



**FAQ-FREQUENTLY ASKED QUESTIONS**  
**Erasmus+ Ka1 Mobility for Traineeship**  
**EU4EU European Universities for the EU – France**  
2020-2021

*EXTRAORDINARY PROCEDURE 1 February 2021- 15 March 2021*

● **To whom is this extraordinary procedure open? Which students can participate?**

All students from the Universities of the French and Spanish Consortia EU4EU can participate, whether or not they have already applied in previous EU4EU Calls.

● **What are the windows of the extraordinary procedure?**

The first window will be open from 1st February to 15th March (mobility period: 1st April 2021 - 31st May 2022).

In case of residual scholarships, other windows will be opened during the year.

● **How does the extraordinary procedure work? What changes compared to the Call of October-November 2020?**

In the extraordinary procedure, both Registration and Matching will be done in a single time window. The National Coordinator approves students' registrations as they are completed, and approved students can immediately access the database of Host Organizations and start the Matching Phase.

● **My profile was approved in the Call of October-November 2020, but i did not match with a Host Organization, do I have to register again or can I use the same profile?**

You don't have to register again, you will use the same profile and start the Matching Phase.

**For anything not provided for, rules and FAQ of the ordinary procedures apply, as follows.**

APPLICATION  
Formal requirements

**I have already obtained my bachelor's degree/master's degree/PhD and I am not currently enrolled in any university. Can I apply for a scholarship?**

No. To participate in the mobility project with a graduate status, you must apply for a scholarship before obtaining the title. In particular, to be awarded it is necessary that the student is regularly enrolled in one of the institutions of the Consortium at the time of submitting the application and while doing the traineeship.

**I have already participated in an Erasmus + project (study or traineeship) in the past. Can I also participate in this project?**

Yes, provided that the sum of the months spent abroad with all the projects does not exceed the total of 12 months in the same cycle of studies. Each month of authorized and unfunded mobility ("zero-eu-grant" mobility) is included in the total calculation.

**I have already participated in the EU4EU project last year. Can I apply again?**

Yes, you can apply again.

**I am currently participating in another EU-funded project. Can I apply for and receive an Erasmus + scholarship?**

Yes. It is possible to request it, but the dates of the two projects cannot coincide and must be spaced for at least 5 working days.

**Are only candidates of French nationality authorized to participate?**

No. The project is open to students of any nationality, as long as they are enrolled in one of the institutions of the Consortium at the time of submitting the application.

**I come from an extra-EU country. What do I have to do to get my documents?**

It will be the responsibility of the participant to elaborate the required documentation to obtain a residence permit or a visa for a traineeship in the destination country. It is advisable to consult first the European Immigration Portal and the diplomatic representatives of your country and of the destination country.

1ST APPLICATION PHASE - ONLINE REGISTRATION ON EU4EU PORTAL

**How do I formalize my registration on the EU4EU portal?**

To complete the registration the candidate must:

- access the portal through the link [www.eu4eu.org](http://www.eu4eu.org),
- create an account and "Sign In" to the portal
- complete the registration by entering personal data in the web form,
- upload and save the 3 required files (CV, Motivation Letter and Language Certificate)
- digitally subscribe the Declaration of Compliance.

For details of this procedure the candidate can refer to the "[GUIDELINES FOR TRAINEES TO THE EU4EU PORTAL AND THE MATCHING PHASE WITH COMPANIES](#)"

**Can I update or edit the web form and the uploaded files once I completed my registration on the EU4EU Portal?**

No, you should carefully complete your registration, because once you finish it you will no longer be able to edit it.

**How should I set the Motivation Letter? To whom should I address it?**

The Motivation Letter is an essential document for your application, together with the Curriculum Vitae. This document will enable you to stand out from all the other candidates. We therefore recommend that you take care of the content, which will have to describe your educational and professional background, your motivations in proposing the application for a traineeship abroad and your professional goals.

Considering that your letter will be visible to all Host Organization enrolled in the EU4EU portal, you can introduce it using the formulas "To whom it may concern" or "Dear Sir / Madam".

To support the drafting of the Motivation Letter you can use also the [Europass model](#).

**How can I demonstrate that my linguistic competence is at least B1 level?**

The candidate must upload at least one of the following documents/file:

- at least B1 level (or equivalent) language certification, issued by a certifying body;
- certificate issued by a language school or language resources center in the institution, of at least B1 level;
- study plan that highlights the passing of a level language exam at least B1;
- Video CV in English

**I'm fluent in English but I am not currently in possession of a certification. How can I prove my English knowledge?**

If the candidate does not have one of the documents required to prove his / her knowledge of English (at least B1 level), he / she can create a Video Cv with the topic: "Introduce yourself and explain your motivations".

The video must have a minimum duration of 1 minute and a maximum of 3 minutes.

Remember to take care of both the content of the video and its technical realization. For more information: [https://europa.eu/youth/lu/article/57/50896\\_en](https://europa.eu/youth/lu/article/57/50896_en).

The embedded code/link to video file can be uploaded in the "language certificate" field of the form.

