



## Erasmus+ Traineeships Information for host organizations

### What are Erasmus+ Traineeships?

The [Erasmus+ Programme](#), funded by the European Union, supports traineeships abroad for students enrolled in higher education institutions at Bachelor, Master, and Ph.D. levels. These opportunities are open to recent graduates as well.

Interns can contribute to your organization in several ways:

- a trainee can provide a new international perspective, innovative ideas and active support;
- a trainee brings fresh enthusiasm and increased competitiveness and innovation;
- getting trainees' insights into their home culture can open doors to new markets and expand the business;
- enhance competences at the company: the trainee learns from employees, but employees can also learn from an international trainee through interaction with different languages and up-to-date IT skills.

Traineeships may last from 2 to 3 months. They can be extended by mutual agreement to a maximum of one year (without additional Erasmus funding).

### About our university

[Complutense University of Madrid](#) (UCM), founded in 1499, is the largest public university in Spain for on-campus higher education, with 70,000 students and 8,000 lecturers and researchers.

Our centre, the [Faculty \(School\) of Political Sciences and Sociology](#), offers degrees in Political Science, International Relations, Sociology, Anthropology, and Public Administration, as well as joint programmes with Law, Economics, and Philosophy.

### Funding

Our students apply for an Erasmus grant as a partial contribution to their travel and living expenses during their internship abroad. Host organizations should follow their national legislation about paying a salary (or not) to student trainees.

Trainees can receive additional grants or benefits from your institution, government, or other sources. For example, an allowance towards meals, accommodation, or transport costs would be compatible with Erasmus funding.

## Insurance

We require our Erasmus trainees to purchase accident insurance (for damages suffered at the workplace) and liability insurance (for damages caused at the workplace). Access to medical assistance in the host country will be provided by the European Health Insurance Card and/or private health insurance.

## Acceptance

Before the start of the traineeship, the host organization, the university, and the student will sign a [Learning Agreement for Traineeships](#), to provide a transparent and efficient preparation of the traineeship period abroad and to ensure that the trainee will receive recognition for the activities successfully completed.

This document includes the rights and responsibilities of all parties, a detailed programme of the traineeship, information on insurance, and how the internship will be recognized by UCM upon successful completion. Students will ask you to complete a Learning Agreement after their application for an internship has been accepted.

Please do not hesitate to contact us should you need any further information:

## UCM Faculty of Political Sciences and Sociology

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