# Erasmus+ Internships Checklist (2018/19)

<table>
<thead>
<tr>
<th>What do I have to do?</th>
<th>By when?</th>
<th>Done!</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Before departure</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internship search</td>
<td>as soon as possible</td>
<td>□</td>
</tr>
<tr>
<td>Tips and helpful information regarding the internship search are provided on the Website of the International Center.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Online Application (MoveOn)</td>
<td>at the latest, 4 weeks prior to the start of your internship</td>
<td>□</td>
</tr>
<tr>
<td>Fill it out, upload the required documents and submit the Online Application Form via e-mail to the International Center.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grant Agreement</td>
<td>as soon as possible</td>
<td>□</td>
</tr>
<tr>
<td>As soon as you have received it, please sign it and submit two copies of the signed original to the International Center (also possible via ordinary mail).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OLS Language Assessment</td>
<td>within the announced time frame</td>
<td>□</td>
</tr>
<tr>
<td>The language assessment is compulsory for all participants. You will receive an invitation e-mail to complete the OLS test.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>On the OLS-Website and further below in this document you will find more information on the test.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>You will receive the first installment of the Erasmus grant only after completing these steps.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Obtain necessary insurance coverage (see below).</td>
<td>before departure</td>
<td>□</td>
</tr>
<tr>
<td>If necessary, participation in a language course (see below)</td>
<td>as soon as possible</td>
<td>□</td>
</tr>
<tr>
<td>Preparatory language course in the host country (see below)</td>
<td>Inform the International Center as soon as possible</td>
<td>□</td>
</tr>
<tr>
<td>If necessary, participation in an intercultural preparation course (see below).</td>
<td>before departure</td>
<td>□</td>
</tr>
<tr>
<td>Event</td>
<td>Description</td>
<td>Time</td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
<td>------</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>If necessary, apply for federally funded student financial aid for stays abroad (Auslands-BaföG). On request, the International Center will provide you with the relevant certification.</td>
<td>as soon as possible</td>
</tr>
<tr>
<td>Leave of Absence</td>
<td>If necessary, apply for leave of absence (see below). On request, the International Center will provide you with the relevant certification.</td>
<td>before departure</td>
</tr>
<tr>
<td>Residence Permit</td>
<td>If necessary, apply for a residence permit, and if necessary, contact the Regional Administrative Office of the City of Munich (Kreisverwaltungsreferat, KVR) to ensure your permit of stay in Germany remains valid. For more information on entry regulations please see below.</td>
<td>as soon as possible</td>
</tr>
<tr>
<td>Special Needs Grant</td>
<td>If applicable, apply for a „special needs“ grant. This only concerns students with disabilities!</td>
<td>as soon as possible</td>
</tr>
</tbody>
</table>

### During your stay abroad

<table>
<thead>
<tr>
<th>Event</th>
<th>Description</th>
<th>Time</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancellation/Shortening/Extension</td>
<td>Cancellation / Shortening / Extension Please immediately contact Anna Schwark in International Center. For more information regarding the topic please see below.</td>
<td>at the latest 4 weeks prior to the originally planned end of your internship</td>
<td></td>
</tr>
<tr>
<td>Language Course</td>
<td>In case you attended a preparatory language course, please request a certificate with the exact dates of the period of the course and send it as scan via e-mail to Anna Schwark in the International Center.</td>
<td>at the end of the language course</td>
<td></td>
</tr>
<tr>
<td>Traineeship Certificate</td>
<td>Traineeship Certificate Have it filled out by the responsible person at the receiving organization indicating the exact dates of the internship. Pre-dated certificates without precise details are not accepted. Additionally, private stays or vacations after or prior to the period of your internship may not be included here. Please use the templates of the International Center, which are available for download on Erasmus+ internships website under Downloads.</td>
<td>shortly before the end of your stay</td>
<td></td>
</tr>
<tr>
<td>Recommendation</td>
<td>Recommendation: Request a qualified employer’s reference from the host institution of your internship.</td>
<td>shortly before the end of your stay</td>
<td></td>
</tr>
</tbody>
</table>
### After your stay abroad

