

ERASMUS+ INTERNSHIP FOR GRADUATES - INFORMATION

INTERNSHIP ABROAD FOR GRADUATES

REQUIREMENTS

- An internship for graduates has to be applied for **BEFORE the last test performance** and has to be completed within 12 months after graduation at the latest
- **By the start** of the internship the graduate has to be **exmatriculated** at the home university
- The internship must comprise at least **30 hours per week**
- **Duration: two up to 12 months** (the previous study cycle will be called on for the calculation of the maximum duration possible for the graduate internship, which means if an Erasmus+ mobility had been undertaken during the previous study cycle the time of that stay will be subtracted from the maximum duration time).
- Per study cycle, a **maximum of 12 months** is eligible for Erasmus+ grants. This maximum duration time can be split upon E+ internships and E+ student mobility
- The placement of the internship has to be **organized by the student** and can be completed in **enterprises, institutions of higher education, trainings- or research organizations and other businesses**. Exempt are diplomatic missions of the home country and institutions of the European Union, such as the European Parliament. The internship has to be completed in a country which is participating in the EU program Erasmus+ (= EU countries minus the home country, plus Norway, Iceland, Liechtenstein, Turkey and Switzerland)
- Call for placements: occasionally by partner universities or data bases such as:
 - <http://www.praktikumsanzeigen.info/fuer-bewerber/stelle-suchen.html>
 - <http://www.world-of-xchange.com/>
 - <http://www.praktika.de/>
- **Deadline for submitting all required documentation at the ABPU is 6 weeks before the start** of the internship
- **Sufficient insurance coverage for the time abroad has to be organized by the student**

APPLICATION FOR INTERNSHIP

- Suggested documentation for applying for a placement, approximately one year to about 6 months prior to the preferred starting date – preferably in English:
 - CV
 - Motivational Letter
 - Short recommendation letter from a teacher
 - Transcript of Records (can be requested from the Study Office per email)

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APPLICATION FOR THE ERASMUS+ FUNDING AT THE HOME UNIVERSITY

- Documents necessary for the application for an Erasmus funding are:
 - **Learning Agreement for Traineeships**
 - **Erasmus+ Internship Data Sheet**

All documents need to be signed by the responsible persons and handed in at the Erasmus Office. They can all be found on the ABPU homepage.

Deadline: 6 weeks before the start of the internship

BEFORE STARTING THE INTERNSHIP

- After receiving an email from the OeAD – self-registration in the data base “studentsOnline”
- **Signing of the mobility contract with the OeAD**
- Completion of the first OLS language assessment (in case the internship working language is not your first language)
- **Take care of valid and sufficient insurance coverage** for the country in which the internship is completed!

BEFORE THE END OF THE INTERNSHIP

- Ask your employer for a **Traineeship Certificate** and a
- **Confirmation of Stay** which confirms the exact(!) dates of your presence as previously defined in your Learning Agreement for Traineeships

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AFTER THE END OF THE INTERNSHIP

- Send the original Confirmation of Stay (copy first!!) to the OeAD Office in Linz:
OeAD Büro Linz
c/o Mr. Andreas Szelegowitz
Altenbergerstraße 69
4040 Linz
- After receiving an email from the OeAD you have 4 weeks to complete:
 - Individual Participant Report online
 - Second OLS language assessment

Please note that the OeAD only pays the rest of your financial funding when all of the required documents have been handed in within 4 weeks after the end of the internship!

TO DO AT ABPU

- Hand in your Confirmation of Stay at the Erasmus Office
- Hand in your Transcript of Records at the Erasmus Office
- Hand in a written narrative report about your experiences during your Erasmus internship (about one page A4) at the Erasmus Office

Further information and documents can be inquired at the Erasmus Office.