

Application Form: CERFA TRAINEESHIP PROGRAMME 2025

Host Applicant - Scientific Supervisor/Project Leader at the Receiving Institution/Enterprise

This person is responsible for signing the Learning Agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate.

Name:

Position:

e-mail:

Phone:

Department/Faculty:

Institution:

Address:

Website:

Organization Type (see annex I):

Public body YES NO

Non-Profit YES NO

Size < 250 employees >250 employees

Principal Investigator/ Head of the research group (must be filled in only in case it differs from the Host Applicant - Scientific Supervisor)

This person accepts the supervision of the student by the Host Applicant - Scientific Supervisor.

Name:

Position:

e-mail:

Phone:

Department/Faculty:

Institution:

Address:

Website:

Contact person at the Receiving Institution (must be filled in only in case it differs from the Host Applicant - Scientific Supervisor)

A person who can provide administrative information within the framework of Erasmus+ traineeships at the Receiving Institution/Enterprise.

Name:

Position:

e-mail:

Phone:

Consent to publish Traineeship Data.

I agree that my name, title of the project, its duration and the name of the Receiving Institution / Enterprise can be published on the **CERFA website** as an awarded supervisor of the Traineeship Programme 2025.

Project description: Traineeship Programme at the Receiving Institution/Enterprise

Description of the project that will be done by the Student - Trainee at the host institution. The traineeship consists of a short research project where the Host Applicant - Scientific Supervisor hosts the Student - Trainee in their research group. This agreement includes partial funding support for mobility on the trainee, covered by the Erasmus + Program, but it does not include funding for consumables.

Wished period for the mobility (1) : from (day/month/year) to (day/month/year)

Are the dates flexible? YES NO

1. Traineeship title:

2. Number of working hours per week:

3. Detailed programme of the traineeship (2) (max. 300 words):

4. Knowledge, skills and competencies to be acquired by the end of the traineeship (expected Learning Outcomes) (max 100 words):

5. Monitoring plan (max 100 words):

6. Evaluation plan (max 100 words):

7. Impacts and benefits of the traineeship to the Host Applicant - Scientific Supervisor (max 100 words):

Specifications and requirements:

This section refers to specific knowledge or expertise that the Student - Trainee must have in order to proceed successfully with the proposed project.

8. Research Area(s) (see annex II):

You can indicate as many areas as you want, but add them in your priority order

9. Is the Host Applicant - Scientific Supervisor willing to evaluate the student's performance so that the student could validate the traineeship as ECTS credits (3): YES NO

9a. Is the certification of the supervision as a honorary supervisor a priority for the Host Applicant / Scientific Supervisor (4):

No, I am not interested in receiving a certification as an honorary supervisor.

Yes, I am interested in receiving a certification as an honorary supervisor, but I will also consider other applications.

Yes, it is a MUST to receive a certification as an honorary supervisor and I will only consider those applications which will allow me to do so.

10. Specific expertise, technical knowledge:

11. Level of studies (please be as specific as possible):

12. Language:

The level (5) of language competence in _____ (indicate here the main language of work that the trainee already has or agrees to acquire by the start of the mobility period is: A1 A2 B1 B2 C1 C2 Native speaker)

13. Does the host institution require any other language besides the language of work? YES NO

Which one?:

14. Does the host institution require any further paperwork done to host a Student - Trainee (under the condition of this programme) YES NO

14a. If YES, please detail:

Funding information:

15. Does the applicant have independent research funding to support the research expenses of the project? YES NO

15a. If YES, please give details:

If NO, please provide the support of the Line Manager or Head of the project by signing in the **acceptance form**.

16. The Receiving Institution/Enterprise will provide financial support to the Student - Trainee for the traineeship YES NO

16a. If YES, amount (EUR/month):

17. The Receiving Institution/Enterprise will provide a contribution in kind to the Student - Trainee for the traineeship: YES NO

17a. If YES, please specify:

Please send this application form **as a word document**, with your name in the title ("AF 2025_Name_Surname.docx") together with the scanned copy of the signed (or digitally signed) Acceptance form and a short CV (max. 2 pages) to coord.traineeship@cerfa.de

(1) A minimum of 2 months. The planned period in this call should be between 1st of June 2025 and 31st of December 2025 (in case of UCLM students) or 31st May 2026 (in case of UAM students). After the matching of host candidates with students and by mutual agreement between the two parties, the exact dates can be changed and the total stay could be prolonged.

(2) Consider that this must be read by the selection committee but also by the students, who will apply to the project.

(3) The application to validate the project as ECTS credits will come exclusively from the student. **This is not used as a criteria for matching.**

(4) The universities will be informed about the priority, **however there is no assurance that the matching of the student will be based on it.** For more information about the types of certification you can receive as a supervisor please read our [FAQ](#).

(5) Level of language competence: a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

Annex I: List of Organisation Types

EPLUS-EDU-HEI

Higher education institution (tertiary level)

EPLUS-SOCIAL

Social partner or other representative of working life

EPLUS-EDU-GEN-PRE

School/Institute/Educational centre – General education (pre-primary level)

EPLUS-RES

Research Institute/Centre

EPLUS-EDU-GEN-PRI

School/Institute/Educational centre – General education (primary level)

EPLUS-YOUTH-COUNCIL

National Youth Council

EPLUS-EDU-GEN-SEC

School/Institute/Educational centre – General education (secondary level)

EPLUS-ENGO

European NGO

EPLUS-EDU-VOC-SEC

School/Institute/Educational centre – Vocational Training (secondary level)

EPLUS-NET-EU

EU-wide network

EPLUS-EDU-VOC-TER

School/Institute/Educational centre – Vocational Training (tertiary level)

EPLUS-YOUTH-GROUP

Group of young people active in youth work

EPLUS-EDU-ADULT

School/Institute/Educational centre – Adult education

EPLUS-EURO-GROUP-COOP

European grouping of territorial cooperation

EPLUS-BODY-PUB-NAT

National Public body

EPLUS-BODY-ACCRED

Accreditation, certification or qualification body

EPLUS-BODY-PUB-REG

Regional Public body

EPLUS-BODY-CONS

Counselling body

EPLUS-BODY-PUB-LOC

Local Public body

EPLUS-INTER

International organisation under public law

EPLUS-ENT-SME

Small and medium sized enterprise

EPLUS-SPORT-PARTIAL

Organisation representing the sport sector

EPLUS-ENT-LARGE

Large enterprise

EPLUS-SPORT-FED
Sport federation
EPLUS-NGO
Non-governmental organisation
EPLUS-SPORT-LEAGUE
Sport league
EPLUS-FOUND
Foundation
EPLUS-SPORT-CLUB
Sport club

Annex II: Research Areas

Biology
Biochemistry
Chemistry
Environmental Science
Physics
Mathematics
Food Technology
Pharmacy
Architecture
Biotechnology
Nanoscience and Molecular Nanotechnology
Informatics

Engineering (please specify within):

- Chemical Engineering
- Aerospace Engineering
- Agricultural Engineering
- Civil Engineering
- Building Engineering
- Electrical Engineering
- Industrial Electronics and Automation Engineering
- Forest Engineering
- Computer Engineering
- Mechanical Engineering
- Mining Engineering

Or choose a specific bachelor or masters degree from [UCLM](#).