

Checklist for Erasmus+ traineeship/project-oriented placement

- **Find the traineeship/project-oriented placement**
 - You will have to find the company/organisation yourself. You can get career guidance from SDU RIO via mitsdu.dk/rio and check out the [SDU Jobbank](https://mitsdu.dk/jobbank)
- **Get your pre-approval of the traineeship/project-oriented placement from the study program**
 - You can ask your academic advisor (faglig vejleder) or the secretary of the study board (studienævnsssekretær) about how to apply for the pre-approval
 - The pre-approval can also be a supervisor contract (praktikkontrakt/vejlederkontrakt)
- **Apply for financial support from Erasmus+ through SDU International Office**
 - Submit the application form for financial support for traineeship/project-oriented placement abroad via our [online application system](#)
 - Submit the following documents through spoc.sdu.dk:
 - Preapproval from your study board/the supervisor contract
 - Your contract (with the company/organisation)
 - Your Erasmus+ [Learning Agreement for Traineeships](#) (filled in and signed by both you and the company/organization. SDU International Office will sign on behalf of Sending Institution later on)
- **Receive financial support from SDU International Office**
 - Return the signed Grant Agreement, which you will receive from SDU International Office via email
- **When returning home**
 - Hand in part 3 of the Erasmus+ Learning Agreement for Traineeships (“After the mobility”), signed by you and the company/organisation
 - Hand in the document Confirmation of Stay, signed by you and the company/organization. The document will be sent to you along with the Grant Agreement
 - Fill in the Erasmus+ evaluation. The evaluation will be sent to your SDU student email by the Erasmus+ program
- **Final considerations**
 - We strongly encourage you to make sure that you’re properly insured. Consider taking out insurance that covers you for the entire duration of your stay and at all locations (both while you’re at work at the company/organization and your free time). Find more information at mitsdu.dk/studyabroad > *How to do it > Insurance and safety*

For help or guidance, please contact us through spoc.sdu.dk, by phone +45 6550 2264 or meet us in person at the student help service, Zonen, in Odense. Opening hours can be found at mitsdu.dk/studyabroad > *Contact and guidance*