Erasmus+ Internships Checklist (2016/17)

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<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>Fill out the <a href="#">Online Application Form</a>, upload the required documents and submit the signed Online Application Form to Anna Schwark in the International Center (also possible via ordinary mail).</td>
<td>at the latest, 4 weeks before the start of your internship</td>
<td></td>
</tr>
<tr>
<td>As soon as you have received the <a href="#">Grant Agreement</a>, please sign it and submit two copies of the signed original to Anna Schwark in the International Center (also possible via ordinary mail).</td>
<td>as soon as possible</td>
<td></td>
</tr>
<tr>
<td>If necessary, participation in a <a href="#">language course</a> (see below) or a <a href="#">intercultural communication course</a> (see below).</td>
<td>as soon as possible</td>
<td></td>
</tr>
<tr>
<td>Complete the <a href="#">OLS language assessment</a>.</td>
<td>within the announced period of time</td>
<td></td>
</tr>
<tr>
<td>The language assessment only concerns those students with Czech, Danish, Dutch, English, French, Greek, Italian, Polish, Portuguese, Spanish or Swedish as their main working language during their stay abroad. These will receive an e-mail inviting them to the completion of the OLS language assessment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Obtain necessary <a href="#">insurance coverage</a> (see below).</td>
<td>before your departure</td>
<td></td>
</tr>
<tr>
<td>If necessary, apply for federally funded student financial aid for stays abroad (<a href="#">Auslands-BaföG</a>).</td>
<td>as soon as possible</td>
<td></td>
</tr>
<tr>
<td>On request, the International Center will provide you with the relevant certification.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If necessary, apply for <a href="#">leave of absence</a> (see below) from TUM.</td>
<td>before your departure</td>
<td></td>
</tr>
<tr>
<td>On request, the International Center will provide you with the relevant certification.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 visa and entry regulations see below.

If applicable apply for a „special needs“ grant.

This only concerns students with disabilities!

### During your stay

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you attend a language course before your study abroad begins, request a certificate with the exact dates of the period of study.</td>
<td>at the end of the language course</td>
</tr>
<tr>
<td>In case of changes regarding the internship, i.e. extension or shortening of your stay, please contact Anna Schwark in the International Center.</td>
<td>-</td>
</tr>
<tr>
<td>Extensions of internships by more than a week (7 days) have to be proposed using the Form for Exceptional Changes to Anna Schwark in the International Center.</td>
<td>at the latest 1 month before the originally planned end of your internship</td>
</tr>
<tr>
<td>Have the Traineeship Certificate, indicating the exact dates of your internship, filled out by the responsible person at the receiving organization. Pre-dated certificates without precise details are not accepted. Additionally, private stays or vacations following or prior to the period of your internship may not be included here.</td>
<td>shortly before the end of your stay</td>
</tr>
<tr>
<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>
</tr>
<tr>
<td>After your stay</td>
<td></td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Submit the <strong>Traineeship Certificate</strong> and, if necessary, a <strong>Language course certificate</strong> to the International Center (as scan via e-mail).</td>
<td>no later than 1 month after your return</td>
</tr>
<tr>
<td>Prepare and upload of an <strong>internship report</strong></td>
<td>no later than 1 month after your return</td>
</tr>
<tr>
<td>Fill out the <strong>EU-Online-Survey</strong> (EU Survey) after receiving a request via e-mail</td>
<td>no later than 1 month after the request via e-mail</td>
</tr>
</tbody>
</table>
| Compile the **OLS language assessment after the mobility** after receiving a request via e-mail.  
This only concerns those students who took the OLS assessment before departure. | within the announced period of time |

**General Information**

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Erasmus+ Grant

Duration of stay

Within the limit of twelve months per study cycle (bachelor, master, doctorate), students may complete various stays abroad, either for studies or placements within the framework of Erasmus. The minimum duration of each Erasmus Internship is two months and three months of Erasmus Studies. In the case of Erasmus Studies exceptions are made for trimesters or terms lasting less than three months which are offered in some countries.

Grant amount

The Erasmus mobility phase corresponds to the duration of your internship. Since our available budget does not allow us to fund your entire stay abroad, we have to include zero-grant days (days without financial support). Thus, the Erasmus+ grant will only fund a certain proportion of your stay. The difference between the Erasmus+ mobility phase and the funded period is classified as zero-grant period.

Therefore, for the funding period 2016/17, the Erasmus+ fund will be granted as specified in the table below:

<table>
<thead>
<tr>
<th>Actual duration of stay (Erasmus mobility phase)</th>
<th>Erasmus+ funding period</th>
</tr>
</thead>
<tbody>
<tr>
<td>60 - 89 days</td>
<td>2 months (60 days)</td>
</tr>
<tr>
<td>90 - 119 days</td>
<td>3 months (90 days)</td>
</tr>
<tr>
<td>120 - 149 days</td>
<td>4 months (120 days)</td>
</tr>
<tr>
<td>150 - 179 days</td>
<td>5 months (150 days)</td>
</tr>
<tr>
<td>180 - 209 days</td>
<td>6 months (180 days)</td>
</tr>
<tr>
<td>210 - 239 days</td>
<td>7 months (210 days)</td>
</tr>
<tr>
<td>240 - 269 days</td>
<td>8 months (240 days)</td>
</tr>
<tr>
<td>270 - 299 days</td>
<td>9 months (270 days)</td>
</tr>
<tr>
<td>300 - 329 days</td>
<td>10 months (300 days)</td>
</tr>
<tr>
<td>330 - 360 days</td>
<td>11 months (330 days)</td>
</tr>
</tbody>
</table>

The Erasmus+ grant depends on the respective country of destination. The countries have been categorized into three groups by the EU Commission:

