

# *Erasmus+ traineeship abroad*

**Kadi Möldri**

International Studies Specialist  
Academic Affairs Office (room T-215)  
Tallinn University  
E-mail: [kadi.moldri@tlu.ee](mailto:kadi.moldri@tlu.ee)



# *Practical information*

---

Erasmus+ Student Mobility for Traineeship

<https://www.tlu.ee/en/Erasmus-Traineeship>



TALLINNA ÜLIKOOL

# *Participation requirements*

- Traineeship can be carried out starting from the **first year of Bachelor's studies**.
- **Sufficient language** skills are required (working language of the host organisation, at least B1 level).
- Duration of traineeship can vary from **2-12 months**.  
**NB!** Student is allowed to participate in Erasmus+ Student Mobility programme (studies/traineeship/or combined) up to a maximum of 12 months at every study level (Bachelor's/Master's/PhD).
- Traineeship can be carried out during the summer.
- Each Erasmus student is obliged to make him/herself an **accident and liability insurance** for the Traineeship period.



- Traineeship has to be agreed upon between the student and his/her academic unit.
- Traineeship is to be carried out as a **compulsory traineeship subject**, or be completed within any other subject belonging to student's TU Study Programme as long as the student's academic unit agrees with that.
- Study programmes since 2016-17 ac. year have a „**Practical Training**“ course (in most cases 6 ECTS, depending on the Study Programme) and „**International Internship**“ course (9 ECTS in most cases, depending on the study programme).

These courses can be combined for an Erasmus+ Traineeship (creating a 15 ECTS course) in agreement with the student's institute.

## *Planning TRAINEE- SHIP*



TALLINNA ÜLIKOOL

## Erasmus+ traineeship and tuition fee at TU

Student's enrolled from the 2018/19 ac. Year need to pay **50% of their tuition fee** for the semester abroad.

### Receiving scholarship for Erasmus+ traineeship (maximum duration)

If the traineeship course in the student's TU Study Programme (or any other subject within which a traineeship is carried out), gives less than 15 ECTS, yet the planned traineeship is longer than 3 months, then the maximum period for which the Erasmus+ scholarship is provided, is 3 months.

## *Planning TRAINEESHIP (2)*



# *Planning Traineeship (3)*

## **Students with an Estonian residence permit (maintaining full-time student's status at TU)**

Non-EU/EAA students have to carefully keep track that they would always **maintain full-time student's status at TU**.

Maintaining full-time student's status at TU is a must in order to have the right to extend the Estonian residence permit. If you are going for an Erasmus+ traineeship, and know in advance that during this period your residence permit will expire, please turn to the TU International Admission Specialists at [admissions@tlu.ee](mailto:admissions@tlu.ee) in a timely manner.



# Where to go?

## Programme countries:

- All EU member states + UK
- Former Yugoslav Republic of Macedonia
- Iceland
- Liechtenstein
- Norway
- Turkey
- Serbia



TALLINNA ÜLIKOOL

# *Where can the traineeship be carried out?*

- **Student is responsible for finding a traineeship organization/company.**
- **The host organization may be:**  
Entreprises, training centres, research centres, higher education institutions, national/or foreign country's representations such as embassies/consulates (the organisation's profile and field of activity must match the requirements set for a student's traineeship at his/her TU academic unit).
- **European Union** institutions and organisations managing EU programmes are **excluded**.



# *Useful LINKS*

- Traineeship offers that have been sent to TU

Look up

<https://www.tlu.ee/en/Erasmus-Traineeship> → „New traineeship offers“

- Various traineeship portals including, but not limited to
  - [www.erasmusintern.org](http://www.erasmusintern.org)
  - [www.praxisnetwork.eu](http://www.praxisnetwork.eu)



TALLINNA ÜLIKOOL

# *Erasmus+ Traineeship for Recent Graduates*

- Can be carried out and completed within 1 year from graduation.
- Maximal length of Traineeship is 6 months.  
These 6 months should fit in the maximum 12 months period that a student is allowed to use Erasmus+ funding per study-level (whether for Exchange studies/Traineeship/combined)
- Application has to be presented to TU Senior Specialist for International Studies the latest 2 months before graduation.
- A recent graduate will be issued Europass certificate at the end of the traineeship.



# *European Commission Scholarship*

<b>Higher and Medium living cost countries</b>	Denmark, Finland, Iceland, Luxembourg, Sweden, the United Kingdom, Liechtenstein, Norway, Austria, Belgium, Germany, France, Italy, Greece, Spain, Cyprus, the Netherlands, Malta, Portugal	<b>720 €/month</b> 1 month = 30 days
<b>Lower living cost countries</b>	Bulgaria, Croatia, Czech Republic, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, the former Yugoslav Republic of Macedonia, Turkey	<b>670 €/month</b> 1 month = 30 days

The scholarship is paid out in two parts: 80% before the traineeship and 20% after the traineeship has finished.