<table>
<thead>
<tr>
<th>Task</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Traineeship Certificate</strong>&lt;br&gt;Upload it in MoveOn.</td>
<td>no later than 4 weeks after your return</td>
</tr>
<tr>
<td><strong>Pre-dated certificates without precise details are not accepted.</strong>&lt;br&gt;Additionally, private stays or vacations after or prior to the period of your internship may not be included here.</td>
<td></td>
</tr>
<tr>
<td>- Please use the templates of the International Center, which are available for download on Erasmus+ Internships website under Downloads.</td>
<td></td>
</tr>
<tr>
<td><strong>Travel report</strong>&lt;br&gt;Prepare and upload it in MoveOn.</td>
<td>no later than 4 weeks after your return</td>
</tr>
<tr>
<td>- Please use the templates of the International Center, which are available for download on Erasmus+ Internships website under Downloads.</td>
<td></td>
</tr>
<tr>
<td><strong>EU-Online-Fragebogens (EU Survey)</strong>&lt;br&gt;Fill it out online. You will receive an e-mail inviting you to the survey shortly after the end of your stay.</td>
<td>no later than 4 weeks after the request via e-mail</td>
</tr>
<tr>
<td><strong>OLS language assessment after the mobility</strong>&lt;br&gt;Complete the test after receiving the request via e-mail.</td>
<td>within the announced time frame</td>
</tr>
<tr>
<td>- This only concerns those students who took the OLS assessment before departure.&lt;br&gt;Keep in mind: If you change your departure date, please also update it in the OLS system in order to receive the invitation to the final test in due time.</td>
<td></td>
</tr>
<tr>
<td><strong>Only after completing these steps, you will receive the final installment of the Erasmus grant as well as the entry in the Diploma Supplement.</strong></td>
<td></td>
</tr>
<tr>
<td>If necessary, submit a language course certificate to the International Center as scan via e-mail.</td>
<td>no later than 4 weeks after your return</td>
</tr>
<tr>
<td>If necessary, apply for a subsidy for a preparatory language course.</td>
<td>no later than 4 weeks after your return</td>
</tr>
<tr>
<td>Only possible if the language course was taken before departure or within the first month of your stay abroad.</td>
<td></td>
</tr>
<tr>
<td>If necessary, participation in an intercultural reflection workshop (see below).</td>
<td>upon return</td>
</tr>
</tbody>
</table>
General Information

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Erasmus+ Grant

Duration of stay

- Maximum 360 days per study cycle (Bachelor, Master, Doctorate)\(^1\)
- Several study and internship stays possible (also in combination)
- Minimum stay for internships: 2 months
- Minimum stay for study: 3 months
- Exceptions from minimum stay for study: Participating countries with trimesters or terms that remain under the minimum funding period of 3 months

If you wish to complete an exchange semester abroad before or after your internship, this can be funded by the Erasmus+ Study Program, provided that the minimum length of stay specified is adhered to. For more information, please contact our colleagues from Erasmus Studies.

Grant amount

Erasmus+ mobility phase: length of stay at the internship facility
Erasmus+ funding period: full months of the Erasmus+ mobility phase
Zero-Grant period: difference between Erasmus+ mobility phase and Erasmus+ funding period (period without financial support)

Important:
- The minimum funding period is two months.
- In the Erasmus calculation, every full month is calculated at 30 days, even if it has 31 days. The only exception to this rule is February, which is calculated at 28 and 29 days, respectively, when the internship ends on February 28 or 29.

The Erasmus+ grant is based on the subsidy rate of the respective destination country. The EU Commission has divided the destination countries into three groups:

<table>
<thead>
<tr>
<th>Country category</th>
<th>SMP grant rate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Group 1</strong></td>
<td></td>
</tr>
<tr>
<td>Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxemburg, Norway, Sweden, United Kingdom</td>
<td>520€ per month</td>
</tr>
<tr>
<td><strong>Group 2</strong></td>
<td></td>
</tr>
<tr>
<td>Austria, Belgium, France, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain, Cyprus</td>
<td>460€ per month</td>
</tr>
<tr>
<td><strong>Group 3</strong></td>
<td></td>
</tr>
<tr>
<td>Bulgaria, Croatia, Estonia, Latvia, Lithuania, Poland, Rumania, Slovakia, Slovenia, FYR Macedonia, Czech Republic, Turkey, Hungary</td>
<td>400€ per month</td>
</tr>
</tbody>
</table>

The final amount for the mobility phase is determined by multiplying the number of full months of the Erasmus + mobility period by the monthly rate for the host country concerned. This results in the Erasmus + funding period.

