Placement Online

Information about registration of your internship in Placement Online

**General remarks workflow**

1. All steps will be taken by Reconfirm and by yourself. Hence, from now on, you will need to check and update this workflow on a regular basis. In the workflow you will see:
   a. The steps that need to be taken/which steps are already completed
   b. Who has completed the step and the date of completion
   c. Your name, study and date of birth

2. When a step is completed you will see a green check (see print screen).

3. When a step still needs action, click on the right to do the step.

**The workflow**

1. To start your application you have to fill out the application form [here](https://www.service4mobility.com/internship/BewerbungServlet?identifier=RECONFIRM&inst_id_heim_child=91074&aust_prog=SMP&kz_bew_art=OUT&kz_bew_pers=S&sprache=en).

   ![Application Form](image)

   - **Online Application Data**
     - Type of application: Incoming, Outgoing
     - Type of person: Student, Employee
     - Erasmus-Traineeship
     - Academic year: 2020/2021

   - **Personal Data**
     - Student ID
     - Last name
     - First name
     - Gender
     - Birth date
     - Place of birth
     - Country of birth
     - Nationality
     - Email address
     - Are you a graduate?
     - Are you still entitled to receive the governmental grant?

   - **Data concerning diploma**
     - Consortium

2. You will receive your log in information. When you log on in placement online, you will see the Workflow. This acts basically as your online checklist for going abroad.
1. Steps taken will be checked by Reconfirm.

2. 

3. For students: the second step is to print the registration form, fill it in, let it sign and upload this form.

For graduates: the second step is to hand in a letter of their school coordinator (including a signature) stating that you are/soon will be one of their graduates and that they believe that the traineeship has an additional value. This letter needs to be uploaded instead of the registration form. This step needs to be approved by Reconfirm.

4. Then all the details need to be completed such as the host company details, personal details, emergency contact details and traineeship details.

5. Then the learning agreement is ready to be printed. This learning agreement needs to be signed by the school coordinator (sending partner; in case of a graduate TU/e is the sending university and will sign it), the coordinator at the side of the host organisation and by yourself. Then the form needsto be uploaded. This step needs to be approved by Reconfirm.

Further, in case relevant, you will receive the invitation for the compulsory language assessment Native speakers are excepted. The Grant agreement needs to be signed by yourself. After which, Reconfirm needs to sign it to approve that the first 80% of the grant can be transferred. Reconfirm also will check here if the compulsory language assessment (if needed) is done so that the first 80% of the grant can be transferred. The first 80% will be within 2 weeks on your bank account.

!! This is the step that you need to reach before the start of your traineeship !!

6. The first assessment needs to be done 6 weeks after the start of your internship. For this you need to print both forms, one for you and one for the host organization, fill/let it fill in and upload them.

7. At the end of your internship the last three steps need to be taken:

1. the traineeship certificate (last page of your learning agreement) needs to be filled in and signed by the host organization and uploaded by you. 2. You need to fill in the online evaluation for which you will receive an automatic invitation by the EC 3. The second compulsory language assessment must be finished (for this you will also receive an automatic invitation by the EC). Reconfirm will check if these steps are correctly finished. When this is the case the last 20% of the grant will be transferred within 2 weeks and the file will be closed.