

# ERASMUS + STEP BY STEP

## GENERAL INFORMATION

1. The internship can last a minimum of 2 months and a maximum of 12 months.
2. The internship can take place in a country that takes part in the Erasmus+ programme
3. You can complete an internship as part of first, second and third cycle studies
4. If you are a graduate you can still go on internship, but it has to happen within one year after your graduation date
5. You should search for the institution / company / university / enterprise which can accept you as a trainee within the Erasmus+ programme
6. As far as possible, internships should be compatible with the field of your studies

## BEFORE MOBILITY

1. First, select an institution/company/university/enterprise from one of the Erasmus+ countries where you would like to perform an internship at. Here you can find some useful links that offer internships abroad- <http://erasmus.san.edu.pl/internships>

Of course, you can look for internship on your own using other websites or sources, such as having friends abroad who might help you to find a right place of the internship

2. Contact the selected place of your potential internship - find out what your internship would look like, and what duties you would have. Try also to get information about the possible accommodation there

3. Contact the coordinator of the Erasmus + programme at your sending institution (SAN) - e [erasmus@san.edu.pl](mailto:erasmus@san.edu.pl)

4. Contact the dean of your faculty and consult him if the place of your internship is a right place

5. You can start preparing the documents that officially confirm your Erasmus+ internship abroad if:

- the Erasmus+ office has available funds for your internship and your Erasmus+ scholarship
- you have found a company which agreed to accept you as a trainee

6. Contact the dean responsible for your major and your department's internship coordinator and tell them about your plans. You need to consult them if the selected place of your internship is compatible enough with your field of studies, so it can be recognized later and put to the Diploma Supplement

If you need help with this, you can also write to us at [erasmus@san.edu.pl](mailto:erasmus@san.edu.pl)

7. If you are obligated to perform the internship within the field of your studies anyway, this abroad internship can be counted as your obligatory internship. However, to find out how much of the Erasmus internship is compatible with your obligatory internship, you need to contact your dean and your department's internship coordinator

8. . After the dean's approval and your department's internship coordinator, with the help of our Erasmus + office, you must fill out your Learning Agreement for Traineeship (LA) which is an agreement containing your date of departure for your Erasmus+ stay, and the programme of your traineeship to be followed abroad

.Make sure to select the place of internship which most closely corresponds to your field of studies at your sending institution (SAN)

9. You can find an empty draft of the Learning Agreement for Traineeship here-  
<http://erasmus.san.edu.pl/files-to-download>

Fill in all required fields and be sure to include your personal data, information about SAN and your receiving organisation/enterprise, correct dates, contact addresses and the list of duties that you are going to perform in the receiving organisation/enterprise

10. Before you sign the document, send us filled in Learning Agreement for a Traineeship via e-mail [erasmus@san.edu.pl](mailto:erasmus@san.edu.pl), and wait for our confirmation and verification of your LA

11. After receiving confirmation from our Erasmus + office that your LA is correct, please sign it on the page 2, in the table under the name "Trainee"

12. Send the scan of your signed LA to your dean (ADVISABLE), or make an appointment and bring the printed LA. Ask for a signature of the dean in the "Responsible person at the sending institution" on page 2 on the printed page or ask for the scan of it (ADVISABLE)

13. After obtaining the dean's signature on your LA, please send us a copy / scan of the document, and the second scan / copy to your receiving organisation/enterprise

14. Ask the receiving institution to sign your LA in the table under the name "Supervisor at the Receiving Institution"

15. Once they sign it, send us via email to our Erasmus+ office a scan of LA with all three signatures- yours one, your dean's, and the receiving institution's

16. Also remember to send the document "Podanie do dziekana" by e-mail, which you can find here - <http://erasmus.san.edu.pl/files-to-download>

17. Get the dean's signature on this document and send us a scan of the signed document to [erasmus@san.edu.pl](mailto:erasmus@san.edu.pl)

18. About a month before your departure, you sign a Financial Agreement (2 copies), which you will receive from us by e-mail and which must be completed and signed by you

19. Complete the obligatory language test on the OLS platform (you will receive a request to complete it by e-mail)

20. Make sure that all formalities have been completed (contact: Erasmus office, a dean, a receiving organisation/enterprise)

21. Find out about the accommodation options. The company might help you to arrange the accommodation. If not, look for accommodation in private apartments using trusted sites.

