

# DURING TRAINEEESHIP



A short exchange period abroad is perfect way to experience more than you can ever imagine! You'll gain more professional knowledge and learn a lot about the culture but also about yourself.

... Present documents:

Faculty	Request to continue your studies
International Relations Department	online <b>Learning Agreement</b> ("After Mobility") <b>Confirmation</b>

- ... complete **Second Language Test Online**
- ... complete **Online Request about Your Traineeship**

## NEED MORE INFORMATION OR HELP?

Consult your international coordinator at the faculty:

<b>Dovilė Sinkevičiūtė</b>	Faculty of Chemical Technology	international.ctf@ktu.lt
<b>Ieva Likadzijauskė</b>	School of Economics and Business	international.evf@ktu.lt
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<b>Brigita Stanikūnienė</b>	Panevėžys Faculty of Technologies and Business	international.ptvf@ktu.lt

## STILL HAVE SOME QUESTIONS?

Consult **Rūta Jankauskienė**

International Relations Department, Academic Exchange Office  
KTU Central Building, K. Donelaičio str. 73–105, Kaunas  
E-mail: [erasmus@ktu.lt](mailto:erasmus@ktu.lt)  
More information: [ktu.edu/en/Erasmus](http://ktu.edu/en/Erasmus)

**Download the Erasmus+ Mobile App:**  
Google Play Store: <http://bit.ly/2slVh4>  
iTunes App Store: <http://bit.ly/2sILLfd>  
FB Outgoing Erasmus+ Students

**Get started today!**



Grants:  
**600–700 €/month**

# TRAINEEESHIP

## WHO?

All **KTU students** (Bachelor, Master and Doctoral level).  
**Recent graduates** (apply before your graduation at KTU).

## WHY?

Erasmus+ supports traineeships (work placements, internships, etc.) abroad. During your traineeship, you have the chance to practice your professional skills in a real-world-like setting and experience soft skills (communication, language and inter-cultural skills, etc.) that are a key factor to employability as well as become more entrepreneurial.

You also have the opportunity to get hands on digital experience in cross-border fields demanded by the market. Already today 90 % of jobs require basic knowledge of digital skills and, with the fast development of new technologies, more and more digital experts are needed.

Read more information on **digital traineeships** at:  
<http://bit.ly/DigitalOpportunities>

## HOW LONG?

**2–12 months.**  
You may repeat your traineeships many times (up to 12 months/ each study cycle).

## WHEN?

You can go for a traineeship:

**right after the first academic year** (summer/voluntary traineeship),

**during your last semester** (mandatory traineeship),

**within 12 months after your graduation** (recent graduate's traineeship).

## WHERE TO GO?

**Any public or private organizations located in one of the Erasmus+ programme countries:**

Austria, Belgium, Bulgaria, Croatia, Czech Republic, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Ireland, Liechtenstein, Latvia, Luxembourg, Former Yugoslav Republic of Macedonia, Malta, Netherlands, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, United Kingdom, Turkey.

## WHERE NOT TO GO?

To **EU institutions, bodies and agencies.**

All are listed at: [https://europa.eu/european-union/about-eu/institutions-bodies\\_en](https://europa.eu/european-union/about-eu/institutions-bodies_en)

## HOW TO START?

Your aim is to find a traineeship place. For that you need to contact respective company (-ies) and ask about your acceptance, so...

**Prepare your CV** (follow Europass CV guidelines) and Motivation letter (check it twice!).

**Send your CV and Motivation letter** to respective company (-ies).

Sometimes you need to send many inquiries, sometimes not. Be calm, persistent and patient!

**No answer?** Review your CV and a motivation letter.

**Need some help?** Consult KTU Career and Education Centre (Studentų g. 67).



Being selected for the traineeship you will receive Erasmus+ trainee status. In addition, you may receive a **grant of 600–700 €/month** (it depends on a traineeship country).

Erasmus+ programme also allows you to receive grant and allowance or any kind of remuneration, including contributions in kind (e.g. meals, accommodation, etc.) from a traineeship organization.

### Complete Your Exam Session Successfully! And...

#### ... Prepare documents:

Faculty	Request to Leave
International Relations Department	online <b>Learning Agreement</b> ("Before Mobility") <b>3 types of insurances</b> (medical, accident and civil liability) <b>Financial Agreement...</b>

#### ... Test your Language Skills Online

It is mandatory to complete testing via free Online Language Support System (OLS) before you leave and after you finish your traineeship. In addition, you may be granted with a free online language course to help you to start learning a new language of your traineeship country or develop current language level!

#### ... Search for Housing

#### ... Plan your Trip to Traineeship Place

## START YOUR APPLICATION

Follow the guidelines at [ktu.edu/Erasmus](http://ktu.edu/Erasmus) and...

**Submit your application documents by 1 September / December / March / June!**

Selection criteria:

**Study results** (minimum grade point average is 6.5)

**Motivation**

Proficiency of a **foreign language** to be used during your traineeship (level B2 is required)

**Compatibility** between traineeship and study programme at KTU.

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**Scientific publications**

Participation in **scientific conferences** (verbal or bench report)

Participation in **research project** activities.

## AFTER SELECTION

