



Brussels EU Project Lab

Call for applications for university students

Ready for an experience into the heart of the EU?

Join Euca's Project Writing Lab, an immersive four-day training program in Brussels, taking place 5–8 May 2026, designed for students eager to develop concrete skills and make a real impact through European projects.

Participants will gain direct insight into EU institutions, including visits to the European Parliament or the European Commission, and engage with experienced professionals working in European programs, civil society organizations, youth initiatives, and EU networks. The Lab provides a hands-on learning environment, where students collaborate in international teams to design a real Erasmus+ or CERV project proposal, while building professional connections that can support future careers. Get ready!

Art. 1 Event Description

The Brussels EU Project Lab offers an intensive experience in Brussels where international students develop EU project proposals through institutional visits, expert masterclasses, and team-based workshops. Participants learn practical skills in CERV/Erasmus+ application design while engaging directly with EU policymakers and certified project managers.

Art 2 Duration, Dates & Agenda

The Brussels EU Project Lab will take place from 5 to 8 May 2026. 5 May is designated for participant arrivals, while 6, 7, and 8 May will be dedicated to training sessions, project laboratory activities, and study visits. The programme will conclude on the afternoon of 8 May, allowing time for departures.

Arrivals are scheduled for Tuesday morning, followed by a cultural activity in the afternoon. On Wednesday morning, participants will present their projects and begin group work on the drafting of the European project. In the afternoon, there will be a visit to an EU institution between the European Parliament & the Commission. Thursday will be entirely devoted to project writing, meetings with experts, and project development. On Friday morning, the work will continue with the official student presentations and the finalization of the project. Departures are planned for Friday afternoon. The agenda is subject to changes and further definition.



Art. 3 Location and Modality

This project will run in Brussels, Belgium, fully in person and entirely in English.

Art. 4 Learning Outcomes

By participating in this lab, you will be able to:

- Design and manage a small-scale Erasmus+ or CERV project proposal, applying project cycle management principles and understanding how Brussels-based priorities in education, youth mobility, and civic values shape funding opportunities.
- Engage with Brussels-based experts and practitioners in European education and civic engagement, connecting theory with practice and understanding the networks and institutional culture of EU programme management.
- Reflect on personal and professional growth, identifying competences in project design, teamwork, and European civic engagement, including awareness of career pathways in EU education programmes and civil society organizations in Brussels.

Art. 5 Fee

The participation fee offers two options:

- EUR 750,00 EUR (VAT excluded) – with accommodation included. This option covers 3 nights in a shared hostel room, daily breakfast, and all programme activities and extras as listed in Art. 12.
- EUR 450,00 EUR (VAT excluded) – without accommodation. This option includes full access to the programme and activities, but does not include accommodation and breakfast.

Art. 6 Training Hours

The project includes 20 hours of certified training.

Art. 7 Target Audience

This program is designed for final-year bachelor's or master's students, recent graduates, postgraduate trainees, and individuals currently enrolled in a master's program from any discipline, with an interest in EU project management, communication, budgeting, or proposal design.

Art. 8 Methodology

Project-based learning: learners develop knowledge and skills through projects based on real-world challenges and problems that matter to them, giving learning purpose and stimulating learners' autonomy.

Cooperative learning: learners learn with and from each other by considering diverse perspectives, needs, and learning preferences, to motivate and support each other to go further in their learning

Value creation pedagogy: Learners learn by applying their competencies (future or existing) to create something of value to at least one stakeholder. The value that the learners create for someone else can be economic, social, and cultural.

Art. 9 Innovation Aspects

Direct access to EU institutions and real-world practice in competitive proposal writing fosters active European citizenship and civic engagement. Participants learn from experts and benefit from EuCA's proven expertise in managing EU projects, build international networks, and gain certification recognized across Europe. The programme develops skills immediately applicable to careers in EU institutions, international cooperation, and nonprofit sectors.

Art. 10 Liability and Safety

Participants are recommended to have personal travel insurance to cover health and travel risks.

EU students must carry a European Health Insurance Card (EHIC), while non-EU students are required to ensure comprehensive travel insurance coverage.

Art. 11 Application Timeline and Procedure

Step 1 - The application period runs from 11 November 2025 to 15 February 2026. To apply, please complete the online form and upload both your CV and Motivational Letter. Please note that uploading your CV is mandatory: [Application Form – Brussels EU Project Lab 2026](#)

Step 2 - Get your official confirmation. After submitting your application, you will receive a confirmation email. Please don't buy your plane tickets before you receive the official confirmation and before getting specific information from EuCA staff.

Step 3 - Stay connected with us: The EuCA team will guide you through the process and support you during the event.

Step 4 - Stay updated on logistics! Keep an eye on our communications via email about the event logistics and get ready to book your tickets!

Step 5 - Mandatory online onboarding & Infopack: All participants must attend a 1-hour online onboarding session, where we will go over the agenda, logistics, and project expectations. After attending the session, participants will receive the Infopack with all practical information for the event.

Step 6 - Join the event: Take part in the Brussels Project Writing Lab and enjoy the experience!

Art. 12 What's Included and Not Included

Included:

- 3 nights of accommodation in a shared hostel room in Brussels with daily breakfast (only for participants who selected the fee with accommodation included);
- Admission to the Project Writing Lab;
- Cultural activity in Brussels;
- Training from international experts and professionals;
- Visit to the European Parliament or the European Commission
- 1 lunch and 1 dinner;
- Onboarding session prior to the event;
- Infopack with all essential information about the project;
- Certificate of training hours.

Not included:

- International travel to/from Brussels;
- Local transportation and transfer from the airport to the city center;
- Additional meals outside of those provided.

Art. 13 Registration Policy

Registration is open until 15 February 2026 or until all 40 participant spots are filled.

Art. 14 Cancellation Policy

To ensure clarity and transparency, our cancellation policy is structured in phases:

- Until 31 December 2026: 100% refund
- 1 January – 15 February 2026: 50% refund
- From 16 February 2026 onward: No refund

Name changes allowed until 3 April 2026, subject to approval and possible administrative costs. EucA reserves the right to approve or deny name changes due to logistical constraints.

Art. 15 Budget and Funding

This event is funded by EucA and its member institutions. Financial resources are managed transparently to ensure high-quality programming.

Art. 16 Code of Conduct

Participants are expected to adhere to a respectful, professional, and collaborative code of conduct, reflecting the values promoted by EucA and the project, including: respect and professionalism, active



participation, punctuality and attendance, compliance with instructions provided by Euca organizers, facilitators, and venue staff.

Any behaviour contrary to these values, such as disrespect, exclusion, or actions misaligned with the project's ethos, may result in disciplinary action, including formal warning from organizers, removal from specific activities, and, in severe cases, dismissal from the project at the participant's expense.

The objective is to create a safe, positive, and inspiring environment for all attendees.

Art. 17 Data Protection and Privacy

Personal data collected will be processed according to GDPR regulations and used exclusively for program purposes.

Art. 18 Risk Management

- Incident Reporting: All emergencies or incidents will be documented and reviewed by Euca to improve safety and prevention protocols for future editions.
- Emergency Procedures: Participants are expected to follow the venue's procedures, which will be shared in advance, and comply with local regulations and guidance from relevant authorities.

Art. 19 Post-Event Feedback and Mobility Certificate

At the conclusion of the event, participants will be invited to complete a Feedback Form to help enhance future events. Upon successful participation, students will receive an official Euca Mobility Certificate recognizing 20 training hours.

Project contact person

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