



EUROPEAN UNIVERSITIES  
for EU projects

## The Matching Phase

### Guidelines for Trainees to the Database of Host Organizations in EuGen Platform

*The Matching phase is open from the 12th November to the 7th December 2018*

1. To log in click <https://app.eu-gen.org/egn1/> and insert user name and password chosen when you signed up.

*If you wish to find a Host Organization through EuGen Platform follow the next steps, otherwise skip to the last paragraph*

2. Set your availability in *Dashboard*: select availability YES.

3. Go to *Search Host Organization for Traineeship*, see the list of all available Hosts or Filter your search.

4. Click the email address of the Host Organization to see its profile.

5. SEND AN EMAIL to the HOST ORGANIZATION you wish to candidate to for an interview. As title of the email write INTERVIEW REQUEST FOR TRAINEESHIP - EU4EU PROJECT.

6. If you RECEIVE AN EMAIL with an interview offer from one or more Host Organizations you can accept and schedule the interview or kindly refuse it.

7. If both you and the Host Organization accept the traineeship, the Host Organization will send you the *Letter of Availability* filled in. Once you receive it, within 2 days you have to sign and upload it in "*upload letters*" in your account, send it to the Host Organization and to [eugen.activities@gmail.com](mailto:eugen.activities@gmail.com) in cc. **Once you upload the Letter of Availability, you formally submit your application and you can't change it anymore.**

#### **You can only accept one traineeship**

*If you already have a Host Organization, or wish to find one through your own contacts, by the 7th December 2018 you must:*

1) *Upload the Letter of Availability (see step 7)*

2) *Make sure the Host organization registered as Host on EuGen Platform*

*(<https://app.eu-gen.org/egn1/>)*



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