International Mobility Office at IBEI, will decide about the applications of the students on a rolling basis.

VIII. FURTHER INFORMATION

Once the funding has been awarded, IBEI will provide the students with information about the required steps they will have to comply with before they start their mobility as well as the necessary documents they will have to complete and submit to the IBEI Academic Office (internship@ibei.org) and the International Mobility Office (international@ibei.org).

IX. COORDINATION AND INFORMATION

The IBEI Academic Office (internship@ibei.org) and the International Mobility Office (international@ibei.org) are in charge of the general coordination of the Erasmus+ traineeship programme.