

# STARS EU Traineeship Programme

Deliverable D2.5



Deliverable D2.5 – STARS EU Traineeship programme

Work package 2 – Regional Transition Accelerator

30th of June 2025

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# Glossary

**Academic supervisor:** The academic supervisor is attached to the STARS EU sending higher education institution. They make sure the internship will allow the trainee to validate their degree program and acquire the competences and skills needed for graduation. The academic supervisor also mentors the trainee during the education assessment procedures.

**Apprentice:** The apprentice is the student partaking in an apprenticeship.

**Apprenticeship:** The apprenticeship is a type of professionalization which allows for periods of training in company and higher education institution to be completed alternately.

**Host organization:** The host organization is the legal entity that hosts the trainee for the period provided under the training agreement. The host organization may take any legal form: public or private enterprise, public institution, association, hospital, etc...

**Intern:** The intern is the student in initial training partaking in an internship.

**Internship:** The internship is a temporary period spent working in a professional environment, during which students acquire professional skills and put into practice the knowledge gained from their training, in view of obtaining a degree or certification and facilitating their professional integration. The intern is given one or more tasks, consonant with the educational plan established by the STARS EU sending higher education institution and approved by the host organization. In a STARS EU internship, the host organization is mandatorily located in a different region than the STARS EU sending higher education institution.

**STARS EU higher education institution in region of traineeship:** The STARS EU higher education institution in region of traineeship is the member of the STARS EU consortium present in the region of the host organization where the trainee is undertaking the STARS EU Traineeship. The STARS EU higher education institution in region of internship provides the contact of an administrative contact person, whom the intern can contact if need be.

**STARS EU sending higher education institution:** The STARS EU sending higher education institution is the institution in which the trainee is enrolled in view of obtaining a degree or certification.

**Traineeship:** Any sort of unpaid or paid professional experience embedded in a university training program.

**Training supervisor:** The training supervisor is attached to the host organization. They accompany the trainee during the traineeship daily.

**Young Professionals:** Recent graduates of STARS EU higher education institutions aiming to embark on their first professional experience in another STARS EU region.

**External regional stakeholder:** Any type of stakeholders from a STARS EU region which is external to the STARS EU higher education institution in that region.

**External Mentor Network:** Group of external regional stakeholders partaking in the STARS EU Traineeship Programme and fostering close links to the STARS EU higher education institution in their region. The External Mentor Network is consulted for feedback on the quality and impact of the Traineeship Programme.

# Introduction

## Presentation of STARS EU Traineeships

The STARS EU Traineeship Programme is designed by the STARS EU alliance and is open to students and recent graduates from all academic backgrounds and lifelong learning fields. The STARS EU traineeship placements are mandatorily interregional, enabling the professionalization of the trainees in European regions other than their own. Traineeships in the following regions are considered as STARS EU Traineeships:

- Germany, Bremen and Northwestern Metropolitan Region
- Sweden, Västra Götaland
- France, Franche-Comté
- Poland, Małopolska
- Czech Republic, Moravian-Silesian
- Portugal, Norte
- Spain, Canarias
- Albania, Northern Albania
- The Netherlands, Northern Netherlands

For a complete overview of the STARS EU regions, and for updated information on the employment and professionalization profiles of the STARS EU regions, the STARS EU community should refer to the STARS EU website. The Traineeship section of the website will also include information regarding mobility grants available in each participating region.

The STARS EU Traineeship Programme presently includes one track, which is dedicated to Internships. The possibility of including additional tracks is currently being explored by the STARS EU Alliance. The potential future tracks – Apprenticeships and Young Professionals – are briefly described below. The scope of the Programme (target groups, duration, kind of training offered) will change depending on the Traineeship track selected by the student and/or graduate.

In the context of the Traineeship Programme, the STARS EU higher education institutions will set up a network of external mentors within their regions. This External Mentors Network will consist of external stakeholders from each of the STARS EU regions, with whom the STARS EU partner universities foster close links. This network will be consulted to share best practices and to collect employers' viewpoints related to the Traineeship Programme. These exchanges will be considered in future adjustments of the Programme following its implementation.

## How to use this document

The purpose of this document is to explain the generalities of the STARS EU Traineeship Programme and to state its objectives and added value. The document also aims to be an informative guide to any member of the STARS EU community (trainee, intern, apprentice, young professional, academic supervisor, external stakeholder).

The document is divided into three main sections, each dedicated to one of the tracks of the STARS EU Traineeship Programme. Presently, only the first track dedicated to Internships is actionable. The Apprenticeships and Young Professionals tracks are under further study by the STARS EU Alliance.

To use this document, please navigate to the section corresponding to the track of your choice. There, you will find all the information pertaining to the chosen track. The STARS EU Alliance is currently studying the feasibility of alliance-wide legal documents which will allow the formalization of STARS EU Traineeships. Once such documents are effectively deployed, they will be shared and will have to be filled by all parties.

## Objectives of STARS EU Traineeships

The STARS EU Traineeship Programme aims to benefit both trainees and external regional stakeholders involved.

From the standpoint of trainees, the Traineeship Programme aims to increase the employability of students, lifelong learners and recent graduates by increasing their competitiveness and attractivity through student mobility and professionalization, and through skill and competence acquisition abroad.

For stakeholders, the benefits are equally interesting. The primary advantage of the Programme is that it gives regions and stakeholders access to emerging talents issued from different European regions. Moreover, the Traineeship Programme aims to share regional skills, competences, knowledge, and best practices between different European regions. In turn, the Programme aims to enhance capacity building in such regions while increasing the internationalization of said regions and of their stakeholders. By doing so, the STARS EU Traineeship Programme would allow a better alignment of European regions with EU policies.

## Added value of STARS EU Traineeships

STARS EU Traineeships differ from regular international traineeships, as they possess additional benefits both for trainees and for partaking stakeholders.

### For trainees

By participating in a STARS EU Traineeships, the trainees are integrated in a network of interregional stakeholders who already have experience working together. In fact, the STARS EU regions already cooperate in actions conducted in the context of the Alliance and its project, such as the Future Lab, the Living Labs, and the establishment of micro-credentials to cite a few.

Apart from these actions which bring them closer, the STARS EU regions display similarities and synergies with each other, which was put forward by [the RIS3 cross-analysis report](#) published by the STARS EU Alliance in January 2024. The STARS EU Traineeship Programme allows the trainees to acquire hands-on skills and competences that are complementary to the ones taught in their degree program in their own region.

The added value of the Traineeship Programme also lies in the triple support system offered to the trainee. STARS EU Trainees undertake their professionalizing experience in a European region which is different than their own, which is a complex endeavor. To facilitate this process, the trainee receives support from their STARS EU sending higher education institution, from their host organization, and from the STARS EU higher education institution in their region of traineeship. The types of support offered can differ from one Traineeship track to another; it is thus important to carefully read each track section in this document.

In the context of this offered triple support, the STARS EU higher education institution in the region of traineeship gives access, when possible, to some of its facilities to the STARS EU Trainee. Moreover, it facilitates contact between the trainee and its own (international) student community and their activities.

### For external regional stakeholders

By connecting external regional stakeholders to STARS EU Trainees issued from other European regions, the STARS EU Traineeship Programme helps stakeholders get access to fresh perspectives and ideas. Having benefitted from academic and lifelong training that is different from those offered in the interregional stakeholders' regions, the STARS EU Trainees represent a skilled workforce, possessing skills and competences that can be complementary to the needs of the stakeholders hosting them during their traineeship period.

The STARS EU Traineeship Programme also allows for strengthened collaboration between multiple types of stakeholders in different European regions which have already identified their synergies and complementarities through a thorough cross-analysis of their RIS3 reports.



# STARS EU Internships

This track of the STARS EU Traineeship Programme is dedicated to Internships and aims to inform the STARS EU community about the generalities and specificities of the STARS EU Internships.

Like any regular international internship, the STARS EU Internships are temporary periods of work in a professional environment, where the student will acquire professional skills and put into practice the knowledge gained from their education in view of earning a degree and facilitating their professional integration.

The STARS EU Alliance is currently studying the feasibility of a legal agreement which would formalize the STARS EU Internships. This agreement would be a legally binding quadripartite agreement between the STARS EU sending higher education institution, the host organization, the STARS EU higher education institution in region of internship, and the intern. The agreement would also aim to formalize certain aspects of the Internship, such as (but not limited to) its objectives and terms, supervision, benefits, social welfare coverage, insurance, confidentiality, intellectual property, and evaluation. For this reason, the paragraphs below refer directly to the Internship Agreement, which will be in use by most STARS EU partners for the Internship track of the Traineeship Programme. The STARS EU Internship Agreement must be filled in and signed by all parties before the beginning of the STARS EU Internship once it is effectively deployed.

## Target groups

Any STARS EU student or lifelong learner enrolled at a STARS EU higher education institution, and preparing for a degree diploma in which an internship period is mandatory or optional, is eligible to partake in a STARS EU Internship.

## Duration

The minimum duration of a STARS EU Internship depends on the academic regulations of the intern's degree programme at their STARS EU sending higher education institution. Each degree programme requires a minimum duration of internship to validate said degree programme. This minimum duration must be filled in the corresponding section of Article 3 of the STARS EU Internship Agreement.

The maximum duration of an internship depends on the laws and regulations of the region where the intern undertakes their internship. It is important for all involved parties to take note of said laws and regulations, which are noted in Article 3 of the STARS EU Internship Agreement.

To avoid any abuse during the internship, it is mandatory for the intern and the host organization to specify whether the intern's presence at the host organization will be required outside of usual working hours and/or during a public holiday. This information must also be filled in in the corresponding section of Article 3 of the STARS EU Internship Agreement.

