

Erasmus+ Traineeship (Incoming):

Information for supervisors at TU Berlin

The *Erasmus+ Traineeship Program* is one of the many program tracks of Erasmus+.

However, unlike the *Erasmus+ Student Mobility* program, which supports study visits to partner institutions, *Erasmus+ Traineeship* **does not require a bilateral agreement** between the home institution and the host institution. This also means that students doing an Erasmus traineeship are not integrated into the support structures of the International Office. Instead, they look for a traineeship on their own and organize their stay abroad on their own initiative.

Responsibilities

The home university

- It regulates the application procedure for the Erasmus scholarship and organizes the scholarship payment.
- It also decides on the recognition of the traineeship abroad. The prerequisite for recognition is the *Learning Agreement for Traineeships*.

The host institution (here: TU Berlin)

- It decides on the acceptance of the student as a trainee and regulates the supervision during the traineeship. The selection and supervision of trainees at TUB fall under the responsibility of the respective department to which the student has applied.
- The supervisor is also responsible for signing the *Learning Agreement for Traineeships* (for instructions on the Learning Agreement please see <https://erasmus-plus.ec.europa.eu/resources-and-tools/learning-agreement> > Guidelines in how to use the *Learning Agreement for Traineeships*).

Status of Erasmus trainees

In order to get a TUB account and access to the TUB infrastructure, Erasmus trainees can be enrolled for a limited period of time.

The prerequisite for **temporary enrollment** is a letter of invitation from the supervisor at TUB. That means, only when the supervisor has accepted the applicant, he/she can apply for temporary enrollment.

Temporary enrollment is possible both within and outside the regular semester periods. There are no fixed deadlines for the application.

For any questions regarding temporary enrollment please contact the Office of Student Affairs („Studierendensekretariat“).