

## 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 engines: Homepage of the AAU
- Company where the internship takes place
- Traineeship is 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
- IF the internship shall start after the graduation of the student, the application for the scholarship must be filed before the graduation.

#### Application deadline:

6 weeks before the start of the traineeship

#### 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 Director of Studies (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.

## Step 2: After the nomination

- pay the student union fee (ÖH-Beitrag) at the AAU (There are no tuition fees for this semester)
- start of the traineeship

## Step 3: Registration via STUDENTS-ONLINE/OeAD-Database

- Receipt of the nomination email and the code for registering in the OeAD-Database
- Registration in the database
- Completion and verification of personal data
- Receipt of acceptance email
- Printing two copies of the agreement from the database (**ERASMUS contract!**)
- Signing both copies and sending them to the OeAD Klagenfurt (International Office)
- Printing *all* appendices

## Step 4: 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!!!

The ERASMUS contract will not be available for printing or signing until 20 days before the start of the mobility programme.

The students will receive 80 percent of the grant in advance and the remaining 20 percent after having submitted the traineeship report *and* the confirmation of stay to the International Office.

## After the mobility programme

To-Dos within 4 weeks after completing the programme:

- Filling in the traineeship report for the „Mobility Tool“ (notification via email)
- Handing over the *original* confirmation of stay to the ERASMUS office

The confirmation of stay can be found in the appendix of the ERASMUS contract.

Erasmus+ Online-Linguistic-support (OLS):

- Second Erasmus+ OLS Language Assessment: Invitation via E-Mail (the second assessment AFTER the mobility is compulsory!)

Within 2 months after completing the programme:

- Accreditation** of the traineeship by the appropriate Director of Studies and admission office
- Verification of the same accreditation if the national agency asks for it

The second part of the ERASMUS grant will only be paid after the internship report is filled in and the *original* confirmation of stay is submitted to the International Office.

## Important information:

### International Office

der Alpen-Adria Universität Klagenfurt  
Servicegebäude, 1. Stock  
Universitätsstraße 65-67  
A-9020 Klagenfurt

e-mail: [erasmus-out@aau.at](mailto:erasmus-out@aau.at)

tel: +43 463 2700 9236

### Erasmus-Referat/OeAD Regionalbüro

im International Office  
Servicegebäude, 1. Stock

e-mail: [ulrike.wallenko@oead.at](mailto:ulrike.wallenko@oead.at)

tel: +43 463 2700 9232

## Important links:

[www.aau.at/internationaloffice](http://www.aau.at/internationaloffice) (International Office)

[www.campus.aau.at](http://www.campus.aau.at) (ZEUS/MOBIS Registrierung „Meine Anträge“)

[www.erasmus.at](http://www.erasmus.at) (Lebenslanges Lernen/OeAD) - Erasmus Hochschule →  
Studierendenpraktika

<https://asp.sop.co.at/students/LoginServlet> (Students-Online/OeAD Datenbank)

[www.stipendium.at](http://www.stipendium.at) (Studienbeihilfenbehörde)