**We do not take any responsibility for your choice of accommodation. We advise to take smart decisions and look for only trustable sources.**

22. Remember about having a health insurance:

- if you are a student/graduate of SAN and you are from Poland, please get yourself an EHIC card (karta EKUZ)

- if you are a student/graduate of SAN and you have a different citizenship, please get yourself an EHIC card/NFZ insurance (more information on <https://www.nfz.gov.pl/dla-pacjenta/ubezpieczenia-w-nfz/>) or a commercial insurance

23. Remember about getting yourself a universal student card which can be valid in any country of European Union, e.g. ISEC/Euro 26

24. Remember to open a Euro bill on your bank account since the Erasmus+ scholarship is transferred to your bill in Euro

Groups of countries	Miesięczne stypendium z programu Erasmus w walucie Euro
Group 1 – Denmark, Great Britain, Finland, Ireland, Iceland, Lichtenstein, Luksemburg, Norway, Sweden,	<b>670</b>
Group 2 – Austria, Belgium, Cyprus, France, Germany, Greece, Holland, Italy, Malta, Spain, Portugal	<b>650</b>
Group 3 – Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Macedonia, Romania, Serbia, Slovakia, Slovenia, Turkey	<b>600</b>

*Amount of the Erasmus+ scholarship per month for trainees (SMP mobility)*

25. Remember that you get 70% of the Erasmus+ grant before your mobility start, and the remaining rest (30%) of it is transferred to your account after your arrival and providing documents (Transcript of Records, Confirmation of Stay OLS test, etc.)

## **DURING YOUR MOBILITY**

1. Remember to perform your duties carefully and precisely
2. In case of any questions, remember to write to us [erasmus@san.edu.pl](mailto:erasmus@san.edu.pl)
3. Before returning to the country, you should obtain from your company:

- CONFIRMATION OF STAY (2 copies) - certificate with exact dates of your Erasmus+ stay at the receiving organisation/enterprise (the dates should match the dates on your Financial Agreement)

- the part "After Mobility" in the Learning Agreement for Traineeships which should be completed and signed by the internship supervisor, confirming the implementation of your internship program

**MAKE SURE YOU TAKE 3 COPIES OF EACH DOCUMENT - for yourself, the dean's office and our Erasmus + office.**

## **AFTER MOBILITY**

1. Within one week of returning via e-mail (scan in PDF) and the post, you must send us:

- CONFIRMATION OF STAY (1st copy)
- the part "After Mobility" in the Learning Agreement for Traineeships which should be completed and signed by the internship supervisor, confirming the implementation of your internship program
- STUDENT SURVEY – which you fill in on-line, you will receive a link to the survey to the e-mail address provided in the application for candidates for foreign studies
- LANGUAGE TEST – which you complete it on the OLS platform

2. Within one week of returning, remember to go to the dean's office and bring in paper form or send by e-mail (ADVISABLE) copies of your - CONFIRMATION OF STAY (2nd copy) with a request for credit and recognition at the Społeczna Akademia Nauk

\*Make sure that both the Erasmus+ office and the dean office of your faculty receives your documents.

Remember to go to the dean's office before leaving for your internship - so that the dean's office employee can put your Erasmus+ internship into the computer system, and after ending your internship- to also note it; go there with your Certificate / After Mobility

Instructions on how an employee of the dean's office should put your Erasmus+ mobility into the system BEFORE AND AFTER DEPARTURE are on the back of "Podanie do dziekana- na praktykę" - <http://erasmus.san.edu.pl/files-to-download>

The name of the receiving institution you have been to, the programme of your Traineeship and the exact dates of your Erasmus+ mobility must be put by the dean office to the internal system in order to be recognized and printed in Diploma Supplement later.