ERASMUS+ · CALL FOR APPLICATIONS

# Student mobility for traineeships — work experience

Mobility in academic year 2026/2027 · Summer period

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|---|---|
| APPLICATIONS | **All year — monthly sittings** |
| PLACES | **30** |
| APPLY AT | **https://erasmus-cut.app** |
| PROJECT | **2026-1-CY01-KA131-HED-000432661** |

## General information

The Erasmus+ Mobility Office of the Cyprus University of Technology announces a call for applications for the mobility of students and recent graduates for work experience at universities, organisations or enterprises abroad, for the academic year 2026/2027.

Selected participants spend between 2 and 12 months on a traineeship abroad under the KA131 project of Call 2026. A virtual component may be added but is not required.

### What you gain

- Practical experience in your field of study, in a real working environment.
- Stronger foreign-language skills and first-hand knowledge of other European countries and cultures.
- Skills no classroom teaches: problem-solving, critical thinking, teamwork, decision-making.

## Who may apply

- Students enrolled in a Bachelor's or Master's or doctoral programme of the Cyprus University of Technology whose studies are not suspended may apply.
- Applicants must have completed at least 1 semester(s) of study at the time of application and meet the criteria set by their Department.
- Minimum weighted grade point average: 6.
- Recent graduates may also apply: the application is submitted before graduation and the traineeship is completed within 12 months of it.
- The maximum funding a student may receive is 12 months per study cycle, counting all Erasmus+ activity types together (studies, traineeships, short-term, BIP, recent graduates).
- Mobility to the applicant's country of permanent residence or origin carries a deduction (see selection criteria) and is approved only where places and funding remain.
- A traineeship may take place in an enterprise, training centre, research centre, university or other organisation. EU institutions and bodies, and the diplomatic missions of the applicant's own country, are not eligible hosts.
- The minimum placement is 2 months and the maximum 12 months, at one host organisation per placement.
- A repeat placement at the same host is allowed at most twice in total; where funding does not cover every request, a repeat placement is approved for the minimum duration (2 months).

## Eligible destinations and available places

Mobility takes place in the Erasmus+ Programme countries:

Austria, Belgium, Bulgaria, Croatia, Czechia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, North Macedonia, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden and Türkiye.

For the academic year 2026/2027, 30 places have been approved, with an eligible implementation period from 1 September 2026 to 31 August 2027.

The mobility must be completed within the lifetime of project 2026-1-CY01-KA131-HED-000432661, that is by 31 July 2028 at the latest.

For recent graduates, the traineeship must in addition be completed within 12 months of the graduation date.

## Eligibility and selection criteria

An application is eligible provided the applicant submits the following, at the two stages of the procedure:

1. First stage — pre-approval: a recent Transcript of Records.
2. Second stage — final approval: an acceptance letter from the host organisation stating the start and end dates, the work to be carried out and the working language.

To rank applicants, the Selection Committee scores applications against the following criteria. The ranking is arithmetic: each criterion carries a fixed number of points, the same for everyone, and the total decides the order. Where places suffice, every eligible applicant is selected.

| Criterion | Points |
|---|---|
| **Points** | |
| **Overall weighted GPA** | GPA × 2 (maximum 20) |
| **Language Proficiency** | |
| Excellent (C2) | 10 |
| Very good (C1) | 5 |
| Good (B2) | 1 |
| **Relevance of host organisation to field of study** | |
| Highly relevant | 20 |
| Relevant | 10 |
| Somewhat relevant | 5 |
| **Deductions** | |
| **Previous Erasmus participation** | −20 |
| **Mobility to country of origin** | −20 |

## How to apply

Applications are submitted exclusively online through the Office's Mobility Platform: https://erasmus-cut.app. Sign in with your university e-mail account (one-time code — no registration needed).

Complete your profile before applying (Department, study cycle and year). An application cannot be submitted from an incomplete profile. Supporting documents are attached to the application as PDF files.

