



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. Click *Send offer* if you wish to candidate for an interview. You will be notified in *Message* once the Host Organization accepts or refuses the offer. **You are not allowed to send more than 5 offers at the same time.**

6. If you *receive an interview offer* from one or more Host Organizations you have to reply as follows: you can Agree and Accept the scheduled interview, Cancel the meeting or Send a Message.

7. If your interview is successful you will be asked to accept the traineeship. If you do not wish to accept it click *Cancel*. **You can only accept one traineeship.**

8. If both you and the Host Organization accept the traineeship, the Host Organization will send you the *Letter of Availability* filled in, within 5 days. 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.**

***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 8)*

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

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



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