



OUTGOING STUDENT GUIDE

MOBILITY FOR INTERNSHIPS
2019/2020

ARCHIP

What is Erasmus+ and what benefits does its internship program have?

Erasmus+ is large educational platform launched by the European Commission which encompasses a number of activities. For university students, the two most important activities include study-abroad and internship mobilities.

The first option means that the Erasmus+ program enables students to take a semester abroad at a partner institution of their home university. For study abroad opportunities, see respective part of ARCHIP website.

The second option facilitates student internships abroad and grants students as well as graduates a monthly allowance to cover the cost of accommodation and living in case their internship is not paid. This is a great opportunity to gain experience in a prestigious firm or company while being able to cover some of the living costs through the Erasmus+ financial support.

What are the conditions?

Conditions are simple. Your internship has to be in an architectural firm or in a company or an institution that is connected to what you study. The rules of the programme further state that you cannot do an internship in one of the official bodies of the European Union.

Second condition is that your weekly workload is 25h or more.

When and for how long can I go for an internship?

ARCHIP students can apply for internships from July 2019 on. Any student can apply, including freshmen, regardless of nationality or age.

The programme also includes traineeship opportunities for fresh graduates under following conditions:

- Participants have to arrange their traineeship before graduating.
- Participants cannot be enrolled in studies during the time of their traineeship.
- The traineeship can start the 1st day after graduation and can last until the 360th day (i.e. one year) after graduation.

Minimum period for an internship or a traineeship is 60 days, maximum is 360 days. However, we would like to ask our students to plan internships for 180 days maximum with a possibility to extend it before it ends. This way, we can ensure funding for any student that deserves the opportunity. If you'd like to extend your internship, just e-mail our international office a month before your original internship ends.

Where can I go?

You have to do the internship outside the Czech Republic, in any Erasmus+ programme country (EU, EFTA, Serbia, Macedonia, Turkey).

Important feature of the programme is that you are the one to select the firm. Once you approach it, you can apply for the internship mobility. Later, we'll need a letter of acceptance from the firm. On top of that, ARCHIP will be sharing calls for interns from several foreign firms as well.

For the UK options, please discuss the recent Brexit development with the international office.

What are the financial conditions?

Erasmus+ program offers a standard monthly allowance for interns* ranging from EUR 480 to EUR 660 depending on your country of destination. See table below for country specifications. This scholarship will be transferred to your account before you leave for your Erasmus+.

EUR 480	EUR 600	EUR 660
Bulgaria	Austria	Denmark
Croatia	Belgium	Finland
Estonia	Cyprus	Iceland
Hungary	France	Ireland
Latvia	Germany	Liechtenstein
Lithuania	Greece	Luxembourg
Macedonia	Italy	Norway
Poland	Malta	Sweden
Romania	Netherlands	UK
Serbia	Portugal	
Slovakia	Spain	
Slovenia		
Turkey		

*month = 30 days, your total allowance is counted proportionally and paid in full before you leave

Erasmus+ internship does not affect (or add to) your tuition at ARCHIP. If you decide to do a one-semester internship while being a student, you won't have to pay tuition during that semester, but you will obviously have to pay tuition once you're back and you have to extend your studies.

Graduates naturally don't pay any tuition when doing the traineeship abroad.

Trainees should not be classified as 'workers' – that means you should not be obtaining salary from your firm. However, some firms may grant you some kind of a financial support (e.g. for accommodation, transport etc.) which is – by all means – allowed!

How does the internship work within the ARCHIP study plan?

In order not to extend your studies at ARCHIP, you can take on a summer internship (and of course the graduate traineeship since you'll be done with your studies then).

If you'd like to take on a longer internship (e.g. half a year), you can of course do that, and ARCHIP will enable you to do that. You will however have to extend your studies. We recommend combining this with a study-abroad Erasmus+ stay.

Furthermore, if you'd like, Erasmus+ internship will grant you credits from 'Preparing for Practice' course which you will not have to take in the 6th term.

For individual requests, e-mail our international office.

What deadlines should I keep an eye on?

The deadline for the Erasmus+ internship and graduate traineeship applications is [March 31, 2019](#). In case there are funds still left after the first applications round, you'll be then [able to apply anytime](#). You'll know whether we confirmed your internship in 48 hours after the deadline or a week after your application has been submitted.

For application deadlines during 2019/2020, please contact our international office.

Exceptions to the system of deadlines are possible in urgent cases (e.g. if you need the decision earlier for the firm to know).

How does the process work, step by step?

1. APPROACH THE FIRM.

First, you have to approach the company and see if they'd be interested in hosting you as an intern or trainee. If you need an introductory letter from ARCHIP to support your request, let our international office know and obtain your own copy.

The company has to be an architectural firm or an organization active in fields that are close to what you study. This step is essential for your application.

2. SUBMIT APPLICATION.

Fill in the application found online and submit it to our international office – we'll let you know whether you passed the ARCHIP round soon. The application has to be filled in to indicate your interest in participation.

3. GET AN ADMISSION LETTER.

Once you have passed the ARCHIP round, we will want an admission letter as a proof. Now, you're officially admitted for the Erasmus+ internship programme.

4. PREPARATION – LEARNING AGREEMENT.

Together with your mentor at the receiving firm and with ARCHIP's international office, you fill in a learning agreement for internships. Make sure that your work content is described properly, you have specified your workload

per week and the exact dates of your stay abroad. The dates are essential for your allowance amount and they are not changeable after.

5. PREPARATION – PRACTICALITIES.

Two practicalities are remaining at this point: you have to make sure that you have a bank account that allows SEPA payments (i.e. almost every European account) and that you are insured for the whole period of your internship. If unsure, you might want to discuss insurance requirements and options with our international office as well as the firm.

6. REMAINING PAPERWORK – GRANT AGREEMENT.

You sign the Erasmus+ grant agreement and other paperwork at ARCHIP's international office. Based on the agreement, you'll get the full allowance transferred to your account before leaving abroad.

7. YOUR INTERNSHIP.

When you come to your place or internship, make sure to get the confirmation of internship period signed. Then enjoy your new experience!

8. PAPERWORK ABROAD.

At the end of your internship, your mentor has to fill in the traineeship certificate which is a part of the learning agreement. This also serves as proof to us. Your internship's end date should be the same as indicated in your learning agreement, else your scholarship will be slightly reduced.

9. COMING BACK.

You come back, hand in the paperwork and get credits from PC by ARCHIP, in case you'd like that. If everything's in order, you're good to proceed with your studies (or with your life if you're a graduate – good luck!)