

ERASMUS+ for interns (SMT)

CHECKLIST

Preparations

Collecting first information about the traineeship abroad:

- International Office (Homepage, information events, office hour)
- Former ERASMUS+ trainees
- Internship search platforms: <https://www.aau.at/en/international/work-and-research-abroad/erasmus-student-internships/>
- Company where the internship takes place
- Is Traineeship embedded in the curriculum or voluntary?
- ECTS accreditation at home institution yes/no

Requirements for the application as an ERASMUS+ trainee:

- Regular student at the AAU
- Have already completed at least 2 semesters at the AAU (before starting the internship)*.

* If you would like to complete an internship before the 3rd semester, you must submit a letter of recommendation signed by the responsible study programme director.

Application deadline:

- 6 weeks before the start of the traineeship
- In case a recent graduate carries out the internship, the application has to be made before graduating

Prior to the mobility programme

Step 1: Online Application via ZEUS/MOBIS

- Click on „Meine Anträge“ → „Neuen Antrag stellen“ → „ERASMUS+ Praktikum“
- enter the most important information (duration, description of the traineeship, information about the company, bank account details, etc.)
- Upload the necessary documents:
 - CV
 - Traineeship contract
 - Learning Agreement for Traineeship*
- Submit online application

* The Learning Agreement for Traineeships must be sent to the International Office and afterwards has to be signed by the responsible study programme director (“Studienprogrammleitung”).

Now the application for an Erasmus+ internship can be forwarded to the International Office. Information and updates concerning the nomination will be sent via email.

- Pay the student union fee (ÖH-Beitrag) at the AAU (There are no tuition fees for this semester)

For mobilities in the country of origin: please elaborate in your motivation letter why you have chosen this destination exactly and what academic advantages this mobility would bring you.

Step 2: Online-Linguistic-Support (OLS)

- First Erasmus+ OLS Language Assessment: Invitation via E-Mail
- Press the Button “Start the language assessment” (the first Assessment BEFORE the mobility is **compulsory!**)
- After completion of the first assessment you will receive a license for an online language course according to your language level (optional)

If you do not want to take the course, please do not register for it!!!

During the mobility programme

- If something changes during the internship (e.g. the number of working hours, change of duration or field of work, etc.), fill in the "During the Mobility" section of the Learning Agreement for Traineeship.
- The responsible study programme director must confirm the changes via email. A copy will be emailed to the International Office (outgoing.exchange@aau.at).

Extension of Traineeship:

- Complete the extension application form, obtain all necessary signatures and send it to the International Office no later than 1 month prior to the start of the extension! (outgoing.exchange@aau.at)
- Expand or amend the Learning Agreement for Traineeship section "During the Mobility" accordingly and send it to the International Office for formal preliminary review (outgoing.exchange@aau.at). The responsible study programme director must confirm the change via email.

SHORTLY before the end of the internship:

- Complete the Learning Agreement for Traineeship Section "After the mobility" and have it signed by the host institution
- Have the host institution sign and stamp the confirmation of Stay

After the mobility programme

Erasmus+ Online-Linguistic-support (OLS):

- Second Erasmus+ OLS Language Assessment: You will receive an e-mail to register in the OLS system (not mandatory)

To-Dos **within 4 weeks** after completing the programme:

- Fill in the EU Survey in the "Beneficiary Module" (you will receive the login details by e-mail)
- Submit the original Confirmation of stay to the International Office

The outstanding ERASMUS+ grant will only be paid out after the final documents (according to the grant agreement) have been submitted to the International Office.

Within 2 months after completing the programme:

- Recognition of the traineeship by the responsible study programme director
- Submit a copy of the Transcript of Records ("Studienerfolgsnachweis") to the International Office (outgoing.exchange@aau.at)

Important information:

International Office

Servicegebäude, 1st floor O. 1.22

Universitätsstraße 65-67

A-9020 Klagenfurt

✉: outgoing.exchange@aau.at

☎: +43 463 2700 9274

Important links:

www.aau.at/internationaloffice (International Office)

www.campus.aau.at (ZEUS/MOBIS Registrierung „Meine Anträge“)

www.erasmus.at (Lebenslanges Lernen/OeAD)