

Internship Abroad – Step by Step



Erasmus+



Global

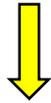
Information Search

Are you interested in doing an internship abroad? You can find information on the [Intranet-Page](#) of the International Office (IO) or you can contact us via [E-mail](#). It is also worth taking a look at our Newsletter, following our [Instagram Account](#), and taking part in our Information Events that we hold in regular intervals. The dates to these events can be found [here](#).



Application

You must organize the internship yourself. There is no application deadline. If you are, however, applying for ERASMUS-funding or you would like to receive credits towards your degree, you should submit all the relevant documents to us no later than 60 days before the start of your internship.



Verification of the Application Documents

The IO will verify your documents for completeness.



Financing

Erasmus+

If you complete your internship in an ERASMUS Program Country, you have the possibility to receive funding. You can find the general funding requirements in the Intranet.

Global

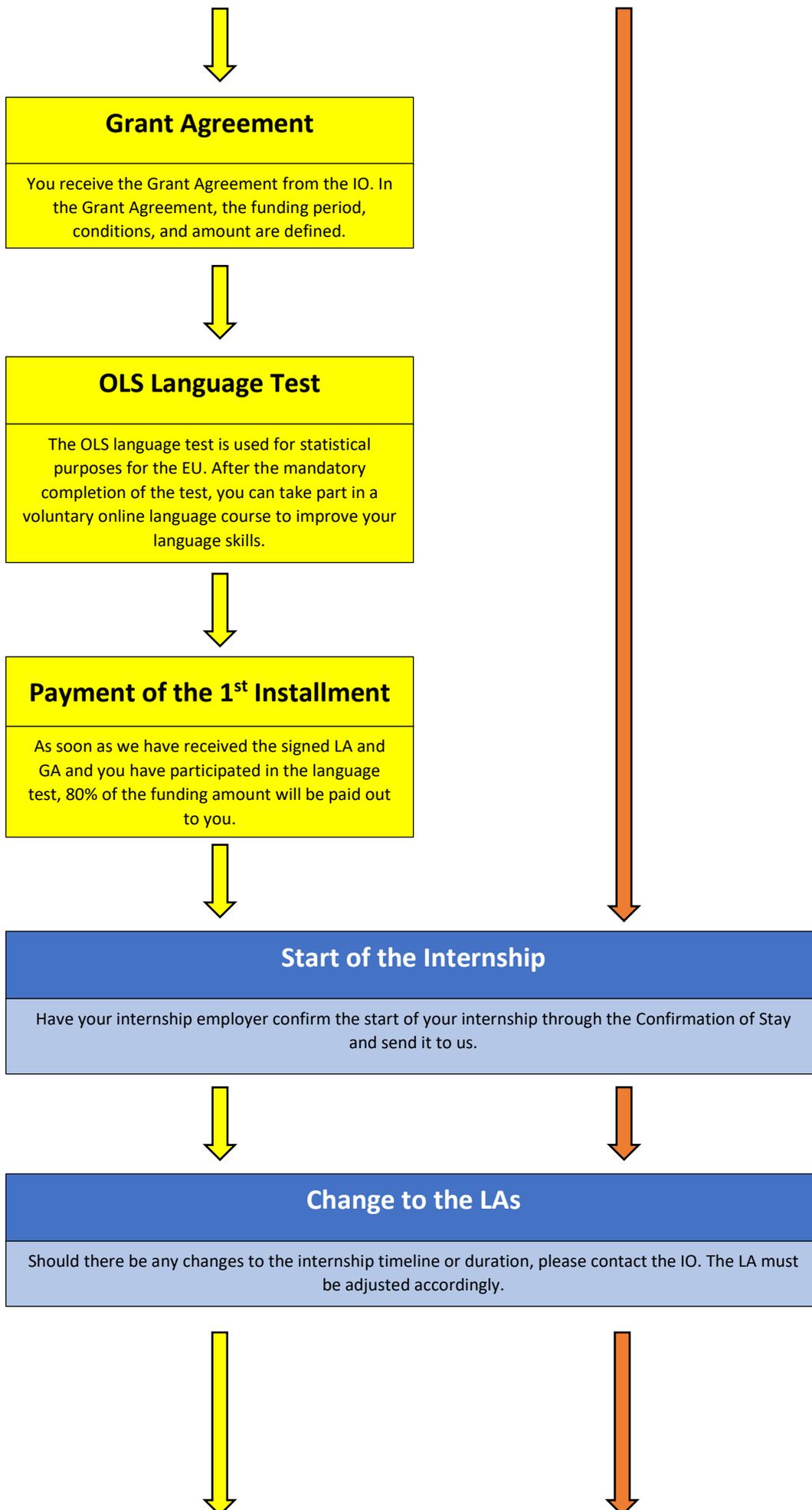
Receiving an internship offer is **not** accompanied by financial support. Please contact the IO in time to find out about your options.



Learning Agreement (LA) for Traineeships

You must complete the LA for Traineeships before the start of your Mobility. After an initial verification by the IO, it must be approved by the internship employer and your faculty/department.





Extension of the Funding Period

The data in the Grant Agreement was initially determined on a provisional basis. It is therefore important that you find out early on in your stay when your stay will in fact be ending. If your internship lasts longer than what was agreed to in the Grant Agreement, please immediately inform the IO of your extension wishes (an email is sufficient), so that we can verify if an extension of the funding is possible. An extension of the funding period must be filed at **least 30 days before the expiration of the original end date stated in the agreed to Grant Agreement**. An increase of the funding amount cannot be requested after the end of the mobility.



Departure - Confirmation of Stay and Internship Certificate

Send us the Confirmation of Stay signed by the internship employer as well as the LA "After the Mobility" also filled out by the internship employer. The latter can be replaced through an Internship Certificate.



Recalculation of the Funding Amount

If the confirmed duration of stay is **longer** than stated in the (last agreed to) Grant Agreement, the additional days are considered a Zero-Grant-Period (= counts towards the Erasmus-Quota, but no funding is paid out).

If the confirmed duration of stay is **more than 5 days shorter** than indicated in the Grant Agreement, the funding duration and amount will be updated. The participant must refund any overpayment.



Erasmus Survey

At the end of your mobility you will be asked to participate in the Erasmus survey. The participation is mandatory.



Payment of the 2nd Installment

As soon as the IO has received the Confirmation of Stay and the Internship Certificate or LA After the Mobility and you have participated in the Erasmus Survey, the 2nd Erasmus installment will be paid out to you.



Experience Report and Travel Behaviour

At the end of your mobility, we ask you to submit an experience report and provide information on the means of transport used to get to and from your stay abroad.



Recognition of the Internship Abroad

Contact your faculty/department to have your achievements abroad recognized or to have the internship included in the Diploma Supplement. Only internships that have been approved in advance via the Learning Agreement can be considered. Submit a proof of recognition if possible.