**Will I receive a notification of my eligibility to access the 2nd Application Phase - Matching with the Host Organization?**

Yes, students will receive via e-mail a notification of their eligibility after the end of the Registration Phase.

APPLICATION

Matching process and search of the Host Organization

**Can I do the internship in the same country where I study?**

No, students cannot do the traineeship in the same country where the sending University is based. Internships must be done abroad.

### **Can I do the internship in the UK? How will Brexit impact the Program?**

Yes, higher education institutions from programme countries other than the UK can continue to send their students on Erasmus + mobilities to the UK with funds from the 2019 and 2020 Calls, until the funds have been exhausted or until 31/05/2022.

From 01/01/2021 on, students have to request a visa to do a internship in the UK :

<https://www.gov.uk/government-authorized-exchange>

They also have to get a health insurance, as the EHIC is not valid anymore in the UK.

### **I am eligible for the second application Phase, am I entitled to a scholarship in any case?**

Access to the second phase does not automatically guarantee the award of the scholarship. You will have to upload the Letter of Availability during the Matching phase. Applications will be evaluated after the end of the Matching Phase, and a final ranking will be drawn up according to the selection criteria stated in the Call.

### **I have successfully passed an interview with a Host Organization inside the EU4EU portal, now how can I complete the matching?**

When the student has reached an agreement with the Host, following a skype interview, The contact person of the host organization must fill out the Letter of Availability through the web form, print it, sign it and send it via email to the student. The student must sign it and upload it to their account. At this moment the application procedure terminates.

For the details of this procedure the candidate can refer to to the Document "[GUIDELINES FOR TRAINEES TO THE EU4EU PORTAL AND THE MATCHING PHASE WITH COMPANIES](#)"

### **I have more than one Letter of Availability from different Host Organizations, can I upload just one or more in the EU4EU Portal?**

If more than one Host Organization sent you a Letter of Availability you must upload just one of them on the Portal, the one from the Host Organization you chose for carrying out your internship. Without any delay inform the Host Organization you didn't pick, in order to leave that offer to other students.

### **I need to download and to fill in the Letter of Availability to upload on my personal page, but I can't find it anywhere. What should I do?**

The contact person of your Host Organization must create and fill in the Letter of Availability through the web form, print it, sign it and send it via email to the student. To complete the matching the student must sign it and upload the letter on his/her profile.

### **Can I participate in the call by proposing an Host Organization that is not yet registered in the EU4EU portal?**

Yes, you can, provided that the Host Organization register on EU4EU Portal by the end of the matching period and is eligible. The application completion procedures are the standard ones.

If you are in contact with a Host Organization that would like to host you, send it this [link](#) to find information on EU4EU for Host Organizations.

**Please note:** if the Host Organization does not meet the eligibility and suitability requirements established in the Call, it cannot register on the portal and will not be

considered eligible. In this case you can still choose a different Host Organization that you will find in the Portal.

**I independently found the Host Organization, how do I know if it is eligible for this project?**

The Host identified by the student must be "a public or private organization active in the labor market or in sectors such as education, vocational training and youth, based in one of the countries of the Erasmus + program". In addition, it must be judged eligible because it meets the requirements indicated in the Call for Students and in the Call for Hosts.

**Please note:** the student cannot do the traineeship in the same country where the sending University is based.

**I received a proposal from a French organization based abroad. Is this an Host Organization eligible for my application?**

Yes, it is eligible, provided that the organization is formally registered in that country, and the country is a member of the Erasmus+ programme.

**I formalized the matching with the Host and completed my application, I am automatically awarded the scholarship?**

No, candidates will have to wait for the results of the selection phase, which will be held at the end of the second application phase (Matching).

**If I am not awarded the mobility grant, I will not be able to carry out the traineeship anyway? Even if I decide to do it on my own without receiving funds?**

No, it is not excluded that the candidate can still carry out the internship, even in the event that he is not the assignee of the scholarship. In fact, in case of exhaustion of EU funds or at the specific request of the student and with the prior authorization of the university, it will be possible to assign to eligible candidates the status of "Erasmus+ zero-grant" which allows for the benefits of mobility, without receiving the EU contribution. In addition, if you are in the waiting list, there are chances that you will be assigned the scholarship at a later stage, if a candidate gives up his grant, and depending your order in the list.

**If I don't pass the selection process, can I re-use the matching completed on the EU4EU portal to apply for other Erasmus + calls from my sending university?**

The matching support service provided by the call is reserved exclusively for candidates applying for the EU4EU Call of the current year. Only candidates awarded the EU4EU mobility grant can carry out the traineeship at the Host Organization identified through the EU4EU Portal managed by EuGen. The use of the EU4EU Portal for not eligible or not awarded student is therefore not admissible.

**Can I agree with more than one Host Organization to do the traineeship in two different locations? Can I also agree to do the internship in two different periods of the year, even with the same Host?**

No, both solutions are not admissible. The traineeship must necessarily take place for the entire duration in a single organization, and must be continuous over time. No interruptions, suspensions or unplanned changes of destination are allowed, except for reasons of force majeure (for more details see the "Changes in mobility" section below)

**I missed the deadline to complete my 1st or 2nd application phase. Do I have to wait for the next Call to apply for a scholarship?**

Once the ranking is published, In the event that a certain number of scholarships is left unassigned, an extraordinary application procedure will be opened up to exhaustion of scholarships. To participate in the extraordinary application procedure, students must register with EU4EU Portal and complete the profile by uploading all the required documentation. Once the registration is completed, candidates will be able to immediately access the Matching Phase and find Host Organizations.