### Kind of training offered

STARS EU interns are expected to acquire professional skills and put into practice the knowledge gained from their education while interning at their host organization. In turn, the host organization assigns activities to the intern which will allow them to acquire or develop professional skills.

The content of the internship must be directly related to the intern's pursued degree program at their STARS EU sending higher education institution. All parties must therefore specify the activities assigned to the intern and the skills to be acquired or developed by the intern in the corresponding sections of Article 2 in the STARS EU Internship Agreement.

As mentioned in Article 4 of the Internship Agreement, the STARS EU Intern will also benefit from close supervision during their internship. The STARS EU sending higher education institution will appoint an academic supervisor who will academically supervise the intern and who is a signatory of the Internship Agreement. The STARS EU sending higher education also provides administrative supervision to the intern through their dedicated administrative service during the STARS EU internship.

The host organization provides training supervision through a training supervisor who is responsible for supervising the intern daily while ensuring that the intern has access to optimal conditions to undertake their internship.

### Conditions

Conditions pertaining to stipends and benefits in STARS EU Internships depend on local laws and regulations of the country where the internship takes place. The laws and regulations of each STARS EU higher education institution country are noted in Article 5 of the STARS EU Internship Agreement. In case the intern is entitled to a stipend and benefits during their internships, those must be specified in the corresponding section of Article 5.

Regarding social welfare coverage, STARS EU internships must be reported by the intern to their local social security administration prior to their departure. It is highly recommended and encouraged that the STARS EU intern take out the European Health Insurance Card (EHIC) prior to their departure to the region of internship.

Social welfare coverage network abroad depends both on the intern's sending country and on the intern's host country. It is important that all involved parties, especially the intern and the STARS EU sending higher education institutions, carefully read sub-articles 6.1 and 6.2 of the

STARS EU Internship Agreement. Sub-article 6.1 explains the laws and regulations surrounding social welfare coverage from the point of view of the intern sending country, and sub-article 6.2 explains them from the point of view of the receiving country. The STARS EU Intern must be in accordance with both before and during their internship. In the case the host organization proposes to provide health insurance coverage to the intern under local law, they must specify it in sub-article 6.3.

The STARS EU Intern must possess civil liability coverage, travel insurance contract which covers repatriation, and individual liability insurance, before the start of the STARS EU internship.

## Mobility

Unless specified otherwise, the STARS EU intern is responsible for organizing their mobility in the region of internship before and during the internship period. This includes and is not limited to travel arrangements, housing, social welfare, insurance...

The STARS EU Intern can apply to their home institution for Erasmus+ mobility grant for internships during their STARS EU Internship. The Erasmus+ mobility grant can be obtained for 2 to 12 months. The practical internship can be carried out at a foreign higher education institution or in a practical organisation (companies, schools, authorities, health care institutions, etc.). The student works full-time based on a pre-agreed work plan. The placement is arranged by the student in cooperation with the Erasmus coordinator at the STARS EU sending higher education institution. The procedure and necessary documents are given and described in the Erasmus+ grant programme.

The STARS EU Intern may possibly benefit from other grants depending on the region of their STARS EU sending institution and on the region of their internship. The information will be made available on the employment and professionalization profiles of the STARS EU regions on the STARS EU website. The STARS EU Intern is also encouraged to contact their local STARS EU Mobility Officer for more information on Erasmus+ processes.

## Monitoring

Thorough monitoring is needed to ensure the good functioning of the STARS EU Traineeship Programme in terms of quality and impact.

Article 13 of the STARS EU Internship Agreement requires an assessment of the quality of the STARS EU Internship. Once the internship ends, the intern, the academic supervisor, and the host organization are invited to submit an assessment of the quality of the internship and of the Internship track of the STARS EU Traineeship Programme. The STARS EU sending higher

education institutions are responsible for centralizing these quality assessments and sharing them with the other STARS EU partners.

The STARS EU Alliance aims to be positively impactful on regions. For this reason, it is important that the impact of the STARS EU Traineeship Programme, including its Internship track, is recorded. This can be done through the collection of quantitative data, such as the percentage of STARS EU Internships completed over the number of STARS EU Internships started, and the number of degree programmes completed following the completion of a STARS EU Internship. Another important data point would be to quantify the number of students who find employment after partaking in a STARS EU Traineeship and finishing their degree programme.

To ensure that the quality assessments and impact recording of the STARS EU Traineeship Programme are considered in the constant amelioration of the Programme, a feedback questionnaire will be sent yearly to the External Mentor Network by the Regional Transition Accelerator. These questionnaires will allow the evaluation and adjustment of the Traineeship Programme throughout its duration.

### Quality standards

In the absence of unified European guidelines regarding internships, the Internship track of the STARS EU Traineeship Programme aims to respect the [European Quality Charter on Internships and Apprenticeships](#), drafted by the Youth Forum and submitted to the European Commission in November 2022.

The Charter aims to recontextualize internships as a learning experience and strives for the establishment of clear guidelines and frameworks surrounding the conditions and the monitoring of internships. The STARS EU Traineeship Programme supports this endeavor and aims to align with it as much as it can.

### Role of each party

The STARS EU sending higher education institution is responsible for the academic and administrative supervision of the STARS EU intern before, during and after the STARS EU internship period. The STARS EU sending higher education institution appoints an academic supervisor to the intern and puts the intern in contact with the dedicated administrative services within the institution.

The host organization is responsible for the training supervision of the STARS EU intern during the internship. The host organization appoints a training supervisor to the intern who will supervise the intern in their daily missions, while ensuring optimal conditions for the execution of the internship.

The STARS EU higher education institution in the region of internship provides some administrative advice to the intern during their internship, and gives access, when and if possible, to some of the university facilities to the intern. The STARS EU higher education institution in the region of internship also facilitates the inclusion of the intern in its student community. The STARS EU higher education institution in the region of internship must specify with facilities and services it gives access to the intern in Article 8 of the STARS EU Internship Agreement.

The intern is responsible for organizing their mobility to the region of internship and for ensuring a good work quality during their internship. The intern is also responsible for staying in contact with all parties involved in their internship.

Procedure for internship placements in each university

### Hanze

Most internships take place in semester 1 (starting in September, lasting 20 weeks) or semester 2 (starting in February) of the third year of study. International internships are coordinated by each program/course individually, and/or the student arranges it independently.

Students interested in an internship abroad indicate this by emailing their study coach in the second year to express their wish to do an internship abroad in the third year. If needed, the student can make an in-person appointment with their study coach to discuss this further. During the meeting with the study coach, it is assessed whether the student meets the requirements and has earned enough credits (ECs) to be eligible for an internship.

Upon approval, there are two possibilities: 1) The student asks the (Inter)National Placements Office of their own program for the available options; which countries are suitable for their studies (considering the language spoken at the workplace) and which internship-providing organizations in these countries have already been proven to be good internship addresses. 2) The student independently looks for internship opportunities online.

In both cases: The internship company must meet the requirements of the program/course: the core activities of the company must align with the student's field of study; and there must be a minimum number of employees. The program/course grants final approval. The internship assignment, which is drafted together by the student and the company before the start of the internship, must meet the requirements of the program/course. The program/course grants final approval for this assignment.

The student must enter the internship company and the assignment details on the intranet (BlackBoard) within their course environment. This information is then reviewed by the

program/course and either approved or rejected. When both the internship company and the assignment are approved by the program/course, an internship contract is drawn up on behalf of the program/course and signed by the three parties: the program/course, the student, and the internship company.

The student is responsible for arranging travel and housing in the city and country of the internship. The program/course provides its own students with information about the internship country and internships in general (vaccinations, grants, insurance, etc.) based on the available capacity and knowledge of the staff.

## IPB

All students enrolled at the IPB are eligible to carry out an international internship period, namely under the Erasmus+ Traineeship Programme. All mobility periods must last between 2 and 12 months and must be included in one of the following categories:

- Curricular internship – for bachelor’s students who have a mandatory internship component included in their study plan;
- Research Traineeship – for master’s and doctoral students conducting research for their thesis;
- Extracurricular Traineeship as a student – for students wishing to undertake an internship experience during holiday periods;
- Extracurricular Traineeship as a Recent Graduate – for students who have recently completed their degree.

At the IPB, the general process includes the following stages:

- Dissemination of Internship programme: IPB informs students about available opportunities, including eligibility criteria, application deadlines, and financial support.
- Student Application: Interested students submit their application online, including all relevant information for their mobility.
- Selection: After the application period, all applications are reviewed. Eligible candidates are contacted individually. The selection process is coordinated by the International Relations Office, in cooperation with Erasmus+ coordinators and the scientific commission for each degree.
- Host Institution Search: After selection, students are responsible for finding a suitable host organization to carry out their traineeship. This search can be supported and facilitated by the International Relations Office to help students to identify and contact potential host institutions.
- Documentation for internship: Once accepted, students must complete the Learning Agreement for Traineeships. This document outlines the learning objectives, tasks to be carried out, duration, supervision and recognition at the IPB.

- **Pre-Departure Preparation:** IPB provides students with support prior to departure, including language assistance if needed, and guidance on insurance and health requirements. The financial agreement is also signed at this stage, and all relevant documents are sent to the student.
- **Monitoring During the Traineeship:** During the traineeship, IPB maintains regular contact with the students to ensure that the mobility is proceeding as planned and to address any issues.
- **Academic Recognition and Evaluation:** After the mobility period, IPB evaluates the student's performance based on the evaluation issued by the host organization. The traineeship is recognized academically according to IPB's internal regulations.

