HÖGSKOLAN I BORÅS

Finansieras av Europeiska unionen

Application Erasmus+ Traineeship Grant

Student information

First name		Last name	
Personal identity number [1]		Nationality	
Street address and street number		Postal code	
City and Country		Telephone number	
Student e-mail (Sxxxxxxx@hb.se)		E-mail for communication (if different from student e-mail)	
Gender	Male Female Undefined		
Study programme			
Are you currently registered on a course within the study programme in Ladok?	YES ☐ NO ☐	Have you applied for/ received your degree diploma?	YES ☐ NO ☐
If you have previously participated in Erasmus+, for how many months have you participated in total?		On which study level did you participate?	Bachelor ☐ Master ☐ Doctorate ☐

Contact person

To be able to reach next of kin in case of emergency, please provide a contact person's details.

Name		Telephone number	
Relation with the contact person			

Traineeship information

The Erasmus+ traineeship may be carried out in three different ways.
Pick the alternative below (1-3) that you are applying for.

☐ 1: traineeship embedded in the curriculum (part of your study programme, counting towards the degree).

☐ 2: voluntary traineeship (outside the study programme).

☐ 3: recent graduate (taking place after the study programme).

For recent graduate traineeship: Are you currently studying the last semester of your programme?	YES ☐ NO ☐
For recent graduate traineeship: One of the requirements is that the student should apply for the degree diploma as soon as possible once the study programme has finished. Do you intend to apply for the diploma as soon as possible?	YES ☐ NO ☐

Are you planning to do the traineeship with a course?

☐ Yes, with a course that is included in my study programme (mandatory for option 1).

☐ Yes, with a freestanding course not included in my study programme (for option 2 and 3).

☐ No, I will do a non-credit traineeship (for option 2 and 3).

If you will do the traineeship with a course, fill in the course information below.

[1] If you do not have a personal identity number, please add your T-number instead.

Name of the course			
Name of the course coordinator		Ladok code	
Starting date of the course in Ladok		Ending date of the course in ladok	
Note! Being accepted for an Erasmus+ traineeship does not equal being admitted and/or registered to the course. It is the student's responsibility to register to the course in Ladok. Only students registered to the course who pass the examinations may receive credits.			

Traineeship information			
Name of the traineeship organisation		City and Country	
Street address and street number		Postal code	
Website of the traineeship organisation			
Contact person name		Contact person e-mail	
Contact person phone number		Number of working hours per week	
Will you be living in the traineeship country during the entire physical mobility of the traineeship?	YES ☐ NO ☐	Will you receive other funding from the EU during the traineeship?	YES ☐ NO ☐
Main working language		Additional working language	
Is the main working language your native language?	YES ☐ NO ☐	Is the traineeship in digital skills*?	YES ☐ NO ☐
***Traineeship in digital skills:** any traineeship where trainees receive training and practice in at least one or more of the following: digital marketing (e.g. social media management, web analytics); digital graphical, mechanical or architectural design; development of apps, software, scripts, or websites; installation, maintenance and management of IT systems and networks; cybersecurity; data analytics, mining and visualisation; programming and training of robots and artificial intelligence applications. Generic customer support, order fulfilment, data entry or office tasks are not considered in this category.			

Traineeship duration – pick one option			
Option 1: Long mobility 2-12 months + optional virtual component.		**Option 2: Short blended mobility** 5-30 days + mandatory virtual component.	
Starting date physical mobility (YYYY-MM-DD)		Starting date physical mobility (YYYY-MM-DD)	
Ending date physical mobility (YYYY-MM-DD)		Ending date physical mobility (YYYY-MM-DD)	
If applicable: Starting date virtual component (YYYY-MM-DD)		Starting date virtual component (YYYY-MM-DD)	
If applicable: Ending date virtual component (YYYY-MM-DD)		Ending date virtual component (YYYY-MM-DD)	

Letter of Intent		
For the application to be complete you need to hand in a signed Letter of Intent from the receiving organisation.	I confirm that I attach a Letter of Intent to my application.	YES ☐ NO ☐
If no, explain why not:		

Describe the main tasks during the physical mobility of the traineeship.
If applicable: describe the tasks of the virtual mobility of the traineeship.
Describe why the traineeship is relevant to your study programme and future professional life.

Travel grant

Participants may apply for funding for extra travel days to/from the traineeship destination.

Max 1 travel day per direction for non-green travel.

Max 3 travel days per direction for green travel, i.e. the main means of transport both to and from the host organisation is made by train, bus, car-pooling or other sustainable transportation. It is not enough to travel green in only one direction to qualify for green travel. Travel done on the same day(s) as the traineeship does not count as extra travel day(s).

Examples: If your traineeship ends on a Friday and you…

- *travel back to Sweden on that same Friday, you do not need any extra travel days. Pick "0 days" below.*
- *begin your travel to Sweden on that same Friday and arrive on Saturday, you need one travel day. Pick "1 day" below.*
- *travel back to Sweden with green travel during Saturday and Sunday, you need two travel days. Pick "2 days" below.*

Which will be your **main means of transport** to and from the host destination?	**Green travel** Train ☐ Bus ☐ Shared car (at least 2 people in the car) ☐ Not yet decided but I will use green travel ☐	**Non-green travel** Plane ☐ Boat ☐

Number of extra days for travel needed **to** the destination	0 days ☐ 1 day ☐ 2 days ☐ (only green travel) 3 days ☐ (only green travel)	Number of extra days for travel needed **from** the destination	0 days ☐ 1 day ☐ 2 days ☐ (only green travel) 3 days ☐ (only green travel)

Student's signature	
By signing the application form, I confirm that…	
• …I understand that "student UT" (the student group insurance) only applies to direct travel between Sweden and the traineeship country. If I do not travel as directly as possible to/from the traineeship country, I need to review my insurance coverage to make sure I have a private insurance that is valid during the trip. ▪ … I understand that if I belong to the group "students with children", "students with long-term or permanent disability" or "student with protection status" and want to receive a top-up, supporting documents must be submitted in person or by post at the same time as the application form. ▪ …the information provided in this form is correct.	
Date of signing	
Signature	

Supporting person's signature	
By signing the application form, I confirm that…	
▪ …I support this application and confirm that the traineeship is suitable for the student's study programme and (if applicable) the course.	
Name	
Position (e.g. Programme Coordinator, Course coordinator)	
Date of signing	
Signature	

If the application is accepted

If the application is accepted, the student will receive more information on what to do before, during and after the traineeship to receive the grant and participate in Erasmus+.

Privacy Notice

Personal data that you provide about yourself in the form and during the mobility process will be processed by the university for the purpose of decision-making, documenting, administrating and following up the mobility. The personal data will be kept and erased according to applicable statutory regulations and disposal decisions. The University of Borås is the controller of the processing of personal data, with a legal basis for the processing in article 6.1 (b) (e) and article 9.2 (g) of the General Data Protection Regulation as well as chapter 3 § 3 para. 2 of the Swedish Data Protection Act.

The personal data will be made available to the Swedish Council for Higher Education and the European Commission for their independent processing of the data for the purpose of implementing and following up the mobility. You can read the European Commission's privacy statement here: https://webgate.ec.europa.eu/erasmus-esc/index/privacy-statement

Read more about how the University of Borås processes your personal data and what rights you have at the university's website, hb.se/privacy.