\(^1\) The only exception are students studying in a program ending with a state examination. Those students may receive Erasmus funding for 24 month per study cycle.
Sample calculations:

<table>
<thead>
<tr>
<th>Destination country</th>
<th>Spain</th>
<th>Denmark</th>
<th>Romania</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internship period (Erasmus+ mobility phase)</td>
<td>August 1 - November 30</td>
<td>May 15 - September 15</td>
<td>September 3 - February 1</td>
</tr>
<tr>
<td>Days in total</td>
<td>120 days = 4 full months (August, September, October, November) = 4 x 30 days</td>
<td>151 days = 3 full months (June, July, August) + 16 days May + 15 days September = 3 x 30 days + 16 days + 15 days</td>
<td>149 days = 4 full months (October, November, December, January) + 28 days September + 1 day February = 4 x 30 days + 28 days + 1 day</td>
</tr>
<tr>
<td>Funded days</td>
<td>120 days ( = 4 full months)</td>
<td>150 days ( = 5 full months)</td>
<td>120 days ( = 4 full months)</td>
</tr>
<tr>
<td>Zero-Grant-days</td>
<td>0 days</td>
<td>1 day</td>
<td>29 days</td>
</tr>
<tr>
<td>Erasmus+ funding period</td>
<td>August 1 - November 30</td>
<td>March 15 - September 14</td>
<td>October 1 – January 31</td>
</tr>
<tr>
<td>Grant</td>
<td>4 x 460€ = 1.840€</td>
<td>5 x 520€ = 2.600€</td>
<td>4 x 400€ = 1.600€</td>
</tr>
</tbody>
</table>

Extensions will be added to the Erasmus+ mobility phase as Zero-Grant days. Whether an extension can be financially supported, will be decided at the time of application one month prior to the end of the originally planned end of the internship.

**Method of payment**

The payment of the Erasmus+ grant is made in installments and depends on the submission of certain documents to the TUM International Center:

<table>
<thead>
<tr>
<th>Payment</th>
<th>Submission in the International Center of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>First installment</td>
<td>Online Application Form via e-mail, two copies of signed Grant Agreement (will be prepared after the submission of the application documents), and if necessary, completion of OLS language assessment</td>
</tr>
<tr>
<td>Second installment</td>
<td>Traineeship Certificate, TUM travel report, participation in EU-Survey, and if necessary, completion of OLS language assessment</td>
</tr>
</tbody>
</table>

In general: It lies in your own responsibility to submit all necessary documents in due time to the International Center. The originals of all documents remain with you and must be kept for 7 years in the event of an audit by the DAAD.

The first installment corresponds to 70% of the assigned scholarship in the Grant Agreement and will ideally be transferred to you before your departure. The second installment corresponds to the remaining 30% of your scholarship. You will receive these after your return.

Please keep in mind that a change of the duration of your stay might also lead to a change of your grant amount. The dates certified in the Traineeship Certificate by the receiving organization are decisive for that.

Should your actual stay be shorter than 60 days, TUM is entitled to claim the financial support back. This also applies in case you do not submit the required documents (see above) in time to the International Center.
If you already have participated in an Erasmus Program or have been awarded another grant from the EU, we kindly ask you to specify that in the application form. The same applies if you have been awarded another grant from a public or private organization, since these sometimes exclude each other.

**Learning Agreement for Traineeships**

Within the Learning Agreement for Traineeships, the contents of the internships as well as, if necessary, the recognition of it in terms of ECTS will be determined. You will have to talk about and agree upon these conditions with the receiving organization and the respective **Departmental Coordinator of your TUM department**.

Usually the procedure with the **Learning Agreement for Traineeships** is as follows:

1. Fill out *Learning Agreement* and sign it.
2. Send the *Learning Agreement* to the receiving organization and have it signed by the responsible person there.
3. Receive the *Learning Agreement* back.
4. Forward the signed form to the Departmental Coordinator of your TUM department, who signs it or has it signed by the responsible person at TUM.
5. Upload the document with all three signatures together with the online application to the **online portal**.

**Important:** All three signatures have to be placed in the spaces provided for this purpose at the end of the *Learning Agreement*! Please also make sure that all signatures contain a signature date.

**Extensions / Shortenings of the stay**

**Preparatory language courses in the destination country**

If you will attend a language course in your destination country (whether at the receiving organization or an external provider), the stay can also be included in your grant. In order to financially support the language course, the duration of it has to be included in the Grant Agreement. If this is not the case, please report the new start of your mobility to the International Center at the latest 4 weeks prior to the originally planned beginning of your stay according to the Grant Agreement. Upon completion of the language course a certificate of attendance, that includes the start and end date of the course, must be submitted as scan via e-mail to the International Center.

**Extensions**

All extensions that exceed a time period of 5 days must be reported immediately in written form to the International Center and applied for using the form *Exceptional Changes to Traineeship Programme*. The form must be submitted to the International Center at the latest 4 weeks prior to the originally planned end of the internship. Otherwise the extension cannot be funded.

