



**Guidebook for outgoing  
students**

**&**

**Traineeship**

## Erasmus+ Recruitment at the end of February

All interested in participating in the Erasmus+ programme is required to provide the Coordinator of Erasmus+ with the following documents:

- a resume;
- an applying form (download [HERE](#) for studying and for traineeship [HERE](#));
- a cover letter;
- an academic teacher's reference (chosen by a student)
- a certificate from the Dean's Office of the University of Economy of an average mark from a last closed study semester;
- a certificates of additional student's achievements and activities.

→ After submitting documents, candidates obtain information about the date and place of the interview by email;

--> Interview is held in English;

--> Candidacy of students will be marked in: average mark from last closed semester -40%, interview, also including the knowledge of English and alternatively the language of classes to be held at foreign university(exceptionally if that language will not be English), and the motivation-40%;

→ Additional achievements and activities of a student, including activities in favor of university-20%;

--> Candidates will be informed about the results of recruitment by email at the latest two weeks after the recruitment meeting.

## Course of proceeding

## When you have been selected

- A student needs to confirm what kind of placement wants to choose for a traineeship in the framework of the Erasmus+ programme. List of partner institutions according to a field of study might be found [HERE](#);
- Scholarship according to a country might be found [HERE](#);
- A student is responsible for finding a place for a traineeship. The participant could use the list of partners offered by WSG or makes own search.

- ➔ A student starts the application procedure with the host institution;
- ➔ A participant fills in the Training Agreement (section “Before the Mobility”) with a Practice Supervisor at WSG (download [HERE](#));
- ➔ After signing the Training Agreement student signs the Financial Agreement with the home university and receives a scholarship;
- ➔ Visa: a student has to obtain a student visa. Regarding this case, the participant needs to contact an Embassy of a country, where would like to go. The student is responsible for concluding a visa.
- ➔ Health insurance: a participant needs to have adequate insurance coverage. Having Liability insurance coverage and accident insurance coverage by the participant is highly recommended. The student is responsible for concluding the insurance.
- ➔ A student has a duty to submit the 1<sup>st</sup> OLS test, which receives on an email.

## Before the Mobility

## During the Mobility

- ➔ Stay at foreign institution should last as long as specified in the financial agreement between WSG and a student;
- ➔ A student mobility can't be shorter than 2 months.
- ➔ A student may change a job position in a Training Agreement at a host placement only in cooperation with the Erasmus+ Coordinator in the host and the send institution.

- ➔ After coming back from a host institution student has to present full set of documents signed by foreign university:
  - ❖ Transcript of Records
  - ❖ Certificate of Stay
- ➔ A student needs to submit an Erasmus+ Survey, which receives on an email;
- ➔ A student is obliged to submit a 2<sup>nd</sup> OLS test, which receives to an email;
- ➔ Every student prepares the report regarding a mobility abroad, which includes text and pictures.

## After the Mobility