<table>
<thead>
<tr>
<th>Country Category</th>
<th>SMP funding rate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Group 1</strong></td>
<td></td>
</tr>
<tr>
<td>AT, DK, FI, FR, IE, IT, LI, NO, SE, UK</td>
<td>14€ per day / 420€ per month</td>
</tr>
<tr>
<td><strong>Group 2</strong></td>
<td></td>
</tr>
<tr>
<td>BE, CY, CZ, ES, GR, HR, IS, LU, NL, PT, SI, TR</td>
<td>12€ per day / 360€ per month</td>
</tr>
<tr>
<td><strong>Group 3</strong></td>
<td></td>
</tr>
<tr>
<td>BG, EE, HU, LT, LV, MT, PL, RO, SK, FYROM</td>
<td>10€ per day / 300€ per month</td>
</tr>
</tbody>
</table>
Method of payment

The payment of the Erasmus+ grant is made in rates 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 rate</td>
<td>Signed Online Application Form, 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 rate</td>
<td>Traineeship Certificate, TUM internship report, participation in EU-Survey, and if necessary, completion of OLS language assessment</td>
</tr>
</tbody>
</table>

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

**Important:** 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 TUM International Center.

In case you have already 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. Students will have to talk about and agree upon these conditions with the respective International Affairs Delegate of their TUM department and the receiving organization.

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 International Affairs Delegate 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 our online application portal

**Important:** All three signatures have to be on page 5 of the Learning Agreement, which is intended for this purpose!

In case of changes (i.e. extension of your stay), the procedure is as follows:

1. Fill out the form for Exceptional Changes and sign it
2. The form is signed by the „responsible person“ in the receiving organization
3. Send the signed form to the International Affairs Delegate 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 (Tumerasmus-praktikum@zv.tum.de)

**Important:** In case of an extension of your stay, the form for *Exceptional Changes* has to arrive in our office at the latest one month before the originally planned end of your internship. If not, we will not be able to financially support the extension of your stay!

**Language Courses**

All students whose main working language during their stay abroad is Czech, Danish, Dutch, English, French, Greek, Italian, Polish, Portuguese, Spanish or Swedish are required to take an online test compiled by the EU both before and after their stay. 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.

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.

If you attend a preparatory language course in Munich, which is not offered by the TUM Language Center, or in your host country for which costs incur, you may apply for a subsidy in the max. amount of €150. Please request the application form and submit it via e-mail (tumerasmus@zv.tum.de) together with a copy of the original receipt for course fees and your certificate of attendance **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.

In case you participate in a language course abroad before the beginning of your internship (whether it takes place at a university or another external provider), it can also be considered for the Erasmus+ grant. Remember that in this case you must make sure to get a written confirmation of the length of your stay and a certificate of attendance!

**Intercultural preparation**

In order for you to make the most out of the international exchange, the TUM Language Center offers intercultural training courses, called *Intercultural Communication Skills - Basics "Fit for the Exchange"*. The courses are offered on five different dates, you can register via TUMonline.
Insurance

Please provide enough time to inform yourself about the necessary insurances for your stay abroad (i.e. liability insurance, health insurance, accident insurance, travel insurance including a luggage and evacuation insurance).

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 reverse side. Further information regarding this can be found at this link.

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.

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.

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 and 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 application process.

In case additional costs incur due to the visa application process, you may apply for a reimbursement grant to the 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:

- Student Union and the basic Semester Ticket fees will have to be paid during a leave of absence as well!
- You may submit a request for an official leave of absence from the start of the re-enrollment period up until the first day of the lecture period.
• As a rule, leaves of absence can be granted for a total of two semesters of the student’s total duration of studies
• Semesters for which the student has been granted an official leave of absence are not counted as Fachsemester, unless the number of ECTS credits to be awarded is at least 22.
• Deadlines for the completion of make-up examinations are not affected by leaves of absence. They continue to apply. An extension of examination deadlines must be requested from the relevant examination committee.

Diploma Supplement

The Diploma Supplement (DS) is being issued due to the Bologna reform as English supplement to the diploma. On the basis of uniform criteria, it describes the qualifications linked to the study program. Its aim is to facilitate the assessment and classification of academic degrees for study as well as reference purposes at home and abroad.

The DS is organized in 8 chapters. In chapter 6.1 ‘Additional Information’ individual information regarding extracurricular activities within the framework of the studies may be added. Under this section, i.a., stays are included.

Stays abroad within the framework of Erasmus+ Programs are automatically included in the Diploma Supplement. The transfer of the data to TUMonline is done four times per year in March/June/September/December based on the data from the end of the previous month. After the successful transfer students will receive an information e-mail from the International Center. Concluded and confirmed stay will be included in the Diploma supplement after the transfer.

The entry 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”

Special Needs Grant

Students with 50% or greater disability are eligible for additional financial support. Please get in touch with us early if this applies in your case!

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.
What should you do in case you plan another stay abroad in a European country?

**Important:** The maximum duration of the Erasmus mobility periods may not exceed 12 months per study cycle!

If you are planning on doing another internship abroad and still have Erasmus months left, feel free to contact us. Please keep in mind that the minimum duration for Erasmus internships is two months.

In case you are planning to complete an exchange semester abroad before or after your internship, the International Center may also award you a grant within the framework of the Erasmus Studies Program, if your stay lasts at least three months. For more information please contact our colleagues from Erasmus Studies.

Should you want to go abroad another time during your Master or Phd, feel free to contact us again. With the start of the new Erasmus+ Program in 2014 students may receive financial support for up to 12 months during their bachelor, master or doctor respectively.

Contact

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**International Affairs Delegates of the TUM Departments**
(academic advising, recognition of credits earned abroad….)