

**Erasmus+ Student Mobility for Traineeships
ERASMUS+ Voluntary Internship - INFORMATION**

VOLUNTARY INTERNSHIP

REQUIREMENTS

- The internship must comprise of 30 work hours per week
- Duration: minimum two to twelve months (depending on total mobility during the degree cycle)
- NO private artistic lessons possible
- Deadline for submission of documents to the ABPU: 6 weeks prior to the start of the internship
- Sufficient insurance coverage abroad must be arranged by the student
- Voluntary Erasmus Internships will be mentioned in the Diploma Supplement
This means that every ABPU student that has completed an Erasmus internship must apply for a „**Diploma Supplement**“ in the Faculty Office when finishing their studies.
- Students who do a voluntary internship can take a leave of absence from their studies, if necessary
- The student is responsible for applying for an internship position independently
Offers: sometimes posted by partner universities or databanks
Short selection of Internship Databanks:

<https://erasmusintern.org/>

<http://www.praktikumsanzeigen.info/fuer-bewerber/stelle-suchen.html>

<http://www.world-of-xchange.com/>

<http://www.praktika.de/>

APPLICATION

- **For Internship Positions:** about a year to 6 months before desired start of internship
- **Recommended Documents:** for internship applications– **in English or the working language of the institution:**
 - CV
 - Letter of Motivation
 - Short recommendation letter from a teacher
 - Transcript of Records (Sammelzeugnis, available by email from the Faculty Office)
 - Description of desired skill and competency acquisition
- **In case of a successful application inform your Erasmus and Departmental Coordinator at ABPU**

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APPLICATION DEADLINES - once the internship position has been confirmed

At the latest 6 weeks before the start of the internship: Submission of Application forms (they can all be found on the ABPU homepage):

- Learning Agreement for Traineeships
- Erasmus+ Personal Data Sheet

BEFORE THE BEGINNING OF THE INTERNSHIP

- If applicable, apply for a leave of absence at the APBU (especially if you are enrolled in more than one subjects)
- **Continue to pay the Student Union Fee (ÖH-Beitrag)**, otherwise you will be exmatriculated!
- In case your internship lasts for a whole semester or academic term tuition will be waived.
- **Please take care of arranging adequate insurance coverage abroad!**
- after the receipt of the nomination email from the EU → Complete the **Online Linguistic Language Test 1** in the EU's OLS System (if the internship language is not your first language)
- after receipt of request email from the National Agency of the OeAD → **Self-Registration in the databank „Students-Online“**= this contract is the basis for allocating financial support

BEFORE THE END OF YOUR INTERNSHIP

Organize the following confirmations from your internship provider:

- **Traineeship Certificate:** should include a list of the competences/skills originally stated in the Learning Agreement for Traineeship and should be confirmed by the internship provider
- **Confirmation of Stay:** states the exact dates of stay (Start – End) - according to the dates of stay agreed to in the contract with the National Agency of the OeAD

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AFTER THE INTERNSHIP:

- **Confirmation of Stay** is to be sent in original form (copy first!!) to:
OeAD- Office Linz
c/o Mister Andreas Szelegowitz
Altenbergerstrasse 69
4040 Linz
- You will receive a notification via email from the OeAD, according to which all documents are to be handed in within 4 weeks in order to receive the rest of the financial funding
- Fill out the online **report of stay**
- Take Online Linguistic Language Test 2 in the EU's OLS System (if the internship language was not your first language)
- **Apply for recognition of credits at the ABPU** until the end of the next enrolment period (Inskriptionsfrist) - Submit Traineeship Certificate, if possible a Transcript of Records, and the original Learning Agreement for Traineeships to the chair of the Study Commission. This is also necessary if you are planning on working for your internship provider permanently.
- Within 2 weeks after the end of your internship: Submit copies of your **Confirmation of Stay** and **Traineeship Certificate** to the Erasmus Coordinator at ABPU
- Within one month after the end of your internship: Submit a **written report** (about one A4 page) to Erasmus Coordinator at ABPU

Further information and application documents are available in the ABPU ERASMUS Coordination Office