# *Additional Support for Students with Special Needs*

- Opportunity to apply for **additional scholarship** which helps cover additional expenses abroad **stemming from a specific special need** (a need derived from one's physical, mental or health state).
- For further information, and applying, contact **TU senior Specialist** for International Studies (case-based applications).

# Applications

- Applications are accepted throughout the academic year, for autumn and spring semester, as well as for summer.
- Before applying, please get in touch with your (1) Study Counsellor (2) Erasmus+ Departmental Coordinator and (3) Traineeship Supervisor and discuss your possibilities to go for a traineeship
- The student has to submit the application documents at least 2 months before the start of the traineeship (Recent Graduates: at least 2 months before graduation) to TU Senior Specialist for International Studies.
- Students must present:
  1. **A (digitally) signed application form** (download from <https://www.tlu.ee/en/Erasmus-Traineeship> )
  2. **Motivation Letter** (1-2 pages, including a brief description of the traineeship);
  3. **Proof of Language (B1) spoken in the host organisation**
  4. **Initial letter of acceptance from the host organisations** (e-mail is sufficient)



# *If selected for Erasmus+ Traineeship*

- Student/Recent graduate will fill in the Learning Agreement for Traineeship.
- **LA for Traineeship** is to be signed by **(1)** the student/recent graduate, **(2)** the supervisor of the traineeship in host organisation, **(3)** supervisor of the traineeship at TU academic unit and **(4)** Erasmus Departmental coordinator at TU academic unit.
- As a final step, the Learning Agreement for Traineeship, signed by all parties, will be sent to TU Senior Specialist for International Studies by e-mail.
- Next, the Erasmus+ Traineeship scholarship contract between the student and TU Senior Specialist for International Studies will be signed.
- Right before the traineeship, the student/recent graduate has to fill an online language test (link sent to e-mail)



# *After completing the Erasmus+ Traineeship*

Upon returning from traineeship abroad, student/recent graduate has to present the following documents within a month:

- **To TU Senior Specialist for International Studies**

The last part of the Learning Agreement for Traineeship (*After the Mobility*), where host organisation certifies the beginning and end dates of the traineeship and the activities carried out during the traineeship .

- **Online**

European Commission **feedback report** (link sent to e-mail after the end of the traineeship)

**Online language test** is also filled in after the end of the traineeship (link sent to e-mail)

- **To Student's TU School (not applicable for Recent Graduates)**

Student presents the traineeship portfolio, according to the requirements of student's TU academic unit.

# TU Departmental Erasmus Coordinators

<b>Baltic Film, Media, Arts and Communication School</b>	<i>Liesel Ets</i> <a href="mailto:liesel.ets@tlu.ee">liesel.ets@tlu.ee</a>	
<b>School of Digital Technologies</b>	<i>Merily Müürsepp</i> <a href="mailto:merily.muursepp@tlu.ee">merily.muursepp@tlu.ee</a>	
<b>School of Humanities</b>	<i>Maris Peters</i> <a href="mailto:maris.peters@tlu.ee">maris.peters@tlu.ee</a>	
<b>School of Educational Sciences</b>	<i>Liis Raudsepp</i> <a href="mailto:liis.raudsepp@tlu.ee">liis.raudsepp@tlu.ee</a>	
<b>School of Natural Sciences and Health</b>	Health Sciences and Sports	<i>Reeda Tuula</i> <a href="mailto:reeda.tuula@tlu.ee">reeda.tuula@tlu.ee</a>
	Natural Sciences	<i>Kaija Käärt</i> <a href="mailto:kaija.kaart@tlu.ee">kaija.kaart@tlu.ee</a>
	Psychology and Art Therapies	<i>Sille Silluta</i> <a href="mailto:sille.silluta@tlu.ee">sille.silluta@tlu.ee</a>
	Crafts	<i>Jaana Taar</i> <a href="mailto:jaana.taar@tlu.ee">jaana.taar@tlu.ee</a>
<b>School of Governance, Law and Society</b>	<i>Marianne Mitt</i> <a href="mailto:marianne.mitt@tlu.ee">marianne.mitt@tlu.ee</a>	



# Senior Specialist for International Studies

**Nele Dobrõš**

Mon-Thu 14.00-16.00 room T-215 (Narva mnt 25)

+372 6409 136

[www.tlu.ee/erasmus-in-english](http://www.tlu.ee/erasmus-in-english)

[erasmus@tlu.ee](mailto:erasmus@tlu.ee)



TALLINNA ÜLIKOOL

Thank you for your participation!

---