



## MANUAL ON HOW TO APPLY FOR INTERNSHIPS

**Would you like to have some international trainees in your organisation but you don't know where to find them? You think your organization has an interesting job program to offer to students from European countries?**

Various European programs make it easy to apply for international internships, but first you'll have to define yourself what specific kind of internship you would like to offer: paid or unpaid? For which amount of time? Etc.

The best known European programmes for unpaid internships are Erasmus (student exchange mobility) and Leonardo da Vinci (as part of the European Commission's Lifelong Learning Programme). Erasmus is for students doing internships during their studies, Leonardo da Vinci is for graduates.

Both programmes are supported financially and practically by the European Union and transmitted through universities or national agencies in the trainee's country of origin. Basically this means that most of the administrative preparation is done by the trainees themselves in cooperation with their university or national agency.



### What to do if you're looking for a trainee?

- \* Share the information (including conditions, expectations, policy, etc) on your website and Facebook page. This is the easiest and most important way to spread the news.
- \* Enter your proposal into an online database. Databases connected to these programmes are:
  - <http://www.eaec.eu.com/index.php?id=32> (Erasmus database)
  - <https://leonet.joeplus.org/en/offers/> (Leonardo da Vinci database)
  - [www.praktikum.de](http://www.praktikum.de) (for Germany)
  - <http://www.placement-uk.com/pages/index.php> (for United Kingdom)
  - <http://www.cidj.com/> (for France)
  - [http://www.naep.cz/index.php?a=view-project-folder&project\\_folder\\_id=61](http://www.naep.cz/index.php?a=view-project-folder&project_folder_id=61) (for Czech Republic)