

# Checklist for an internship abroad in the frame of ERASMUS+



## Before the Mobility

Required documents	To be submitted to the International Office until
<ul style="list-style-type: none"> <li><input type="checkbox"/> Online Acceptance your Erasmus+</li> </ul>	In 1 week after receiving
<ul style="list-style-type: none"> <li><input type="checkbox"/> „Grant Agreement“                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Signature from student</li> <li><input type="checkbox"/> Signature from Erasmus Coordinator</li> </ul> </li> </ul>	In 2 week after receiving
<ul style="list-style-type: none"> <li><input type="checkbox"/> “Learning Agreement”                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Signature from student</li> <li><input type="checkbox"/> Signature from the “Praktikumsbeauftragten“ of the faculty</li> <li><input type="checkbox"/> Signature from the responsible person at the internship company</li> </ul> </li> </ul> <p><i>Important: Stamps should not cover the date!</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Inform study office about stay abroad</li> </ul>	Before the Mobility
<ul style="list-style-type: none"> <li><input type="checkbox"/> „Confirmation of Arrival“</li> </ul>	1 week after the Mobility started
<p><b>Attention!!!</b> The existence of these documents is a prerequisite for the payment of the 1.rate (80 percent of total funding).</p>	

## During the Mobility

Required documents	To be submitted to the International Office until
<ul style="list-style-type: none"> <li><input type="checkbox"/> Changes in the Learning Agreement “During the Mobility”                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Signature from student</li> <li><input type="checkbox"/> Signature from “Praktikumsbeauftragten“ of the faculty</li> <li><input type="checkbox"/> Signature from representative of partner university</li> </ul> </li> </ul> <p><i>Important: Stamps should not cover the date!</i></p>	5 weeks after internship started

## After the Mobility

Required documents	To be submitted to the International Office until
<ul style="list-style-type: none"> <li><input type="checkbox"/> „Confirmation of Departure“</li> <li><input type="checkbox"/> Experience Report for the HOST</li> <li><input type="checkbox"/> EU-Survey</li> <li><input type="checkbox"/> Traineeship Certificate &amp; After the Mobility in Learning Agreement</li> </ul>	1 week after Mobility ended 30 days after receiving 1 week after receiving
<p><b>Attention!!!</b> The existence of these documents is a prerequisite for the payment of the 2. rate (20 percent of total funding).</p>	

**Attention!!!** The mobility grant may be eventually reclaimed if the mandatory documents have not been submitted on time to the International Office of the HOST and the required amount of ECTS points per semester has not been reached!