

Checklist Erasmus+ KA 103 Funding for Internships

„Working E⁺xperience 2020/21“

Before mobility

<p>Internship institution found. <i>Please note the information on eligible institutions and the general selection and funding conditions.</i></p>	<input type="checkbox"/>
<p>Contact person in the faculty clarified. Erasmus+ basically promotes "Credit Mobility", i.e. that your internship abroad should be recognized by your faculty. Please clarify before your application who in your faculty will be your contact person for the recognition of the internship.</p>	<input type="checkbox"/>

The two-stage application procedure:

<p>Filled out the application form in the mobility portal. Signed printout (PDF) submitted by e-mail. <i>Applications are possible on a continuous basis. The individual application period ends <u>3 months</u> before the start of the internship.</i></p>	<input type="checkbox"/>
<p>Call for the Learning Agreement for Traineeships received by mail.</p>	<input type="checkbox"/>
<p>Learning Agreement for Traineeship created. <i>Please allow sufficient time for the coordination with your faculty and the host institution to prepare the document.</i></p>	<input type="checkbox"/>
<p>Learning Agreement for Traineeship uploaded to the mobility portal. <i>The deadline for submitting the online form and Learning Agreement ends <u>6 weeks</u> before the internships starts! The following persons must have signed it: Applicant, contact person in the faculty + contact person in the host institution</i></p>	<input type="checkbox"/>

After the acceptance:

<p>Funding approval by mail received. <i>Please keep this e-mail in a safe place, as it contains important documents and information on the further process.</i></p>	<input type="checkbox"/>
<p>Online Linguistic Support: Language Assessment completed in the first working language (if applicable). <i>The invitation will be sent by e-mail!</i></p>	<input type="checkbox"/>

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The following <u>obligatory</u> insurances exist: Liability & accident insurance. Informed about a corresponding additional travel insurance (optional).	<input type="checkbox"/>
Confirmation of funding printed out twice and originals sent back by post.	<input type="checkbox"/>

During the mobility

Certificate of Arrival uploaded in the mobility portal. Within 5 working days after the start of the internship.	<input type="checkbox"/>
Received the first funding rate of 60% of the total funding. Please note the information in the Grant Agreement.	<input type="checkbox"/>
Traineeship Certificate or 'Praktikumszeugnis' initiated before the end of the stay.	<input type="checkbox"/>

You would like to extend or have to cancel? Please take notice of the information in your confirmation letter or on our website.

After the mobility

EU-Online-Survey filled out and sent. The invitation will be sent by e-mail.	<input type="checkbox"/>
Field report (3-5 pages, informal) submitted.	<input type="checkbox"/>
Traineeship Certificate submitted. <i>If the template is not used, please note that the document must contain all features of the Traineeship Certificate.</i>	<input type="checkbox"/>
Received the second funding rate of 40% of the total funding.	<input type="checkbox"/>
Request for recognition submitted to the faculty (if applicable).	<input type="checkbox"/>

Your contact in the International Office:

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