The form can be downloaded on the website of the International Center regarding Erasmus+ internships under Downloads. When filling out the form the procedure is as follows:

1. Fill out the form for *Exceptional Changes to Traineeship Programme* and sign it.
2. The form is signed by the „responsible person“ in the receiving organization.
3. Send the signed form to the Departmental Coordinator of your TUM department, who signs it or has it signed by the responsible person at TUM.

4. Send the signed document as scan via e-mail to the TUM International Center (turnerasmus-praktikum@zv.tum.de).

If you submit the document in time, the duration of your stay will be adjusted and a new Grant Agreement will be issued for you.

**Shortenings**

All shortenings that exceed a time period of 5 days must be reported immediately or at the latest 4 weeks prior to the originally planned end of the internship according to the Grant Agreement in written form to the International Center. The grant will then be adjusted accordingly.

Should your stay be shorter that 60 days due to the shortening, TUM is entitled to claim the financial support back. This also applies in case you do not submit the required documents (see above) in time to the International Center.

**OLS Language Assessment and Language Courses**

**OLS Language Assessment**

All program participants whose main working language during their stay abroad is an EU language\(^2\) are required to take an online test compiled by the EU both before and after their mobility. You will be invited to the test in a separate e-mail. Test results will not be used to determine eligibility for the Erasmus program, but serve only to document the students’ level of language proficiency before and after their stay abroad. However, the test is a requirement in order to receive the Erasmus grant.

Depending on the test results, some students may be eligible to participate in a free online language course. More information concerning the tests and online courses will be sent to you in a separate e-mail.

Students whose main working language is their mother tongue or a language that is not available in the OLS system (i.e. Turkish) do not have to complete the OLS Language Assessment.

**Preparatory Language Course**

At TUM the Language Center offers assistance at no extra cost to prepare you for your stay abroad. You may find more information about the languages offered on the official website of the TUM Language Center. Another option could be language courses offered by the LMU Language Center. Please inform yourself on the website of the language center regarding the courses you may visit as a guest student.

**Allowances for Language Courses**

There is the possibility to apply for a subsidy of max. 150€ for fees of the following types of language courses:

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\(^2\) What languages this comprises can be consulted via the [OLS webpage](#).
1. Preparatory language courses in Munich, which are not offered by the TUM Language Center and for which costs incur.
2. Preparatory language courses in your host country for which costs incur.

You may request the application form at tumerasmus@zv.tum.de. Please submit the form together with a copy of the original receipt for course fees and your certificate of attendance via e-mail no later than 4 weeks after your return. Please note that we only subsidize preparatory language courses taken before departure or within the first month of your stay abroad.

If you attend a language course in the target country directly before the start of your internship (whether at a university or an external provider), this stay can also be considered within the Erasmus scholarship as already mentioned above under Preparatory language courses in the destination country.

Intercultural preparation

In cooperation with the TUM Language Center, the International Center offers the Intercultural Communication – Basics "Fit for Exchange" to program participants. The aim of the seminar is to promote your intercultural skills. In interactive self-experience exercises and reflection phases, you deal with your own cultural imprint and the dimensions of other cultures. Participation is independent of the country of destination.

For students who have already completed their stay abroad, the Language Center offers the additional Intercultural Communication – Continued “Post Exchange Intercultural Reflection Workshop”. The aim of the workshop is to reflect more deeply on the experiences abroad from an intercultural point of view and to analyze experiences during the exchange with the help of intercultural solutions.

Further information about the seminars can be found on the webpage of the TUM Language Center.

Insurance

Please provide enough time to inform yourself about the necessary insurances for your stay abroad. For Erasmus+ interns the conclusion of a liability, health and accident insurance valid in your country of destination is mandatory. Apart from that the conclusion of a travel insurance including a luggage and evacuation insurance is advisable.

In all EU countries including Iceland, Liechtenstein, Norway, and Switzerland, the European Health Insurance Card (EHIC) provided by your public health insurance is valid. You can identify an EHIC by the EU flag (circle of stars) that it bears on the revers side. Further information regarding this can be found on the webpage of the European Commission.

Those with private health insurance coverage should contact their health insurance provider in advance of travel to clarify the scope of their coverage while abroad.

Enrolled TUM students are accident insured through the Munich Student Union. Information on the scope of insurance can be found on the website of the Munich Student Union.