## HSB

Some degrees require the completion of a preparatory internship as a prerequisite to enrollment in certain degree programs. However, most mandatory internships take place in the second half of the respective degree program. It is the students' responsibility to search for internships and complete their application. In doing so, they may consult 1) the practice representative of their degree program, 2) the career services team of HSB or 3) the centralized or decentralized international offices in case they are interested in completing their internship abroad. These three points of contact may help, especially if there are difficulties in securing an internship.

Once the student has secured an internship, they fill out the internship agreement which includes: 1) the employer, 2) the training supervisor, 3) the intern, 4) the duration of the internship, 5) the tasks/content of the internship. This is used by the academic supervisor to authorize that the internship will fulfill the curricular requirement.

Upon completion of the internship, the employer provides a signature regarding its successful termination. The following duties of the intern (internship reports etc.) depend on the degree program.

## ULL

Internships are mandatory by a regional law in both the bachelor's and the master's programs. They typically take place in the last year of the programs, and have a duration of 12 to 18 ECTS (in some special cases with EU regulations such as Pharmacy or Nursery, they are even longer). Each program has a member of the academic staff who is responsible for doing the match between the students and the employer. The students select the company / institution for their traineeship based on the offer previously published by each degree, and the order of the



election is, as a rule, the the average grade of the subjects they have already finished (with a minimum of a 75% of the whole program's credits).

Since 2024, a national royal decree (2/2023) establishes the obligation to pay for the internee's social security, which can be done either by the employer or by the university (currently, ULL covers it in those cases when the employer does not). The internee may be paid during the internship, although this is not compulsory. Additionally, it is also possible to validate the professional experience of the student as a part of the total time to serve in the traineeship.

## SUO

A student enrolled in a study program at the Silesian University can go on a study stay or work placement for a total duration of max. 12 months at each level of study: 12 months during bachelor's studies, 12 months during a follow-up master's study, 12 months during a doctoral study. A student can go abroad in all forms of study (full-time and part-time). Students can go abroad already in the 1st year of bachelor's studies. The student must be enrolled in a study program at the University of Silesia for the entire period of participation in mobility.

Applications for foreign mobility can be submitted through the SU Mobility System, where all currently open selection procedures are published. They usually open in March and October of each academic year. A work placement can be carried out for a duration of 2 - 12 months, according to the Erasmus + rules.

It can be carried out at a foreign higher education institution or in a practical organization (companies, schools, authorities, healthcare facilities, etc.). The student works full-time based on a pre-agreed work plan. The internship work content is related to the study program that the student is studying at SU. The student gains practical skills and experience in the field of his/her studies. Students can apply for internships at any time during the year when they have secured their internship with the target organization. The student must know the basic information about the receiving institution, supervisor or mentor, internship date and detailed internship program. The application for internships is active throughout the academic year and students consult their intentions continuously with the coordinator. The student receives a financial grant, which is calculated based on the length of stay and the chosen country. The grant usually does not cover all costs of the stay. The student can also go on a zero-grant-student, i.e. without receiving a scholarship, with all other benefits if they complete 12 months of study or work internship.

Before going abroad, it is necessary to obtain the necessary Erasmus+ documentation well in advance. Students can choose the destination of their internship in any EU member state. They can use the website [www.erasmusintern.org](http://www.erasmusintern.org), where the offer of internships within the



Erasmus+ program throughout the EU is published. They can also use agencies providing internships abroad, or find their internship on their own.

## UW

The application for internship is made at the same time as for studies – before the start of studies for next autumn, the application opens on 15 December and closes on 15 February. Late application from February 16 to March 15. After that, it is closed for studies, but the University can make exceptions for students who find their own internships subject to Erasmus+ funds within the current call. If funds are available, the University grant, otherwise they can take the internship with a Zero grant. Students must notify the University if they receive salary – in cases where a salary is only paid as part of the scholarship. Students who do a 50% internship during a full semester are granted a scholarship for 60 days (half semester).

Students search within University mobility system, Mobility-online. In cases where the application is for an internship that is contractually regulated (e.g. IH's collaborations), the University follow the allocation of places according to selection criteria set for studies and handle any competition in the same way. Otherwise, it is scholarship funds that decide, which has proved working so far. After that, the student is managed in the University admission system where there are set templates for e.g. Traineeship agreement etc.

## CUT

The Erasmus+ programme offers the possibility of completing part of your studies or internship abroad. You can go to partner universities with which the University has signed bilateral agreements (the current list is available on the [erasmus.pk.edu.pl](http://erasmus.pk.edu.pl) website). The programme is divided into several sectors in which people with different educational needs and age groups can participate. During the recruitment process, learning results (average grade) and knowledge of the foreign language in which classes will be conducted are taken into account. Students can choose a long-term mobility at any level of study (from 2 to 12 months) or a short-term mobility (from 5 to 30 days; the trip is combined with a mandatory virtual part). The Erasmus+ programme also offers students the opportunity to go on internships to foreign institutions.

People planning a trip under the Erasmus+ program should remember that recruitment takes place separately at each faculty and it is on the faculty websites that they can find information about qualification criteria or schedules.

Another possibility of student mobility are study trips under bilateral agreements (outside the Erasmus+ programme). Recruitment for undergraduate and graduate students takes place once a year – from 1 February to 31 March. Those interested in it should choose a partner university and check the recruitment criteria. In consultation with the faculty coordinator, students must choose the subjects they will take during their stay at the partner university. Then they must submit the required documents to the International Cooperation Department.

Students of the Cracow University of Technology can also take advantage of external scholarships offered by various foundations, organizations and agencies. They enable trips to partial studies, internships, study visits or summer schools. Such offers can be found on the [website](#) of the International Cooperation Department of the Cracow University of Technology.

Among the external scholarships that CUT students can take advantage of are DAAD scholarships, i.e. a program run by the German Academic Exchange Service. It is an association of German universities that offers, for example, scholarships for summer German language courses for students, scholarships for group trips to Germany for Polish student groups or scholarships for study stays or one-year studies for graduates of all faculties. Student and scientific exchange between Poland and Germany is also supported by GFPS. This association offers scholarships for semester trips to German universities.

Students of science and technology can take advantage of the Vulcanus in Japan one-year internship program. It offers a Japanese language course, but also an internship in leading Japanese companies. A short student trip to Japan is also possible as part of the MIRAI program. Students can apply for participation in three thematic groups: politics and security, economics and business, science and technology.

Travel scholarships are also offered by the International Visegrad Fund, an organization established by the governments of the Visegrad Group countries. Mobility is possible for 1 or two semesters not only to one of the partner countries of the Visegrad Group, but also to Albania, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Georgia, Kosovo, Moldova, Montenegro, North Macedonia, Serbia or Ukraine.

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Student internships may be carried out in Poland or abroad in business units, public institutions, scientific and research institutions, educational institutions or as part of activities

organized by the university to achieve the objectives of student internships. The methods of verification and assessment of the learning outcomes achieved by the student as part of the student professional practice are specified in the curriculum for the field of study, level and profile. The semester of study in which the student internship is carried out is determined by the study plan. Detailed rules for the organisation of student internships are laid down by the Dean of the faculty providing education, including the manner and date of determining or selecting the place of student internships.

The deadline for the implementation of student internships is specified in the curriculum for the field of study, level and profile; As a rule, the deadline should not interfere with the dates of classes or the dates of credits and exams at the university.

From the summer semester 2022/2023 at the Cracow University of Technology, the Procedure for the organization of student internships at first- or second-cycle studies with a general academic profile at the Cracow University of Technology is in force (update: 2.09.2024)

Appendix No. 1 – Student's application for admission by an external entity for a student internship

Appendix No. 2 – Student's application for the implementation of student professional practice during the period of classes

Appendix No. 3 – Agreement on the organization of student professional practice  
Appendix No. 4 – Certificate of student internship

Appendix No. 5 – Report on the course of student professional practice

Appendix No. 6 – Internship Journal

Pursuant to § 12a(3) and (5) of the "Study Regulations at the Tadeusz Kościuszko Cracow University of Technology", from 1 October 2023, at the documented request of the student, the internship supervisor at the Faculty of CUT may credit the student's activities performed by the student, in particular as part of employment, internship, volunteering or research project, if they enabled the student to achieve the learning outcomes specified in the curriculum for professional practice, and if they have been completed during the student's studies in a specific field of study, level and profile. The student submits the application no later than seven days before the deadline for completing the semester in which, according to the study program, the internship is carried out. The deadline for completing the semester is specified in the Ordinance of the Rector of CUT on the organization of the academic year or in the Dean's announcement on the organization of the last semester of studies. The internship supervisor at the CUT faculty considers the application within seven days from the date of submission of the complete application.

**UMLP**

Students will need to complete an internship depending on their degree programme. It is the responsibility of the student to find an internship. The student can receive the help of the responsible of the degree programme if need be. The student can find an internship at any time, given they complete the minimum internship time before the end of the academic year.

To get an Erasmus+ internship grant in the event of an international internship, students must apply for the grant a minimum of one month before departure. The internship must be at least 60 days-long to be eligible for the Erasmus+ grant. The application to the Erasmus+ grant is done through the International Office of the university, which will also explain to the student all the other grants that are available to them.

It is the responsibility of student to arrange for travel, accommodation, insurance and healthcare prior to departure. However, the International Office often accompanies students in these administrative endeavors.

