



ERASMUS+ STEP BY STEP

INTERNSHIP MOBILITIES FOR
STUDENTS AND GRADUATES



Co-funded by
the European Union

General information:

1. Mobility can be realized as part of first- and second-cycle studies as well as integrated long cycle master's students.
2. If you are a recent graduate, you can take part in the internship programme, on the condition that you apply while still studying. The internship must end no later than one year after the date of graduation.
3. Mobility can last a minimum of 2 months (60 days) and a maximum of 12 months.
4. The internship programme must be consistent with your field of study.
5. Remember that you cannot exceed the 'Mobility capital' for your program of study. Mobility capital is the cumulative time of all your Erasmus+ mobilities at a given level of study and is as follows: 12 months for first cycle programs, 12 months for second cycle programs, or 24 months for integrated long cycle master programs.

BEFORE MOBILITY

1. Start by looking for an internship placement – an institution / company / university / enterprise in one of the Erasmus+ program countries where you will be able to complete your internship.
If you need guidance on how to look for an internship position, please email us at: erasmus@san.edu.pl
2. Once you have found an internship placement, contact the Department of International Cooperation and Projects (DWZiPM) so that we can help you prepare the documentation for your internship (erasmus@san.edu.pl)
- 3.a) If you want this internship to be recognized as your MANDATORY FIELD-SPECIFIC INTERNSHIP, you must contact your Programme Coordinator or the Dean and ask how many ECTS credits you can receive in exchange for completing an internship abroad. If your programme is approved, please inform us before you start filling out the documents.
- 3.b) If it is an additional voluntary internship, please contact us directly: erasmus@san.edu.pl
4. Once the internship has been approved, you must complete the LA, i.e. the Agreement on the Traineeship Programme. Make sure that the programme of your internship activities and tasks corresponds to your field of study at SAN.
5. The LA template is available at erasmus.san.edu.pl (downloadable documents section). Fill in all the required fields and send us the completed document for final verification and approval to: erasmus@san.edu.pl
6. After receiving confirmation from the Erasmus+ office that your LA has been completed correctly, sign the approved document in the table under the heading "Trainee."
6. The document is then signed by the Erasmus+ Program Coordinator and the you internship company. The company representative's signature must be accompanied by the company's stamp.

8. Once all 3 signatures have been obtained on the document and all other documents have been submitted, a financial agreement for the trip will be prepared.

9. If your internship takes place **during the academic year**, please also remember to email us a scan of the “Application to the Dean” document (downloadable at erasmus.san.edu.pl), signed by the Dean.

10. After submitting a complete set of documents for the mobility, the Student signs the financial agreement for the mobility. The agreement must be signed no later than two weeks before departure (otherwise, the deadline for payment of the scholarship before the start of the stay at a foreign university/institution may not be met). In any case, the agreement with the Students must be signed before the start of their mobility.

11. An bank account in EUR is preferred. Transfers in PLN will only be made at the student's request.

12. The mobility grant is paid in two installments:

- the first one – 70% – before the departure,
- the second one – 30% – after the return from mobility and its completing all procedures, i.e. delivery of all required documents: After Mobility / Confirmation of stay and after completing the Erasmus+ Program Beneficiary Survey, which is sent at the end of mobility to the student's email address specified in the financial agreement.

13. We encourage you to actively use the opportunity to improve your language skills on the OLS (Online Linguistic Support) platform. You will receive a link with instructions by email.

14. Remember to obtain a visa in advance, if necessary.

15. Find out about accommodation options in the place where you will be doing your internship. Your company may be able to help you arrange accommodation. If not, look for accommodation in private apartments using trusted websites or university dormitories located in that city.

*Please note that SAN is not responsible for your choice of accommodation. We advise you to make informed decisions and only look for apartments/rooms from reliable sources.

16. Remember to purchase health insurance, civil liability insurance, and accident insurance. Additionally, if you are a SAN student and come from Poland, obtain an EKUZ card from the NFZ.

DURING MOBILITY

- 1, Remember to perform your duties carefully and thoroughly.
2. If you have any questions, please write to erasmus@san.edu.pl.
3. Before returning home, you must obtain the following from the company:
 - Confirmation of Stay - a certificate with the exact dates of your Erasmus+ internship at the company; you can obtain a template of this document from the Erasmus+ Program Office
 - the "After Mobility" section of the LA, which is completed and signed by your supervisor at the company and confirms your internship.

Make sure you take 3 originals of each document - for yourself, for the Dean's Office, and for the DWZiPM Office.

AFTER MOBILITY

1. After completing your mobility, you must submit the following documents to the DWZiPM office:

- Confirmation of Stay
- 'After Mobility' document

2. You must also complete the online Beneficiary Survey. You will receive a link to the survey by email.

3. After completing your mobility, go to the Dean's office and submit your CONFIRMATION OF STAY and AFTER MOBILITY documents, requesting that your internship be recorded in your academic records.

* If it was your MANDATORY INTERNSHIP, make sure that both the DWZiPM Office and your Dean's office receive all the documents. Based on these documents, the Dean's office staff will be able to enter your mobility into the university system and record your return upon arrival.