INFORMATION FOR OUTGOING STUDENTS

Erasmus+ traineeships abroad

APPLY BY
1 November
2026

Call 2026/27 · Traineeships in the summer term 2027

With an Erasmus+ grant, you can complete a traineeship of 2 to 6 months at a host organisation abroad and gain professional experience during your studies. Here you will find out who can apply, which documents you need and how the selection works.

APPLICATION DEADLINE	NOTIFICATION	TRAINEESHIP PERIOD	DURATION
1 November 2026	**23 November 2026**	**Summer term 2027**	**2 to 6 months**
by e-mail	at the latest	1 February – 31 August 2027	at least 60 days

Who can apply

- You are a regular student at Sigmund Freud Private University.
- By the start of your traineeship, you will have completed at least your first year of study. As applications are made in advance, you may still be in your first year when you apply.
- Your grade point average (GPA) is at least 2.5.
- You have sufficient skills in the working language of your host organisation.
- Your application is complete, formally correct and submitted by 1 November 2026.

Exclusion criteria

We cannot consider your application if

- ✕ your GPA is below 2.5,
- ✕ the traineeship takes place in your country of citizenship*, or
- ✕ the traineeship is shorter than 2 months or longer than 6 months.

* Exception: with a valid registration certificate (e.g. a Meldezettel in Austria), a traineeship in your country of citizenship may be possible. A German student who lives and studies in Austria, for example, could in some cases be eligible for an Erasmus+ traineeship in Germany if they have the necessary residence documentation.

How we select

Selection is based on academic performance, motivation and relevant experience. We assess the information you provide in the application form; each applicant receives a total score, which determines the ranking.

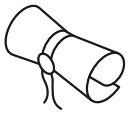
YOUR APPLICATION

Application documents

1. **Application form**
   completed and signed
2. **Transcript of Records**
   for the previous academic year
3. **Confirmed traineeship contract**
   accepted by your host organisation (e.g. KPJ contract for medical students)
4. **Proof of language skills**
   if the working language of your host organisation is not your native language
5. **Motivation letter**
   in English, max. one page
6. **Copy of your passport**
7. **Curriculum vitae (CV)**
8. **Proof of extracurricular activities**
   if available

Send all documents by e-mail by **1 November 2026** to **internationaloffice@sfu.ac.at** and **international@sfu.ac.at**.

How the application works



1 Apply
by 1 Nov 2026
E-mail your application form and all documents.

2 Selection
by 23 Nov 2026
You will be notified of the outcome.

3 Learning Agreement
after acceptance
Submit the required documents, including the Learning Agreement, to your Faculty Mobility Coordinator and your host organisation – observing the host's deadlines. Once your coordinator has verified the Learning Agreement, forward it to internationaloffice@sfu.ac.at for final approval.

4 Traineeship
summer term 2027
2 to 6 months at your host organisation, between 1 Feb and 31 Aug 2027.

5 Recognition
after your stay
Certificates, Table D and academic recognition.

YOUR TRAINEESHIP

Duration and agreements

- Your traineeship lasts at least 2 months (60 days) and no longer than 6 months.
- For the Erasmus+ grant, every month counts as 30 days, regardless of its actual length – February included.
- You and SFU sign a Grant Agreement.
- Before the traineeship starts, the Learning Agreement for Traineeships must be signed by you, SFU and your host organisation.
- Some institutions may require a minimum workload, e.g. 100 hours per month (equivalent to 4 ECTS credits per month).

During and after your traineeship

- At the end of your traineeship, your host organisation must issue a Certificate of Attendance.
- A Traineeship Certificate should describe the tasks you carried out and your performance.
- Table D in the 'After the mobility' section of the Learning Agreement must be completed.
- If you fulfil your Learning Agreement, you can expect full academic recognition.

Funding and fees

Tuition and ÖH fees

Your SFU tuition fees remain payable during your traineeship; you pay no tuition fees at your host organisation. The ÖH (Austrian Students' Union) fee also remains payable. Please contact the ÖH to check your insurance cover for the mobility.

Grant payment

80% of your grant is paid at the start of your stay and the remaining 20% after it ends.

No double funding

You must not receive any other EU funding for the same mobility. If proof of such funding is found, you will be required to repay the grant.

Travel costs

Erasmus+ also covers travel costs as a flat rate based on distance. If you travel at least half of the journey by sustainable means of transport (e.g. train, bus, bike, car-pooling, ship), the higher 'Green Travel' rate applies.

Additional support

If you have a disability, this may lead to additional support or financial top-ups within Erasmus+. More information (in German): erasmusplus.oead.at/de/hochschulbildung/mobilitaet/ka131/inklusion

Contact

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