## UAMD

- 1. Call for Applications: UAMD's International Relations Office (IRO) launches a public call for applications, published on the university website and social media. The call includes the eligibility criteria, required documentation, deadline and selection criteria.
- 2. Application Submission: Interested candidates must submit the application form, CV, motivation letter, transcript of proof of language proficiency and the transcript of records
- 3. Selection Process: An ad - hoc commission evaluates the applications based on academic performance, relevance of the internship, language skills, equal opportunity and inclusion considerations
- 4. Nomination to Host Institution: Selected students are officially nominated by UAMD's IRO to the receiving institution and the host institution confirms acceptance based on capacity and relevance.
- 5. Agreement Finalization: Learning Agreement for Traineeships is finalized and signed by the participant, UAMD (sending institution) and the host institution (receiving institution)
- 6. Grant Agreement Signing: UAMD as an institution of a non-EU country do not have funds in the framework of KA171 but the host institutions apply for funds and sign IIA with UAMD. The participant signs a Grant Agreement with host institution, framing: Financial support (individual + travel support), rights and obligations and duration and objectives of the mobility

- 7. Pre-departure Preparation: UAMD provides: Orientation session covering logistics, academic, cultural, and financial aspects, assistance with visa procedures (over 90 days) and insurance coverage guidance
- 8. During the Internship: Participant follows the agreed training programme and changes to the Learning Agreement must be approved by all parties (if any)
- 9. End of Mobility: The host institution provides Certificate of Attendance and Traineeship Certificate. The participant must submit to UAMD: Certificate of Attendance and a final Report
- 10. Recognition: For students, the internship is recognized in the Transcript of Records or diploma supplement and may be counted toward ECTS credits, depending on the programme.

# Interesting areas for further exploration

## STARS EU Apprenticeships

An apprenticeship is a type of work-integrated learning in which a student alternates between university learning time and company working time. During an apprenticeship, a student directly puts their learning into practice.

Apprenticeships are different from internships. In an internship, a student goes into a company and works with them for a certain amount of time which is delimited in the student's degree programme, while in an apprenticeship, the student goes back and forth between learning and working.

Apprentices already exist in four of the STARS EU higher education institutions, and the remaining five partners have expressed interest in adopting such a work-integrated learning framework.

Due to the legal and organizational complexity of apprenticeships locally, not many apprenticeships are conducted internationally, which is an opportunity for STARS EU to innovate by proposing an Apprenticeship track in its STARS EU Traineeship Programme.

## STARS EU Young Professionals

The term “traineeship” is sometimes also employed to describe a different work experience model – present, for instance, in the German or Dutch job markets. This ordinarily refers to a limited, paid work contract offered to recent graduates at Bachelor or Master level. This period offers the opportunity to learn on the job, while often benefiting from additional theoretical training in-house. Very often, these forms of traineeships involve a clear career trajectory where the trainee is taken on by their employers after the traineeships.

As a strong link between the academic and professional career, traineeship openings – where they do exist – may also be of interest to STARS EU students. Therefore, it could be a valuable area of further exploration to collect these job listings in the overview of internship opportunities. Although the central aim of the STARS EU Traineeship is to accompany students during their academic career, this manner of informing them about opportunities for young professionals could open up valuable career paths for them. The Young Professionals track will be challenging as recent graduates are not enrolled at the STARS EU higher education institutions following their graduation. However, given the importance of university alumni in

talent pools and skilled workforces, this track will allow the STARS EU Alliance to be pedagogically innovative while empowering regional stakeholders and accompanying regional transitions.

Additionally, Erasmus+ mobility opportunities remain available for up to one year post-graduation, allowing institutions to formally support alumni through traineeships abroad, even after their departure. This provides a critical window for structured collaboration with recent alumni under the STARS EU framework. Involving the young professionals and alumni across the 9 European regions of STARS EU provides a unique opportunity to map where former students are currently working and identify relevant sectors or companies. This allows STARS EU to:

- Establish contact points within regional or international companies for potential traineeship opportunities.
- Facilitate knowledge exchange between alumni and current students.

This integration of alumni into the STARS EU Alliance traineeship program is more than a networking strategy. It can be a transformative mechanism for achieving WP2 objectives. Alumni engagement empowers institutions to become active agents of regional development, linking talent cultivation with place-based innovation, while expanding the reach and relevance of higher education in Europe.



# Conclusion

## Contribution to STARS EU development and goals of Alliance

The STARS EU Traineeship Programme promotes STARS EU's attachment to core European values, such as freedom of movement, cultural diversity and inclusion, and cohesion and regional development. By allowing students, lifelong learners and young professionals to train in any European region, the Traineeship Programme promotes intercultural understanding and contributes to reducing disparities and fostering regional growth.

The STARS EU Traineeship Programme is closely embedded in the STARS EU Alliance's global objectives. The Alliance imagines universities as engines of regional development, training students and lifelong learners to being future-ready and empowering them to contribute to the social, economic and cultural improvement of STARS EU regions.

In fact, the Traineeship Programme is rooted in the mission of STARS EU's Regional Transition Accelerator. It engages regional ecosystems in driving interregional education and innovation activities related to each region's RIS3 strategy. Moreover, the Programme contributes and supports regional transitions and positively impacts local communities and ecosystems, thus contributing to regional development and well-being. Finally, the Programme closely involves regional stakeholders in STARS EU challenge-based and hands-on training opportunities.

## Integration with STARS EU project

The STARS EU Traineeship Programme is deeply embedded in the project of the STARS EU Alliance, as it is undertaken in the context of its Work Package 2. This ambitious Work Package also aims for the creation of 12 Living Labs. Those Living Labs will be interregional multistakeholder partnership innovation platforms connecting HEIs, researchers, professors, students, and regional companies. Cooperation between the Traineeship Programme and the Living Labs is important as the Living Labs can collect traineeship opportunities from participating members. These opportunities can then be shared between the STARS EU student and lifelong learner communities. In the same vein as for traineeship opportunities, Living Labs can help collect career opportunities that could be helpful for Young Professionals.

The Traineeship Programme is closely linked to the STARS EU project's Work Package 3, which pertains to the elaboration of a common curriculum strategy for all STARS EU higher education institutions. Traineeships are often a component of degree programs as they tend to the

professionalization of students, thus easing their integration into the workforce. It would be highly relevant for the Traineeship Programme to be included in the development of all STARS EU joint programmes as a mandatory or optional module, thus promoting the interregional professionalization of all STARS EU students and lifelong learners. As was previously mentioned, the quality and the impact of the Traineeship Programme will be closely monitored. Traineeships represent an opportunity for students and lifelong learners to put their learnings into practice in a professional setting. The assessment of the quality and impact of the Traineeship Programme will therefore also be an indicator of the quality and impact of the STARS EU curricula. Such feedback should therefore be used as input by Work Package 3 in the development and constant enhancement of the STARS EU joint curricula.

The STARS EU project, in line with the objectives of the European Commission, aims to promote and increase mobility in Europe. The STARS EU project thus has a Work Package dedicated to mobilities. Interregional traineeships are in essence interregional mobilities, making the STARS EU Traineeship Programme an essential promotor of student and lifelong learner mobilities.

## Involvement of stakeholders

The STARS EU Traineeship Programme relies on the involvement of regional stakeholders, whether they are internal or external to the STARS EU higher education institutions. In fact, the stakeholders will provide the STARS EU students and lifelong learners with traineeship opportunities which will contribute towards their professional development.

Indeed, this program, which offers a clear link with companies in the STARS EU regions, is cut out to deepen the interconnectedness of the regions. By contributing to the internationally thinking and highly educated talent pool available in the region, the program can help to counteract the shortage of skilled workers in many sectors. Approaching stakeholders in the region to include their internship placements in the program is simultaneously an effective vehicle to raise awareness about the STARS EU alliance. As such, it may lead to additional forms of interaction with the alliance – directly contributing to other goals and tasks.

Some of the regional stakeholders involved participating in the Traineeship Programme and thus welcoming STARS EU Trainees onboard will be asked to join the External Mentor Network of the Programme. The network will be consulted to share best practices and to collect employers' viewpoints related to the Traineeship Programme. These exchanges will allow the STARS EU Alliance to continually adjust and enhance the Traineeship Programme throughout its implementation.

## Finding and keeping track of opportunities

As was previously mentioned, the Traineeship Programme will primarily rely on the Living Labs to find and keep track of Traineeship opportunities. The Living Labs are multistakeholder partnerships regrouping different types of regional actors around specific domains. These stakeholders very often need trainees – the Living Labs will be a great platform for informing them about available STARS EU talents.

The Regional Transition Accelerator is growing in terms of regional stakeholders involved in STARS EU activities (beyond the Living Labs). It is important for the STARS EU community to actively promote the Traineeship Programme to regional stakeholders whenever possible, and to share arising traineeship opportunities.

These opportunities can then be shared to the STARS EU student and lifelong learner communities on the STARS EU website with the help of Work Packages 5 and 8 – respectively responsible for the Digital and Physical shared campus, and for Communication, dissemination and impact. It would be interesting to consider the development of a digital tool which would list traineeship and job opportunities given to STARS EU by regional stakeholders on the STARS EU website.

It is important to note that websites listing regional traineeship opportunities already exist in most STARS EU regions. It would be useful if the aforementioned tool collects opportunities published on said regional websites and centralizes them on the STARS EU website.

For more clarity and transparency alliance-wide, it is recommended that each STARS EU higher education institution make their websites fully available in English, including their career services sections. This will allow students from the STARS EU community to easily find information regarding professionalization. Moreover, as was already mentioned in the introduction of this document, the STARS EU website will also centralize information and links pertaining to professional development in each of the STARS EU regions.

