

## Checklist for traineeships abroad with ERASMUS+ (2023 project)

This checklist serves your planning and enables you to monitor your progress. The individual steps build on each other. Please note that the International Office only accepts complete sets of documents.

1. **Online application: Please upload the following documents before the application deadline**

**Confirmation of traineeship e-mail** with precise information about the traineeship and organisation. Please use our online template for this.

**Covering letter in German** (max. 1 A4 page). For medical students: bilingual covering letter (German/working language, max. 1 A4 page), The covering letter should include answers to at least the following questions: How are the traineeship and your studies connected? How will the traineeship benefit your studies/career?

**Certificate of enrolment from HHU**

**Transcript of Records dated in the current month** from Student Services at HHU

**Confirmation from your subject** of the options for recognition of the traineeship (for mandatory traineeships: number of ECTS points; for voluntary traineeships: statement whether the traineeship serves the objective of your studies; for medical students: extract from the list published by the State Examination Office for Medicine, Psychotherapy and Pharmacy (*Landesprüfungsamt für Medizin, Psychotherapie und Pharmazie – LPA*) with information about the host organisation)

2. **4 to 8 weeks after the application deadline**

You will receive **confirmation of receipt** of your documents **by e-mail** together with **documents to be submitted within one week** (**Social Top-Up** form, **Green Travel** form) and where necessary a request to submit **missing application documents** within **one week**.

3. **Approx. 1 week after submitting the documents stated above (point 2)**

You will receive **confirmation of traineeship e-mail with attachments** (Learning Agreement for Traineeships, Grant Agreement, Erasmus Charter).

4. **No later than ten days before starting your traineeship**

You should complete the **Grant Agreement** electronically and submit the signed (**original**) document to the International Office.

You should complete the **Learning Agreement for Traineeships** in consultation with your contact at the host organisation and submit the signed document digitally (no digital signature).

5. **Before starting the traineeship or 10 days after receipt of the documents stated above (point 4)**

**(Currently not possible, we will contact you)** You should complete the first **online language test** (mandatory).

**(Currently not possible, we will contact you)** You will be provided with access to the **online language course**, which you should complete (voluntary).

The **first grant instalment** (80% of the total funding) will be paid out to you.

6. **No later than 30 days after the end of the traineeship**

You should submit the **Traineeship Certificate** to the International Office. The signature should be dated max. one week before the end of the traineeship.

You should download the template for the **experience report** and upload the report via MoveON using the same **e-mail address** you used for the application; content: preparation, accommodation, traineeship, life, free time, recognition, conclusion.

**(Currently not possible, we will contact you)** You should complete and submit the **online EU Survey** via the EU Commission *Mobility Tool* (you will receive an automatic e-mail containing the link).

**(Currently not possible, we will contact you)** You should complete the last **online language test**.

7. **After receipt of the final documents**

The **final instalment** (20% of the total funding) will be paid out once you have submitted all required documents. If you do not do this on time, the International Office may demand the return of all or part of the funding (deadline: 4 weeks). If you do not do this, we will initiate a dunning process.