> The call stays open throughout the academic year. Applications are examined at the monthly sitting of the Selection Committee that follows their submission, according to the table below.

The status of your application, your scores and your documents are available in the platform at any time.

## Selection procedure

Applications are assessed by the Erasmus+ Selection Committee, which sits monthly.

The sittings of the Selection Committee for the period of this call are scheduled as follows:

| Sitting | Date | Applications submitted by |
|---|---|---|
| No. 24 | Thursday, 5 November 2026 | 29 October 2026 |
| No. 25 | Thursday, 10 December 2026 | 3 December 2026 |

An application submitted after a sitting's cut-off is examined at the next one.

Later sittings are announced on the Office's website (https://erasmus.cut.ac.cy).

At the first stage, applications are scored against the published criteria and a list of applicants granted pre-approval is drawn up.

At the second stage, pre-approved applicants contact suitable host organisations and obtain a written acceptance (a letter or an e-mail as PDF) stating the placement dates, the position, the organisation's details and its field of activity. The acceptance is submitted in the platform no later than two months before the traineeship starts. The Selection Committee assesses the file as a whole and decides on final approval.

Selected participants submit their funding documents in the platform at least one month before the mobility starts. Where this deadline is missed, the Office reserves the right to withdraw the approval.

## What you receive with the decision

The decision on your application is communicated in writing through the platform and by e-mail, and includes:

- the outcome, and your position on the reserve list where there is one;
- your score against each published criterion, so you can check the arithmetic yourself;
- the reasons, where the outcome turned on something other than rank;
- your right to appeal, how to exercise it, and the date the 7-day window closes.

A decision communicated without the above is reissued, and the appeal window runs from the corrected decision.

## Appeals and complaints

An appeal asks us to check whether something went wrong in how your application was handled. It is not a second opinion on a correct result — but if in doubt, appeal, and it will be looked at.

### Grounds for an appeal

- a quantitative criterion was calculated wrongly (for example your GPA was entered or doubled incorrectly);
- a document you submitted on time was not taken into account;
- a criterion was applied to you differently than to others;
- something in the handling of your own application went wrong (a message not sent, a deadline given in error).

### Not grounds for an appeal

- disagreement with the criteria themselves, which are published before the call opens and are the same for everyone;
- disagreement with another applicant's score;
- a preference for a different host university, where places were allocated as published.

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|---|---|---|
| **1. Erasmus+ Mobility Office** | Within 7 calendar days of the decision being communicated | Written answer within 15–30 days |
| **2. Erasmus+ Selection Committee** | If the matter cannot be settled by the Office, or concerns conduct or treatment | Written decision within 60 days |
| **3. Students Ombuds** | If you are not satisfied with the University's answer | Independent procedure under the CUT (Student Matters) Regulations of 2015 |

Appeals are sent by e-mail to erasmus@cut.ac.cy, with your name, the call and a description of what went wrong, attaching anything that supports it. Receipt is acknowledged within 3 working days, with an indication of when to expect an answer.

Appealing costs nothing and has no bearing on this or any future application, or on how you are treated by the Office.

A complaint about a delay (a payment, a document or an answer that has not come) goes to the Office, which establishes where the case stands. A complaint about conduct or treatment goes to the Selection Committee, so that no one investigates a complaint about themselves.

The full selection, appeals and complaints procedure, and the deadlines the Office commits to, are published at https://erasmus.cut.ac.cy/about/procedure.

## Finding a host organisation

Applicants find their own host organisation. Some starting points:

- praxisnetwork.eu
- erasmusintern.org
- spain-internship.com
- eures.europa.eu (EURES network)
- personal contacts with organisations and companies;
- academics of your Department with links to companies, universities or research centres;
- direct contact with universities, laboratories and organisations;
- students who took part in earlier calls.

The Office supports the search with:

- a template for the first contact e-mail to a host organisation;
- guidance on the Europass CV;
- an example motivation letter, where the host asks for one.