Finding and keeping track of traineeship opportunities will be challenging. Such offers change regularly and are filled rapidly and cannot be anticipated beforehand. Moreover, traineeship opportunities in STARS EU regions are predominantly in the native language of each country. It is for the moment not realistic to ask stakeholders for “STARS EU-only” traineeship opportunities in English. However, by fostering close links to regional stakeholders and demonstrating the importance of internationalization to them, it is possible for the situation to change.

## Keeping track of mobilities in STARS EU regions

The Work Package 6 of the STARS EU project is dedicated to the promotion of mobilities. The objective of this Work Package is to reach 50% of student body mobility by October 2027. In order to keep track of the mobilities, WP6 devised a mobility counting strategy.

STARS EU Trainees must be counted in the total number of student and lifelong learner mobilities – this counting is undertaken by the STARS EU sending higher education institutions and is communicated to all STARS EU Mobility Officers.

It is important for all mobility information to be consigned to the shared digital workspace of STARS EU. A Traineeship mobility spreadsheet, and Traineeship agreements folders compliant with GDPR will be created to simplify and optimize the process.

## Monitoring the Traineeship Programme

It is important to continually monitor the Traineeship Programme to continue ensuring its relevance in our interregional STARS EU context, and adjust it if need be.

The quality of the Traineeship Programme will be assessed, following the completion of every STARS EU Traineeship, through questionnaires to be filled by the STARS EU Trainees, the relevant representative of the STARS EU sending higher education institution, and the relevant representative of the host organization.

The impact of the Traineeship Programme will be recorded quantitatively. The total number of STARS EU Traineeships will be consigned, and the percentage of completion of traineeships, as well as the percentage of completion of their degree programmes by trainees following their traineeship, will be assessed. An additionally useful quantitative measure would be the percentage of STARS EU Trainees that find employment following their graduation.

# Model of the STARS EU internship agreement

replace by your  
university logo

Academic year: .....

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b><u>1 - STARS EU SENDING HIGHER EDUCATION INSTITUTION</u></b></p> <p>Name: .....</p> <p>Full address: .....</p> <p>.....</p> <p>Represented by (agreement-signing party): .....</p> <p>.....</p> <p>Title/position of the representative: .....</p> <p>.....</p> <p>Faculty or service (if applicable): .....</p> <p>.....</p> <p>Phone number (incl. area code): .....</p> <p>e-mail address: .....</p> <p>Address of the representative (if different from that of the STARS EU sending higher education institution):</p> <p>.....</p> <p>.....</p> | <p><b><u>2 - HOST ORGANIZATION</u></b></p> <p>Name: .....</p> <p>Full address: .....</p> <p>.....</p> <p>Represented by (agreement-signing party): .....</p> <p>.....</p> <p>Title/position of the representative: .....</p> <p>.....</p> <p>Service in which the internship will take place:</p> <p>.....</p> <p>.....</p> <p>Phone number (incl. area code): .....</p> <p>e-mail address: .....</p> <p>Address of internship (if different from aforementioned one):</p> <p>.....</p> <p>.....</p> |
| <p><b><u>3 – STARS EU HIGHER EDUCATION INSTITUTION IN REGION OF INTERNSHIP</u></b></p> <p>Name: .....</p> <p>Full address: .....</p> <p>.....</p> <p>Represented by (agreement-signing party): .....</p> <p>.....</p> <p>Title/position of the representative: .....</p> <p>.....</p> <p>Faculty or service (if applicable): .....</p> <p>.....</p> <p>Phone number (incl. area code): .....</p> <p>e-mail address: .....</p> <p>.....</p> <p>Address of representative (if different from aforementioned one):</p> <p>.....</p> <p>.....</p>               | <p><b><u>4- INTERN</u></b></p> <p>Surname: .....</p> <p>Name: .....</p> <p>Date of birth: ____/____/____</p> <p>Full address: .....</p> <p>.....</p> <p>Phone number (incl. area code): .....</p> <p>.....</p> <p>e-mail address: .....</p> <p>.....</p> <p>Title of degree program in STARS EU sending university and total number of training hours: .....</p> <p>.....</p> <p>.....</p>                                                                                                           |

**Content of internship:** .....

Dates of internship: from..... until.....

Total duration of ..... number of hours/days/weeks/months) (to specify)

Corresponding to ..... days of effective presence

Comments: .....

.....

## **CONTACTS**

Primary health insurance agency to contact in case of accident (corresponds to the intern's place of residence, unless otherwise specified); include insurance number and EHIC if applicable: .....

.....

.....

Emergency contact person:

.....

.....

.....

Administrative contact person in STARS EU higher education institution in region of internship:

.....

.....

### **SUPERVISION OF INTERN BY THE STARS EU SENDING HIGHER EDUCATION INSTITUTION**

Full name of academic advisor: .....

.....

Position: .....

.....

Phone number: .....

e-mail address: .....

.....

### **SUPERVISION OF THE INTERN BY THE HOST ORGANIZATION**

Full name of training supervisor

.....

.....

Position: .....

.....

Phone number: .....

e-mail address: .....

.....

## Glossary

**Internship:** The internship is a temporary period of time spent working in a professional environment, during which students acquire professional skills and put into practice the knowledge gained from their training, in view of obtaining a degree or certification and facilitating their professional integration. The intern is given one or more tasks, consonant with the educational plan established by the STARS EU sending higher education institution and approved by the host organization. In a STARS EU internship, the host organization is mandatorily located in a different region than the STARS EU sending higher education institution. The STARS EU internship must take place in one of the following European regions:

- Sweden, Västra Götaland
- France, Franche-Comté
- Czech Republic, Moravian-Silesian
- Portugal, Norte
- Spain, Canarias
- The Netherlands, Northern Netherlands
- Albania, Durrës
- Poland, Małopolska

**Intern:** The intern is the student in initial training partaking in an internship.

**STARS EU sending higher education institution:** The STARS EU sending higher education institution is the institution in which the intern is enrolled in view of obtaining a degree or certification.

**Host organization:** The host organization is the legal entity that hosts the intern for the period provided under the training agreement. The host organization may take any legal form: public or private enterprise, public institution, association, hospital, etc....

**STARS EU higher education institution in region of internship:** The STARS EU higher education institution in region of internship is the member of the STARS EU consortium present in the region of the host organization where the intern is undertaking the STARS EU internship. The STARS EU higher education institution in region of internship provides the contact of an administrative contact person, whom the intern can contact if need be.

**Academic supervisor:** The academic supervisor is attached to the STARS EU sending higher education institution. He/she/they makes sure the internship will allow the intern to validate their degree program and acquire the competences and skills needed for graduation. The academic supervisor also mentors the intern during the education assessment procedures.

**Training supervisor:** The training supervisor is attached to the host organization. He/she/they accompanies the intern during the internship daily.

**Stipend:** money paid regularly for the interns' work.

**Benefits:** additional compensation done in-kind which is offered to interns (food coupons, transport tickets, etc.)



## Article 1 – Purpose of the Agreement

This Agreement governs the relationships between the STARS EU sending higher education institution, the host organization, the STARS EU higher education institution in the region of the internship, and the intern.

## Article 2 – Objective of internship

The internship is a temporary period of work in a professional environment, where the student will acquire professional skills and put into practice the knowledge gained from his/her/their education in view of earning a diploma or certificate, and facilitating his/her/their professional integration. The intern will be given one or more tasks, in conformance with the educational plan established by the STARS EU sending higher education institution and approved by the host organization. The STARS EU sending higher education institution and the host organization will establish the schedule based on the general training program being offered.

ACTIVITIES ASSIGNED:

.....  
.....  
.....

SKILLS TO BE ACQUIRED OR DEVELOPED:

.....  
.....  
.....  
.....

## Article 3 – Terms of internship

The weekly duration of the intern's presence at the host organization will be ..... hours, on a full-time or part-time basis (underline applicable).

If the intern's presence at the host organization is to be required outside of usual working hours and/or during a public holiday, specify the specific cases:

.....  
.....  
.....

The minimum duration of an internship depends on the academic regulations of the intern's degree programme at his/her/their STARS EU sending higher education institution. The minimum duration according to the intern's degree programme is ..... hours.

The maximum duration of an internship depends on local laws and regulations. The following provisions shall apply, depending on the country of the host organization.

**Albania:** The duration of an internship depends on the program under which the mobility is carried out. If the internship is part of the Erasmus+ program, it typically ranges from 2 to 12 months for students and recent graduates. Ph.D. students may also participate in short-term mobilities lasting between 5 to 30 days, in line with Erasmus+ guidelines. If the internship is arranged independently (e.g., as a free-mover or under a different mobility program), the duration may vary depending on the agreement between the student, host institution, and sending university. Students coming to Albania for an internship may stay in the country without a residence permit for up to 90 days (3 months), in accordance with Albanian immigration regulations. If the internship period exceeds 90 days, the student is required to apply for a residence permit at the Migration Office in Durrës, Albania, before the initial period expires.

**Czech Republic:** The internship can be carried out for a duration of 2 to 12 months. This is a rule of the Erasmus program, and if the mobility is carried out under a different program or as a "free-mover," the internship may have a different duration. Erasmus also allows Ph.D. students to undertake shorter stays of 5–30 days.

**France:** 6 months

**The Netherlands:** No specific legal limit on internship duration under Dutch law for EU students. Long-term internships (e.g., 6–12 months) are permitted. Hanze requires 20 weeks for a third-year student during their internship. Research internships in the fourth year may deviate from the 20 weeks.

**Poland:** Citizens of the European Union countries (Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Polish, Portugal, Romania, Slovenia, Slovakia, Spain, Sweden) enjoy a special type of entitlement – freedom of movement of workers. Citizens of non-EU countries that belong to the European Economic Area, i.e. Norway, Iceland, Liechtenstein and Switzerland, enjoy some of the rights of EU citizens, in particular they can take up work without the need to apply for a work permit. However, the foreigner is obliged to report the stay on the territory of Poland if this stay exceeds 3 months. This should be done at the voivodeship office competent for the place of his or her residence.

