



ERASMUS+ GRANT FOR A TRAINEESHIP | APPLICATION FORM

Family Name:	
First Name:	
FHWN Student ID number / Matrikelnummer:	
Date of Birth:	
Gender:	
Nationality:	
Principle residence:	
FHWN Email-Address:	
Do you receive an Austrian scholarship?	

CURRENT STUDIES @ FH WN

FHWN Study Programme:	
Number of semesters before departure:	
Cycle of Studies (BA/MA):	

PLANNED TRAINEESHIP

Company/University Name:	
Country:	
Duration: (dd.mm.yyyy – dd.mm.yyyy)	

Attention: The duration has to be at least 2 full months (e.g. 1.7. – 31.8.)

Mandatory Traineeship	
Voluntary Traineeship	
Traineeship for Graduates	

I'm a student with special needs. Yes | I'm a student with children. Yes

I have already received an Erasmus grant

	Duration in months	Cycle of Studies (BA/MA)
for studies		
for traineeships		

I agree that FHWN passes on the data mentioned on this application form as well as the ECTS earned during the mobility period to the OEAD (nomination via Students Online), the OLS Online Linguistic Support (working language, participation in a language assessment and/or a language course) and the European Commission (via Mobility Tool).

Date

Signature Student

CONFIRMATION – Head of Study Programme

The planned traineeship responds to the student degree-related learning and personal development needs.

Date

Name

Signature

INTERNATIONAL OFFICE

ECTS _____

Date of nomination _____



ERASMUS+ TRAINEESHIP | PROCESS

Please note that FHWN cannot assure that you will be awarded the Erasmus+ grant.
We recommend to apply as early as possible!

- Fill in the “Erasmus+ Traineeship Application Form” that has to be signed by your Head of programme too. Hand it in to your departmental coordinator.
- Additional grants in order to finance the extra costs for students with physical, mental or health-related conditions or students with children are possible.
- Afterwards you will receive the form “Erasmus+ Learning Agreement” that has to be signed by yourself, the receiving organization/enterprise and the Head of programme.
- Submit the Learning Agreement (LA) together with the insurance confirmation(s) and your bank details at the International Office:
 - Health insurance: eg. copy of e-card
 - All students automatically hold an accident/third party liability insurance with the ÖH [Austrian national student union] tuition fee – for a written confirmation, please email to: studierendenversicherung@oeh.ac.at)
 - Bank details: it has to be your own bank account (not the one of your parents), preferably at an Austrian bank. Foreign bank accounts are possible too but you have to pay bank charges for both.
- In the next step, the International Office will nominate you in the Erasmus+ database for grants from the OEAD/Austrian Exchange Service, which issues the grants (*Students Online*).
Nomination deadline:
 - 1 month prior to the start of the traineeship (start October – June)
 - 2 months prior to the start of the traineeship (start July – September)
- You will receive a nomination e-mail with a link & password to register in *Students Online*. After you have filled in all necessary data correctly, your nomination will be reviewed and a “Zuerkennungsmail” (confirmation e-mail) will be sent to you.
- The contract (“Zuerkennungsvereinbarung”) will be available in *Students Online* 20 days before the start of your mobility. Download it, print it twice and sign it. Send it to the Erasmus Office Vienna.
Note: [Preconditions Erasmus Mobility](#)
- After that, 80% of the grant will be transferred to your bank account.
- In order to receive the remaining 20% of the grant, follow the next steps within 4 weeks after the end of your traineeship:
 - Provide the original “Traineeship Certificate” to the Erasmus Office Vienna and a Scan to Claudia Bruckner (claudia.bruckner@fhw.ac.at) stating the exact dates of your stay (minimum two full months!)
 - Fill in the “EU Online survey” via *Mobility Tool* as well as the final OLS language assessment.
- The Erasmus+ Learning Agreement is a mandatory part of the mobility and you are obliged to keep all related documents on file (LA, “Zuerkennungsvereinbarung”).
- In case you miss the deadlines or do not stick to the rules, you will have to pay back the whole grant.
- All regulations published by the OEAD shall apply.
- [Erasmus Office Vienna](#):
Ebendorferstraße 7 | 1010 Wien | +43 1 534 08-485 | erasmus-wien@oead.at
- bildung.erasmusplus.at/de/hochschulbildung/studierende-und-graduierte/