Furthermore, you may also obtain a combined health, accident, and liability insurance as well as luggage insurance through the DAAD (Policy 720). For more information, visit the website of the DAAD.
Note: Medical students shall inform themselves regarding necessary insurance coverage in their respective receiving organisations before their internship abroad. DAAD group insurance may not cover cases of damage that are covered by doctors’ professional liability insurance. Please contact the responsible Departmental Coordinator for more information on this.

Visa and entry requirements

Whether a TUM student needs to obtain a visa for the Erasmus+ Internship depends on the student’s citizenship as well as the host country’s status, the length and purpose of the stay abroad.

For nationals of EU/EFTA states, a stay abroad within the EU is generally unproblematic. However, if you plan on studying outside of the EU (e.g. Turkey) you must usually apply for a visa for study purposes. Please request information from the consulate of your host country in advance of travel! Do not travel without the required visa (this includes tourist visa, which cannot be transferred at a later point in time).

Citizens of non-EU-countries usually require a visa to study abroad in other EU Member States. Please request information from the consulate of the respective country in advance of travel. Please also contact the Regional Administrative Office of the City of Munich (Kreisverwaltungsreferat, KVR) to ensure your German residence permit remains valid!

Important: Please do not purchase your flight ticket until you are sure your visa application has been successful. Unfortunately, TUM cannot speed up the visa application process.

Allowances for Visa Costs

In case additional costs incur due to the visa application process, you may apply for a reimbursement grant to the TUM International Center (tumerasmus@zv.tum.de). Please submit the respective application form together with evidence of the need and a copy of the original receipts via e-mail before your departure.

Leave of absence

In case you would like to take leave of absence for your internship, please inform yourself on this website about the formalities.

Please note:

- The student union fee and the solidarity contribution for the semester ticket must also be paid during a leave of absence!
- The application for leave of absence must be submitted between the beginning of the re-registration period of the respective semester and at the latest on the first lecture day.
- During the entire study period, leave of absence is only possible for a maximum of two semesters.
- Semesters on leave of absence do not count as upper division semesters. If you apply to have credits recognized which you earned during your leave of absence, and more than 22 credits are recognized, the semester counts as an upper division semester.
- Existing deadlines continue! You should therefore inform yourself in good time as to whether examination extensions are possible. Information on this can be obtained from the respective examination board.
Confirmations

On request TUM International Center additionally issues the following confirmations:

- Confirmations for the Bafög office: with this we confirm the amount and time period of your stay
- Confirmations for the registration office in order to take leave of absence (only necessary in exceptional cases, see above)

Please request these confirmations via tumerasmus-praktikum@zv.tum.de.

Special Needs Grant

Students with 30% or greater disability are eligible for additional financial support. Please get in touch with us early if this applies in your case! Further information regarding this as well as the application forms can be found on the Erasmus+ internship webpage under ‘Benefits of the Erasmus+ SMP program’.

Accommodation

Useful information on how to find accommodation may be found in the reports of TUM students and interns, who have already lived in your host country. The Facebook pages of the local ESN-Sections and websites such as rooming.eu can also be helpful.

Just as you need a place to stay in your host country, many exchange students from other countries are looking for one here in Munich. If you are interested in subletting your room or apartment in Munich during your stay abroad, please send the offer to our colleague from the accommodation support in the International Center, Anna Kondratskaya (incoming_help@zv.tum.de), or contact her via telephone under 089 289 -25024.

Diploma Supplement

Chapter 6.1 ‘Additional Information’ in the Diploma Supplement summarizes extracurricular activities within the framework of your studies. Accordingly, your stay abroad can be enlisted in this chapter.

Completed and confirmed mobilities within the framework of Erasmus+ will be automatically transferred to your DS. The data input to TUMonline takes place 4 times a year (March/June/September and December). The record is not visible in TUMonline. After completion, students receive an e-mail from the International Center.

The record in the Diploma Supplement includes the following information:

- Study related stay abroad - „Art des Aufenthaltes“
- DD-MM-YYYY – DD-MM-YYYY: "besuchte Einrichtung/Universität" in „Land"
Your Contacts

**TUM International Center**
Anna Schwark  
Arcisstraße 21 (Room 0196)  
80333 Munich

Tel.: 089 289-25415  
Fax: 089 289-25474  
tumerasmus-praktikum@zv.tum.de

**Leave of Absence**

Registration Office  
Arcisstraße 21  
80333 Munich

Tel.: 089/ 289 22245  
Fax: 089/ 289 25414  
studium@tum.de

**Departmental Coordinators**

(academic advising, recognition of credits earned abroad...)

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