**Portugal:** No specific legal limit on internship duration. For curricular internships, the duration depends on the

course curriculum and is defined by the sending educational institution in coordination with the host institution. In the case of professional/voluntary internships, the maximum allowed duration is 12 months.

**Spain:** No specific legal limit on internship duration. For curricular internships, the duration depends on the course curriculum and is defined by the sending educational institution in coordination with the host institution.

**Sweden:** 5-40 weeks depending on study programme and format

#### Article 4 – Intern hosting and supervision

The intern will be supervised by his/her/their academic advisor in the STARS EU sending higher education institution, as designated in this agreement, as well as by the dedicated administrative service in the STARS EU sending higher education institution.

The intern will also receive administrative support from the STARS EU higher education institution in the region of the internship, through the administrative contact person designated in this agreement.

The training supervisor appointed by the host organization in this Agreement shall be responsible for supervising the intern and ensuring optimal conditions for the execution of the internship in accordance with the specified educational requirements.

The internship should not jeopardize the curricular activity of the intern in the STARS EU sending higher education institution.

The host organization may permit the intern to travel. Any difficulties encountered in the execution and progress of the internship, whether observed by the intern or by the training supervisor, must be brought to the attention of the academic advisor and the STARS EU sending higher education institution so that the issue can be resolved as quickly as possible.

Academic supervisory procedures of the intern by the academic supervisor (visits to the host organization, scheduled telephone or visio-conference calls) with the host organization must be specified below:

.....  
.....  
.....  
.....

#### Article 5 – Stipend - Benefits

The student receives a monthly stipend of .....  
(include currency) per month for the duration of the internship, for a total of ..... months.

The benefits received from the host organization by the student during his/her/their internship must be specified below:

.....  
.....  
.....  
.....

In case of a suspension or termination of this agreement, the amount of the stipend due to the intern shall be prorated based on the duration of the internship conducted.

Internship durations qualifying for the payment of a stipend are determined in consideration of this agreement and any amendments thereto, as well as the number of days of the intern's physical presence within the organization.

STARS EU internships are international internships. For this reason, stipends and benefits depend on local laws and regulations of the country where the internship takes place. The aforementioned sections must be filled according to the following local rules and regulations.

**Albania:** Under Albanian law, there is no general legal requirement for compensation in curricular internships. However, there are notable exceptions:

- Vocational training internships (under government-regulated vocational education): Legislation mandates a training allowance of at least 30% of the national minimum wage for students under 25, paid by the employer;
- Voluntary or academic internships (e.g., law clinics, NGO placements like TLAS): These are typically unpaid, although interns benefit from practical training and mentoring, often lasting several months.

**Czech Republic:** Based on the rules for awarding the Erasmus grant, the student will receive a financial grant calculated based on the duration of the stay and the chosen country. The grant usually does not cover all living expenses. A student may also participate as a zero-grant student, i.e., without receiving a scholarship, while still benefiting from all other advantages, in case the 12-month limit for study or internship mobility has been

reached. In the case of other programs, the grant amount may be determined differently. Erasmus sets a maximum of 12 months during which a student can participate in Erasmus mobility. If this period is exceeded, it is not possible to carry out even a zero-grant mobility under the Erasmus program, and the student should switch to "Free-mover" status.

**France:** when an internship is to have a duration greater than two months, whether they run consecutively or not, a stipend must be paid, except as provided under special regulations applicable for certain French overseas collectivities or for internships covered by article L4381-1 of the Public Health Code. The amount of the hourly stipend shall be 15% of the hourly ceiling for social security established pursuant to article L.241-3 of the Social Security Code. A sector-specific convention or labor agreement may set an amount greater than that rate. Stipends payable by the host organization under public law may not be combined with any remuneration to be paid by the same host organization during the relevant period. Stipends are payable without prejudice to any reimbursement of expenses incurred by the intern for purposes of his/her/their internship, or any benefits offered for meals, accommodations and transportation. The host organization may decide to pay a stipend for internships with a duration of two months or less. The host organization must give the same benefits to the intern as it does to the rest of its employees (meals, transportation, social and cultural activities).

**The Netherlands:** while not mandatory, it's common to offer interns a stipend or reimbursement for expenses. If an intern performs regular work, then they are entitled to at least the minimum wage.

**Poland:** Negotiated individually depending on the form of employment: volunteering, student up to 26 years civil contract or employment contract for those over 26 years old.

**Portugal:** Interns undertaking a curricular internship are not legally entitled to financial compensation, except for the support provided by the Erasmus+ programme. According to Decree-Law No. 66/2011, professional internships lasting more than three months must include a training allowance, which cannot be lower than the value of the Social Support Index (IAS). Currently, this amount serves as the minimum reference for the remuneration of such internships. (<https://diariodarepublica.pt/dr/en/detail/decree-law/66-2011-673471>)

**Spain:** Interns undertaking a curricular internship are not legally entitled to financial compensation, except for the

support provided by the Erasmus+ programme. But their social security should be covered by either the company or the university according to the current Spanish law.

**Sweden:** If possible, students will be granted financial compensation for their internships although this is not guaranteed but depending on the total number of students applying. It is also regulated based on income from traineeship should the applicant be receiving a salary for the internship period.

## Article 6 – Social welfare coverage framework

STARS EU internships are conducted abroad and shall be reported to the intern's local Social Security administration when required, prior to the intern's departure.

Social welfare coverage network depends on the intern's sending country, and on the intern's host country. The following provisions shall apply, depending on the intern's sending and host countries.

### 6.1 Sending country

#### Albania:

Students undertaking a placement or study period abroad are covered by private international student health insurance, provided they secure a policy from a recognized Albanian insurer.

#### Czech Republic:

During internships abroad, health insurance is handled differently depending on whether the internship is paid, unpaid and whether it is within the EU. Student is primarily insured by the Czech state or use an EHIC within the EU, if the internship is unpaid. Within the EU countries, the principle of one insurance applies. In the case of traveling to work in EU countries, the student should always be insured in the country in which he works. Not every gainful activity abroad must mean the obligation to terminate Czech health insurance (different types of part-time work, amount of income). Whether the gainful activity establishes the obligation to have foreign health insurance is determined by the laws of the country where the student intends to work. When working and insured abroad, the student must notify his Czech health insurance company of this fact and return the health insurance card.

#### France:

Health insurance of French interns abroad: for internships within the European Economic Area conducted by

nationals of a state of the European Union, interns must apply for a European Health Insurance Card (EHIC). In all other cases, interns who incur medical expenses may be reimbursed by the mutual insurance company serving as their student Social Security Agency, upon their return and upon presentation of receipts. Reimbursement shall then be provided and carried out on the basis of French healthcare rates. Significant differences may exist between the costs incurred and the French rates serving as the basis for reimbursement. It is strongly advised that students take out specific additional health insurance coverage valid for the country in question and for the duration of their internships from the insurance company of their choice, or, possibly, after checking the extent of the guarantees proposed, from the host organization if it provides health coverage to interns under local law (see article 6.3 below).

Work accident protection of French interns abroad: in order to benefit from French legislation providing coverage for workplace accidents, the internship must: have a duration not exceeding six months (including any extensions); not include any remuneration that may tend to qualify for rights to workplace accident protection in the host country (compensations or stipends are acceptable up to the limit of 15% of the hourly ceiling for French social security and subject to approval by the Primary Health Insurance Agency on a request for the maintenance of such rights); take place exclusively in the foreign host country – when these conditions are not met, the host organization commits to cover the intern for the risks of workplace accidents, travel accidents and occupational disease, provide all the necessary statements of coverage, and make the necessary declarations in case of workplace accidents. The workplace accident statement is the responsibility of the STARS EU sending higher education institution, which must be informed of such events in writing within 48 hours by the host organization. The coverage concerns accidents occurring: within the internship location and during internship working hours; on the normal commute to and from the intern's residence in the foreign nation and the internship location; as part of an assignment provided by the intern's host organization upon formal assignment mandate; during the first trip from his/her/their domicile to his/her/their place of residence during the internship; during the final return trip from his/her/their residence during the internship to his/her/their personal domicile. If the student is the victim of a workplace accident during his/her/their internship, the host organization must immediately notify the STARS EU sending higher education institution of the

accident. If the student performs limited assignments outside of the host organization or outside of the internship country, the host organization must take all necessary steps to provide him/her/them with the appropriate insurance.

#### **The Netherlands:**

When a Dutch student goes abroad for an internship, their social welfare coverage depends on the nature of the internship. For unpaid internships, the student usually remains under the Dutch social security system, but with limited coverage, and must keep Dutch health insurance or use an EHIC within the EU. For paid internships, the student may fall under the host country's social security system, and Dutch coverage such as unemployment or disability insurance may no longer apply. Health insurance is always required, DUO funding can often continue, and additional accident or liability insurance is usually recommended.

#### **Poland:**

Depending on the form of employment: volunteering, student up to 26 years civil contract has insurance and older when work have insurance pay by employer.

#### **Portugal:**

For mobilities within European Union countries, interns must apply for a European Health Insurance Card (EHIC). For mobilities outside the European Union, interns must purchase private health insurance. Accident insurance is provided by the sending institution for all activities related to their academic program.

#### **Spain:**

For mobilities within European Union countries, interns must apply for a European Health Insurance Card (EHIC). For mobilities outside the European Union, interns must purchase private health insurance. Accident insurance is provided by the sending institution for all activities related to their academic program.