CHANGES IN MOBILITY

**Can I give up the scholarship after receiving it? What are the consequences?**

By signing the Letter of Availability, you agree to do a traineeship in an organization abroad. Changing your mind after signing the document will be considered a unprofessional behavior towards the partners involved in the project. If you are unable to fulfill your commitment, you need to send an official communication by e-mail to the coordinator (eu4eufrance@univ-lille.fr), the intermediary body EuGen (eugen@eu4eu.org) and the Host Organization, specifying the reason for the renouncement.

**Can I change the Host Organization after receiving the scholarship? What are the consequences?**

No, unless you demonstrate a case of force majeure, which prevents you from fulfilling to your commitment.

**Can a Host Organization refuse to host my traineeship, after having signed the Letter of Availability?**

No, except for reasons of force majeure. In the event, support will be provided for find an alternative Host Organization.

**Can I change the dates after signing the Letter of Availability?**

Yes, but it is strongly recommended to limit changes to mobility. Anyway you can propose a change of dates to your Host Organization. You can do this by sending an e-mail to the Host Organization and to your National Coordinator.

**Can I have an extension of the grant at the end of the mobility?**

During the mobility, the participants can request an extension of the scholarship at least one month before the end of the pre-established mobility. Extensions of the financial contribution of mobility can be financed only if there are still funds available.

**What happens if I complete the mobility period before the agreed dates?**

In this case you will have to return the received and unused scholarship. If the traineeship lasts less than 2 months, the scholarship will be returned in full, except for justified reasons of force majeure.

**Is it the COVID19 pandemic considered as a case of force majeure?**

Yes, it can be considered force majeure. Due to the containment measures, mobility periods can be undertaken remotely and be concluded with a period abroad in presence if

the situation allows it. Full recognition through the ECTS system is guaranteed by The Erasmus+ National Agencies for those traineeships carried out partly remotely.

You need to contact your National Coordinator for detailed information on:

- recognition of ECTS;
- conditions for the Blended Mobility (physical mobility combined with virtual mobility);
- conditions for receiving the grant.

## DURING THE MOBILITY

### **During my mobility period, can I do my traineeship in more than one Host Organization?**

No. The entire traineeship period must take place in the Host Organization that has signed the Letter of Availability.

### **During the mobility period, can I interrupt my traineeship to get my degree?**

No. Mobility cannot be interrupted to have exams or oral presentations.

### **Will I receive additional financial support from the Host Organization?**

Host organizations are not obliged to supplement the Erasmus + grant. However, some organizations decide to do so, offering additional direct or indirect financial support. You will find this information in the descriptions of the Host Organization on the EU4EU portal.

### **During the mobility period, do I have insurance coverage?**

During the mobility, all Erasmus+ trainees will be covered by insurance policies provided via the respective sending universities. The insurance covers accidents at the work place, under certain conditions.

In order to benefit from French legislation providing coverage for workplace accidents, this internship must:

- have a duration not exceeding six months, including any extension;
- not include any remuneration that may tend to qualify for rights to workplace accident protection in the host country ; compensations or stipends are acceptable, up to the limit of 15% of the hourly ceiling for social security, and subject to approval by the French Health Insurance Agency of a request for the maintenance of such rights ;
- take place exclusively within the organization signing the traineeship agreement ;
- take place exclusively in the mentioned foreign host country.

When these conditions are not met, the host organization undertakes to contribute to the intern's welfare protection and make the necessary declarations in case of workplace accidents. The trainee must confirm this point with the host organization.

For any details on the effective coverage of the insurance policy, candidates are advised to contact the respective International Relations or Placement offices before the departure.

Trainees will however not be covered by the sending university for civil liability towards third party, so they have to buy an insurance covering it. References of this insurance policy will be required if the student is selected.

### **During the mobility period, do I have medical insurance?**

You must request the European Health Insurance Card to be covered in the host country.

This changes according to the National consortia, you have to check it with your national coordinator.

## INFORMATION

### **What document should I read to find information?**

In the Home Page of the EU4EU Portal ([www.eu4eu.org](http://www.eu4eu.org)) click "Read the EU project documentation" and you will find:

- The link to the National Coordinators webpages of the project. There you will find the Call for students and more material
- Guidelines for the EU4EU Portal and the Matching Phase
- FAQ EU4EU for students
- Learning Agreement template
- Letter of Availability example
- Letter of Arrival template

### **What if I don't find the information I'm looking for?**

If you need information regarding the Portal and the Host Organizations you can contact EuGen at [info@eu4eu.org](mailto:info@eu4eu.org).

For any other information you can contact your national Coordinator support service:

France: [eu4eufrance@univ-lille.fr](mailto:eu4eufrance@univ-lille.fr)