



ERASMUS WORK PLACEMENT (INTERNSHIP) GRANTS 2015-16 Academic year
INSTRUCTIONS FOR SUBMITTING DOCUMENTS

A) AT THE TIME OF APPLICATION:

The application must be submitted **using the ENTREU on-line form** (entreu.uv.es).
The following documents must also be submitted on-line at this time:

- Proof of having an assigned integrated curricular work placement (by submitting the work placement agreement with the host institution or the work placement committee at the corresponding faculty). Only applicants of type A must submit this document.
- Learning Agreement for Traineeships. Must be filled in and signed by the student, the host institution and the mobility coordinator at the University of Valencia.

B) BEFORE YOUR DEPARTURE

- The **acceptance form for conditions of participation** is to be submitted **using the ENTREU on-line platform** (choose "Aceptación de Beca Erasmus Prácticas").
- You must bring to the International Relations Office the **Grant Agreement**. We need the **original** document, duly filled and signed before the starting date of your placement.
- **Health, liability and accidents insurance:** International Relations Office will provide you with the insurance. You will receive the receipt by e-mail before your departure. We also recommend you to manage the European Health Insurance Card.
- **Online linguistic support:** before you start your internship, you will receive an e-mail from EU with the instructions to do the language assessment.

If you are not in Valencia, these documents can be sent by post or handled by a person chosen on your behalf. All the documents stated above must be submitted in order to receive full payment. Consequently, first amount of the grant will not be paid if part of this information is not provided to the International Relations and Cooperation Office.

B) UPON ARRIVAL AT THE HOST INSTITUTION:

- You must submit via ENTREU ("Expediente Erasmus Prácticas 2016-2017 procedure") the document **"Confirmation of arrival and registration"**, duly signed. We recommend keeping the original document for your own records. The payment procedure is completed following the order in which this document is received.
- **Exceptional Major Changes:** You must fill the document **only if there are exceptional changes** (period, programme, responsible person, etc) to the proposed Learning Agreement for Traineeship. If the exceptional changes mean the extension of the period of traineeship, the request must be sent before the initial ending date.
The amendments with the agreement of your coordinator and the responsible person in the receiving institution should be sent by mail to practiques@uv.es

C) UPON YOUR RETURN:

- You must submit via ENTREU ("Expediente Erasmus Prácticas 2016-2017 procedure") the document **"Traineeship Certificate"** duly signed by the host institution stating the months of the stay (It is very important to take into consideration the warnings about the dates and corrections that are at the end of the form)



Erasmus+



Higher Education
Academic Year 2016/2017

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- Submit the **EU Survey**: once you have provided us the certificate of attendance, European Union will send you an e-mail with a survey that you will have to fill in and send.
 - Online linguistic support (Final test): when you finish your mobility, you will receive another e-mail from EU with the instructions to do the final language assessment.

The remaining part of the grant cannot be paid if part of this documentation is not submitted.

E) COMMUNICATION AND STUDENT SERVICES

- The University of Valencia considers Erasmus Work Placement students to be University of Valencia students during the programme and they are entitled to use our services. The International Relations team offers a personalised timetable, but most of the communication is done by email and therefore it is essential for us to have your current email address.