#### **Sweden:**

Students carrying out a placement period abroad are covered by the Kammarkollegiet State Insurance for Outgoing students providing the student is registered in the local student data record system Ladok, and that a traineeship agreement has been signed by all parties.

### **6.2 Host country**

#### **Albania:**

If an intern signs an employment contract (paid internship) with an Albanian employer, the employer must register them from day one in the national social and health insurance systems. This entails reporting the internship to the National Registration Centre and regional tax authorities, and deducting and paying monthly contributions: approximately 16.7% by the employer and 11.2% by the intern into social and health insurance.

Contributions are calculated on gross salary and cover pensions, healthcare, work injuries, maternity, sickness, and unemployment.

For unpaid internships, interns can leverage Albania's compulsory health insurance if they fall under economically inactive categories—such as students under 25 without earned income—covered by the Compulsory Health Insurance Fund (ISKSH). However, this only covers public healthcare services. Interns are still strongly advised (and often required by host organizations) to carry private health and accident insurance to ensure broader protection, particularly for travel, emergency repatriation, workplace accidents, or non-EU coverage—proof of such insurance is commonly required.

#### Czech Republic:

If the intern signs an employment contract with a Czech employer, they are required to be registered in the Czech social and health insurance system. In the case of employment of a student or graduate from abroad, the employer is first obliged to inform the relevant regional branch of the Labour Office of the Czech Republic in writing about the foreigner's start of employment. In the case of an unpaid internship, they may use their European Health Insurance Card (EHIC).

#### France:

If the intern's stipend is equivalent to the maximum stipend of 15% of the hourly ceiling for social security: The stipend is not subject to payroll tax. The intern shall have the benefit of the legislation on workplace accidents, under the students' framework set forth in article L.412-8 no. 2 of the Social Security code. If accidents impacting the intern occur, either during his/her/their activities within the organization, or during his/her/their commute, or on premises used for the purposes of the internship, and also for students of medicine, dental surgery, or pharmacy without hospital-staff status, engaged in an internship conducted under the conditions provided in item b of the 2nd section of Article L.412-8, the host organization shall send a statement to the Primary Health Insurance Agency or appropriate agency (see address on

page 1), indicating the educational institution as the employer, and shall send a copy to the educational institution as well.

If the intern's stipend is greater than 15% of the hourly ceiling for social security: Payroll taxes are calculated based on the difference between the amount of the stipend and 15% of the hourly ceiling for social security. The student shall have the benefit of legal coverage under the provisions of L.411-1 et seq. of the social security code. If accidents impacting the intern occur, either during his/her/their activities within the organization, or during his/her/their commute, or on premises used for the purposes of the internship, the host organization shall handle the necessary formalities with the Primary Health Insurance Agency and shall inform the institution as soon as possible.

#### The Netherlands:

Interns with a paid internship (employment-like):

- Covered by social security (e.g., unemployment benefits, sick leave, disability).
- Employer must pay social premiums.

Unpaid interns or those receiving only an expense allowance:

- Not covered by employee social insurance.
- May still be insured under Dutch basic health insurance (mandatory for residents).

#### Poland:

Depending on the form of employment different for a volunteer or an employment relationship or a contract of mandate.

Volunteer students who travel to another EU/EFTA Member State to study there should take their European Health Insurance Card (EHIC) with them.

Employment of a foreigner under an employment relationship or a contract of mandate results in the obligation to register such a person for social security and health insurance and to pay contributions to these insurances. The regulations do not make the coverage of a given person with Polish insurance dependent on their citizenship or place of residence.

However, the following are important: the fact of concluding an employment relationship or a contract of mandate with a Polish entity, performing work under this relationship in Polish. Employment of a student under 26 years of age under a contract of mandate does not give rise to the obligation to report him or her to the above-mentioned insurance.



In the case of employment under an employment relationship, he is subject to registration for these insurances like any other employee. The specificity of the legal conditions for the employment of a student foreigner in the Republic of Poland consists, on the one hand, in the fact that the employing entity is not obliged to obtain a work permit for such a person, and on the other hand, foreigners-students who are under 26 years of age may benefit from a tax relief and a limitation of the obligation to pay social security contributions on the same terms as Polish citizens.

Foreign students from outside the EU insure themselves in Poland by concluding a voluntary health insurance contract with the NFZ branch competent for their place of residence and finance the payment of the monthly health contribution themselves, unless they have a Pole's Card or a certificate of Polish origin. In such a case, the obligation to pay health insurance contributions rests with the university at which they study. A person interested in such insurance must submit an application to the provincial branch of the National Health Fund for voluntary health insurance. For this purpose, it is necessary to present the following documents: passport with a document confirming legal stay in Poland (visa, residence card) a document confirming student status (student ID or certificate from the university) permission from parents to sign a voluntary health insurance contract (if it is a minor). Coverage by voluntary health insurance takes place on the date specified in the agreement concluded with the National Health Fund, and ceases on the date of termination of this contract or after one month of uninterrupted arrears in the payment of contributions. Students and doctoral students are exempt from additional fees until signing a voluntary insurance agreement. They only pay the due premium.

#### Portugal:

**Paid internship:** If the intern signs an employment contract or a paid internship agreement with a Portuguese host organization, they must be registered with the Portuguese Social Security system and benefit from the applicable social protection. The host organization is responsible for fulfilling these legal obligations, including paying social security contributions and contracting work accident insurance.

**Unpaid internship:** For unpaid internships (curricular internships), there is no obligation to register with the Portuguese Social Security system. Interns from EU/EEA countries may use the European Health Insurance Card to access healthcare services in Portugal. For interns from

third countries, it is recommended to purchase private health insurance.

#### Spain:

Interns with a paid internship (employment-like):  
- Covered by social security (e.g., unemployment benefits, sick leave, disability).

- Employer must pay social premiums.

Unpaid interns or those receiving only an expense allowance:

- The company or the university should pay the social security nevertheless

- May still be insured under Spanish basic health insurance (mandatory for residents).

#### Sweden:

Students carrying out a placement period abroad are covered by the Kammarkollegiet State Insurance for Outgoing students providing the student is registered in the local student data record system Ladok, and that a traineeship agreement has been signed by all parties.

### 6.3 Social welfare protection from the host organization:

By checking the appropriate box below, the host organization indicates whether it provides health insurance coverage to the intern under local law:

☐ YES: This coverage is in addition to the maintenance abroad of rights granted under local law

☐ NO: coverage is thus exclusively provided from the maintenance abroad of the rights granted in the country of the intern's STARS EU sending higher education institution.

### Article 7 – Travel and Liability Insurance

The host organization and the intern declare that they possess civil liability coverage.

Since the internship is abroad, the intern agrees to take out a travel insurance contract (repatriation for health reasons, legal assistance, etc.) and an individual liability insurance, which is mandatory prior to the start of internship.

When the host organization makes a vehicle available to the intern, it is its responsibility to check beforehand that the car's insurance policy includes coverage for its use by a student.

When the student is to use his/her/their own vehicle or a vehicle loaned by a third party for purposes of his/her/their internship, he/she/they shall expressly inform the insurer of the vehicle and, where applicable, pay the corresponding premium.

### Article 8 – Role of the STARS EU higher education institution in the region of internship

It is advisable for the intern to have a meeting with the administrative contact person in the STARS EU higher education institution in the region of internship upon arrival to internship region to discuss access to university facilities.

The STARS EU higher education institution in the region of internship commits to provide access to some of its facilities to the intern, such as:

- ☐ University premises, including
  - ☐ Cafeteria
  - ☐ Library
  - ☐ Sport facilities
- ☐ Student services, including
  - ☐ Student health services
  - ☐ International student activities and clubs
  - ☐ STARS EU Student Board activities
- ☐ Other, specify

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The STARS EU higher education institution in the region of internship also commits to appoint an administrative contact person (specified in the Agreement), whom the intern can contact if need be.

### Article 9 – Discipline

The intern shall be subject to the applicable internal disciplinary and regulatory terms, of which he/she/they shall be made aware prior to the start of the internship, particularly in regard to schedules and to the health and safety regulations in effect at the host organization.

Disciplinary sanctions may be imposed by a joint decision of the host organization and the STARS EU sending higher education institution. In such case, the host organization shall inform the academic advisor and the STARS EU sending higher education institution of the non-compliance and shall provide any supporting evidence.

The internship must be conducted in accordance with ethical standards and the European Union's values. The internship must be carried out in accordance with the highest ethical standards and applicable European Union legislation, as well as international and national laws on ethical principles. The intern must commit to respecting the fundamental values of the European Union (such as respect for human dignity, freedom, democracy, equality, the rule of law, and human rights, including the rights of minorities).

In case of a particularly serious breach of discipline, the host organization and the STARS EU sending higher education institution reserve the right to terminate the internship, while respecting the provisions set forth in article 9 of this agreement.

### Article 10 – Internship interruption - leave

Notice of any interruption of the internship shall be provided to the other parties to the agreement and the academic advisor. A validation procedure shall be implemented by the STARS EU sending higher education institution as needed. A postponement of the internship end date is possible, if approved by the parties to the agreement, so as to permit the full duration of the internship as originally planned. This postponement will be the subject of an amendment to the internship agreement.

If a joint request is made by the host organization and the intern to extend the duration of the internship up to the maximum duration prescribed by law of the host country (see article 3), an amendment may be made to the agreement.

If any of the following parties (host organization, intern, STARS EU sending higher education institution) wish to put an end to the internship, such party must immediately inform the other two parties in writing. Notice should also be given to the fourth party (STARS EU higher education institution in region of internship). The reasons given will be examined in close consultation. The definitive decision to terminate the internship shall be made at the end of this consultation phase.

