



# ERASMUS+ TRAINEESHIPS (INTERNSHIPS)

## CLARIFICATIONS AND ADVICE

(this document does not replace the official information of the call for applications; it is complementary information aiming and clarifying some points and some frequent questions)

Oficina de Programas  
Internacionales de Intercambio

## 1. FULL DETAILS AND OFFICIAL INFORMACIÓN ABOUT ERASMUS+ TRAINEESHIPS

Website, official call for applications and online application form:

[Erasmus Prácticas: estancias en empresas de países de la UE para estudiantes](#)  
[UPV : Oficina de Programas Internacionales de Intercambio : UPV](#)

Direct email for any queries: [erasmuspracticas@upv.es](mailto:erasmuspracticas@upv.es)

## 2. CLARIFICATIONS

- Erasmus+ internships can be between 2 and 12 months. You can complete a traineeship during your studies or up to 12 months after defending your undergraduate/master's/PhD thesis; If you have completed another mobility financed with the Erasmus programme during the same study cycle (bachelor's degree, master's degree, doctorate), the maximum duration of your Erasmus traineeship is capped to 12 months minus the duration of your previous mobility. The same thing applies if you complete an Erasmus Traineeship first and then you want to go to an Erasmus mobility for studies.
- You can go to any country in the world, but remember, outside the Schengen area, you will have to manage visa procedures with the consulate of the host country. Furthermore, if you are not a Spanish national or have a permanent residence permit, you must also keep your residence or study permit in Spain up to date in order to receive financial aid.
- The program has no official language requirements, simply whatever the host company/institution may require either through your CV or in an interview before confirming that they accept you.
- The UPV always has an open call for Erasmus Traineeships. The calls have several online application and resolution periods, and these dates cannot be changed. Make sure you plan things well ahead of time so that your application and formal resolution of financial support are published before the actual beginning of your traineeship period.
- If you find a host company / organization, the financial support is guaranteed. It is not a competitive process. You just have to make the request and submit all the documentation as far in advance as possible (we recommend at least two months before the start).
- The traineeship can be curricular or extracurricular. It can only be curricular if the concept of curricular traineeship exists in the structure of your degree and it is authorized by an academic coordinator. Normally it is the person who holds the position of Vice Dean of International Relations in your School or Faculty. If you study a master's degree dependent on a Department or Research Institute (not a School or Faculty), then you would be the Academic Director of your master's degree. If you are enrolled in a Doctoral program, your reference office is the Doctoral School.



### 3. FINDING A HOST COMPANY OR INSTITUTION

- Each student must find a host company or organization. In the instructions for the call on AIRE, we give you some clues about search engines and the history of companies where students from previous academic years have gone, but the most effective thing is to search from scratch.
- The host organization can be a private company, a public entity, a research institute of a university, etc.
- If the destination is a university, generally you will not have the status of "Exchange student", but rather a visitor or collaborator of a research center. This may mean that you do not have access to some student services (sports facilities, accommodation assistance, language courses, etc.). Each university is different in this regard, but keep it in mind.
- When you contact potential host companies / institutions you must always do so in a very personalized way. Don't send generic emails saying you're hoping they'll offer you something. You must study their professional or research activity and send customized messages, linking your interest in them in particular with your academic training, your interests, your CV and how you think you can contribute to their company or institution. The person who receives your message should notice that you are interested in them for something specific. Generic messages usually don't work.
- The host company/organization will want to know what approximate period of internship you are looking for (if your dates are flexible, much better) and under what legal and economic conditions. You must explain that UPV will provide you with a "traineeship agreement", Erasmus financial support for traineeships and that you will take out accident and liability insurance.
- The Erasmus+ program does not require the host company/organization to pay you. However, in some countries, national legislation may require you to do certain things. Some companies, rather than paying you a salary, will prefer to offer food vouchers, accommodation assistance or transportation vouchers, which usually have tax deductions.

**For any question related to your Bachelor Thesis, Master Thesis, or PhD thesis (requirements, registration, etc.), you must contact your UPV School or Faculty. At OPII we inform you exclusively about what has to do with the Erasmus traineeship scholarship**

#### 4. ERASMUS TRAINEESHIP AND BACHELOR / MASTER / PhD THESIS

An internship is a non-academic activity, for professional initiation, integration into a work environment, putting into practice skills learned during your studies, etc. By definition, it is not a purely academic activity.

Can I use my time during a traineeship to prepare a bachelor or master's thesis? Can I use the Erasmus internship for a research period for my doctoral thesis?

Yes, but keep these points in mind:

- If your traineeship is in a company: your supervisor has a professional role, not an academic one. All the academic work will be directed by an academic from the UPV.
- If your traineeship takes place at a university (Research Center, Laboratory, or Department), your supervisor at the host institution may be an academic; however, officially and for the record, the supervision of your thesis is the responsibility of your academic director at UPV ( not at the host institution). They will

In all cases, if you want to submit for approval at UPV a Bachelor or Master's thesis based on data collected during a traineeship, we strongly recommend you verify with the host company if this is OK or if there are any restrictions to use that information in an academic document that will be presented orally at the UPV and that will be uploaded onto the electronic repository of thesis of our university. In some situations and companies there may be restrictions or sensitive information. Find out before.

References to bachelor/master's thesis or doctoral thesis should not appear in the documents submitted for the Erasmus internship. If you are going to use this mobility to prepare academic work in parallel, keep that information outside the Erasmus traineeship documents. These will be two distinct things that you run in parallel.

Specifically, in the company's traineeship acceptance letter at the beginning of the process, or in subsequent documents (reports, tutor evaluations, etc.), references to "master thesis" or "PhD", etc., should be avoided. Instead, the tasks to be performed must be stated along these lines: analysis and study of [...], modeling of [...], classification of [...], design and calculation of [...], compilation of [...], etc.