## Funding procedure

Before the mobility starts, participants submit in the platform:

- Learning Agreement, agreed and signed by the three parties: the participant, CUT and the host organisation.
- Grant Agreement between the participant and CUT, issued by the platform and signed electronically.
- European Health Insurance Card (EHIC) and travel insurance.

- Copy of identity card or passport, and IBAN certificate.

The first instalment of the grant is paid before departure, provided the funding file is complete at least one month before the mobility starts and the Grant Agreement has been signed by both parties. On arrival at the host, the participant submits in the platform the Arrival Form signed by the host.

At the end of the mobility, the participant submits in the platform, within 15 days:

- Departure form / Certificate of Stay or Attendance, signed by the host organisation.
- Transcript of Records or Traineeship Certificate, as applicable.
- Proof of completion of the EU Survey.
- Boarding passes or other proof of travel.

The balance of the grant is paid within 30 working days of receipt of the last document that allows the payment order to be issued under the Grant Agreement. The clock starts when the file is complete, not when the mobility ends.

Files are processed in the order they become complete. Where the deadlines of the Grant Agreement have passed, the Office may hold a payment in the queue or, within what the Agreement allows, decline it. Causes outside the participant's control are taken into account when raised at the time.

The final amount of the grant is set by the Office under the project's funding rules and recorded in the Grant Agreement.

## How the grant is calculated

Funding under the approved project 2026-1-CY01-KA131-HED-000432661 (Call 2026). The amounts are those in force for the project, as set by the National Agency (IDEP Lifelong Learning):

### Travel support

| Distance | Standard travel | Green travel |
|---|---|---|
| 10–99 km | €28 per participant | €56 per participant |
| 100–499 km | €211 per participant | €285 per participant |
| 500–1999 km | €309 per participant | €417 per participant |
| 2000–2999 km | €395 per participant | €535 per participant |
| 3000–3999 km | €580 per participant | €785 per participant |
| 4000–7999 km | €1188 per participant | €1188 per participant |
| 8000 km and above | €1735 per participant | €1735 per participant |

"Travel distance" is the distance between the place of origin and the venue of the activity, calculated with the European Commission's distance calculator; the amount covers travel to and from the venue. Green travel: train, bus or car-pooling for the main part of the journey.

### Individual support

Monthly amount for traineeship mobility, by group of receiving country (includes the traineeship top-up of €150 per month):

| Group | Receiving country | Monthly amount |
|---|---|---|
| **Group 1 — higher living costs** | Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden | €824 per month |
| **Group 2 — medium living costs** | Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain | €756 per month |

| Group | Receiving country | Monthly amount |
|---|---|---|
| **Group 3 — lower living costs** | Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Kosovo, Latvia, Lithuania, Montenegro, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey, Ukraine | €700 per month |

The amount is calculated automatically in the platform from the dates and destination of the application.

## Inclusion and diversity

The Office aims to make participation in Key Action 1 of Erasmus+ inclusive and accessible to every eligible student, regardless of socio-economic background and of particular needs or abilities.

In line with the National Action Plan for Inclusion and Diversity, the participation of people with disabilities and/or fewer opportunities is encouraged. Additional financial support of €250 per month (or a one-off €100 for a short-term mobility of 5–14 days and €150 for 15–30 days) is offered to students who fall within the special admission categories of CUT:

- Category A: from families with special circumstances;
- Category B: with serious health problems or other serious problems;
- Category C: other special categories.

## Data protection

Personal data submitted with the application are processed by the Cyprus University of Technology solely for the management of Erasmus+ mobility and for reporting to the National Agency and the European Commission, in accordance with the General Data Protection Regulation. The platform's privacy policy is available at https://erasmus-cut.app/privacy.

## Information

For information: erasmus@cut.ac.cy · https://erasmus.cut.ac.cy. Questions on inclusion and the special categories: outgoing@cut.ac.cy.

Version of 17 October 2026 — generated by the Mobility Platform from the call record. Where an earlier print differs, the current version at https://erasmus.cut.ac.cy prevails.