Internship leave depends on the intern's host country. The following provisions shall apply, depending on the intern's host country.

NUMBER OF DAYS OF AUTHORIZED LEAVE / or terms of time off and leaves of absence during the internship:

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#### Albania:

Albanian law does not provide detailed, standalone legislation specifically dedicated to internships, but internships are governed primarily by the Labour Code of the Republic of Albania (especially for paid internships or those under formal contracts), Agreements between universities and host institutions, Individual internship agreements between the intern and the host organization.

Voluntary (unpaid) internships may not always be covered by the Labour Code unless there's a formal agreement.

Interruption or leave is generally governed by the internship agreement. If it mimics an employment relationship (paid internship), then provisions of the Labour Code may apply, including those on: leave due to health issues; emergency/personal leave. In university-mandated internships, leave or interruption should follow: university rules (e.g., curriculum schedule); the agreement (student–university–host).

There is no specific legal article requiring companies to offer leave during internships unless it's clearly stated in the agreement.

#### Czech Republic:

In general, an internship can only be carried out by a student who is, and will remain, enrolled at home university for the entire duration of the internship. The internship may be interrupted, for example, due to the temporary closure of the host organization (such as company-wide holidays or seasonal breaks). The student must inform the university about any interruption, and no Erasmus grant is awarded for the period of interruption. What may affect the implementation of the mobility and is regulated by the Higher Education Act are the rules for interruption of studies. If a student interrupts their studies, they must also interrupt or terminate the internship.

#### France:

In France (except as provided under special regulations applicable for certain French overseas collectivities or for organizations under public law), in case of pregnancy, paternity or adoption, the intern shall be granted time off and leaves of absence for a period equivalent to that granted to employees under articles L.1225-16 to L.1225-28, L.1225-35, L.1225-37, and L.1225-46 the labor code. Time off or leaves of absence are possible for internships lasting more than 2 months but less than 6 months

#### The Netherlands:

Unpaid internship: There are no formal employment rights, so leave arrangements must be agreed with the host organization. Dutch social security remains unchanged.

Paid internship (employment-like): The intern may have rights under local labor laws (e.g., sick leave, maternity leave).

#### Poland:

Individual cases depending on the form of employment and agreement

#### Portugal:

In the case of curricular internships there is no specific national legislation establishing uniform limits for absences. Absence rules are usually defined by the internal regulations of each educational institution. Professional internships are regulated by specific legislation. For professional internships: Interns may accumulate up to 5 days of unjustified absences. Interns are allowed up to 15 days of justified absences

#### Spain:

Unpaid internship: There are no formal employment rights, so leave arrangements must be agreed with the host organization. Dutch social security remains unchanged.

Paid internship (employment-like): The intern may have the usual rights under local labor laws (e.g., sick leave, maternity leave).

#### Sweden:

Individual cases depending on the form of employment and agreement

### Article 11 – Duty of discretion and confidentiality



The duty of confidentiality must at all times be observed, with its specific aspects taken into account by the host organization.

The intern commits to refrain from using the information collected or obtained by the intern, under any circumstances, for purposes of publication or disclosure to third parties without prior consent of the host organization, including in the internship report. This commitment applies not only to the internship period but shall extend after its conclusion as well. The intern commits to not retain, remove, or copy any documents or software of any kind belonging to the host organization, except upon prior approval from the latter.

For purposes of preserving the confidentiality of the information contained in the internship report, the host organization may request a restriction on the distribution of the report, or the removal of certain confidential information.

Persons with a need to know shall be constrained by commitments to professional secrecy to refrain from any use or disclosure of the information in the report.

## Article 12 – Intellectual Property

Intellectual Property during an internship depends on the intern's host country. The following provisions shall apply, depending on the intern's host country.

**Albania:** There is no dedicated Albanian legislation on IP rights specifically in internships, but relevant laws include: Law No. 9947, dated 07.07.2008 "On Industrial Property"; Law No. 35/2016 "On Copyright and Related Rights"; Employment contract provisions (if applicable); University or host organization agreements. Intellectual Property Rights must be specified in writing between the intern and the host organization.

**Czech Republic:** intellectual property rights (IPR) during an internship depend on the type of work created, the legal relationship between the intern and the host organization, and the specific contractual arrangements. If the intern is employed under a work contract with a Czech organization and creates intellectual property as part of their assigned duties, the economic rights to such work usually belong to the employer. This is in line with Czech copyright law (Act No. 121/2000 Coll.), which governs employee-created works. If the intern is not employed and creates work as part of their educational activities (e.g., student projects), the intellectual property typically remains with the student. However, if the student participates in a grant-funded project or signs a

separate agreement with the host institution, the ownership of rights may be subject to those specific terms. It is highly recommended that all rights and responsibilities regarding intellectual property be clarified in a written agreement before the internship begins. For certain types of IP, such as patents or trademarks, formal registration with the Industrial Property Office of the Czech Republic may be required.

**France:** In accordance with the code of intellectual property, if the intern's activities result in the creation of a work protected by copyright or industrial property (including software), and the host organization wishes to make use of such work with the intern's approval, a contract must be signed between the intern (the author) and the host organization. The contract must specifically include the extent of the rights to be transferred, any possible exclusivity requirements, the intended use, the media used, and the duration of the transfer of rights, as well as, if applicable, the amount of compensation due to the intern for the transfer. This provision shall apply in France regardless of the host organization's business structure.

**The Netherlands:** The ownership of Intellectual Property (IP) created during an internship by an (international) student at a Dutch company depends on what is contractually agreed upon between the three involved parties: the intern, the STARS EU sending higher education institution, and the host organization. This should be specified in a written document before the internship begins.

**Poland:** Individual cases depending on the form of employment and agreement. Mostly Intellectual property belongs to the interns. The industrial belongs to the host organization, unless otherwise agreed in writing.

**Portugal:** Intellectual property created by interns during their internship belongs to the host organization, unless otherwise agreed in writing. The internship agreement should clearly state who owns the rights to works developed during the internship.

**Spain:** Intellectual property belongs to the interns. The industrial belongs to the host organization, unless otherwise agreed in writing.

**Sweden:** Intellectual property created by interns during their internship belongs to the intern, unless otherwise agreed in written document.

## Article 13 – End of internship - Report - Evaluation

1) Internship certificate: At the end of the internship, the host organization shall issue a certificate, a template for which is included as an appendix hereto, indicating as a minimum the effective duration of the internship, and, if applicable, the amount of the stipend paid. The intern may need to produce this certificate as supporting documentation in applying for benefits (i.e., retirement) in his/her/their sending country.

2) Internship and Internship track of STARS EU Traineeship Programme quality: Once the internship has ended, the intern and the academic supervisor from the STARS EU sending higher education institution are invited to submit an assessment of the quality of the internship and of the STARS EU Traineeship Programme. The intern and the academic supervisor will send a document to the appropriate department of the STARS EU sending higher education institution in which he/she/they will evaluate the quality of the reception he/she/they was given by the host organization and the overall quality of the STARS EU Traineeship Programme. This document will not be taken into consideration in his/her/their evaluation, or in awarding his/her/their diploma or certificate.

3) Evaluation of the intern's activity and of the Internship track of the STARS EU Traineeship Programme: Once the internship has ended, the host organization shall fill out an assessment form on the intern's activity and on the Internship track of the STARS EU Traineeship Programme, which it will return to the academic advisor (or specify form attached or assessment procedures previously established in cooperation with the academic advisor).

4) Educational assessment procedures: The intern shall specify the nature of the assignment to be provided to the STARS EU sending higher education institution to validate the internship (oral presentation, report, portfolio, etc... as defined in the degree program).

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The number of ECTS granted to the intern for the internship shall be specified (if applicable):

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5) Neither the academic supervisor from the host organization, nor any member of the host organization invited to visit the STARS EU sending higher education institution for purposes of the preparation, conduct and validation of the internship, may assert any claim for

reimbursement or compensation from the STARS EU sending higher education educational institution.

#### Article 14 – Applicable law – Competent courts

This agreement shall be governed exclusively by the local law of the intern's host country. Any disputes that cannot be amicably resolved shall be subject to the jurisdiction of the competent local courts in the host organization's country.

The STARS EU higher education institution in the receiving region of the internship cannot be held liable if it fails to grant access to its facilities to the incoming intern.

In accordance with regulations governing the protection of personal data, interns must be informed of how any personal data they may provide to the STARS EU sending higher education institution, the host organization, and the STARS EU higher education institution in the region of internship will be handled.

|                                                                                                                                                                   |                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Representative of STARS EU sending higher education institution</b></p> <p>Date _____ and _____ place: _____</p> <p>Name: _____</p> <p>Signature: _____</p> | <p><b>Academic advisor of intern</b></p> <p>Date _____ and _____ place: _____</p> <p>Name: _____</p> <p>Signature: _____</p>                                    |
| <p><b>Intern</b></p> <p>Date _____ and _____ place: _____</p> <p>Name: _____</p> <p>Signature: _____</p>                                                          | <p><b>STARS EU higher education institution in region of internship</b></p> <p>Date _____ and _____ place: _____</p> <p>Name: _____</p> <p>Signature: _____</p> |
| <p><b>Representative of host organization</b></p> <p>Date _____ and _____ place: _____</p> <p>Name: _____</p> <p>Signature: _____</p>                             | <p><b>Training supervisor of intern</b></p> <p>Date _____ and _____ place: _____</p> <p>Name: _____</p> <p>Signature: _____</p>                                 |

