



Fact sheet for SMP traineeships abroad with ERASMUS+ (2023 project)

Target group: students and graduates from all subjects at HHU	
1. Basic information	<ul style="list-style-type: none"> • Enrolment at HHU throughout the traineeship period (for students) or enrolment at the time of application (for graduates); the traineeship must be undertaken and completed within one year of finishing your studies) • Confirmation of a traineeship you have organised yourself at a private or public employer in a European country participating in the Erasmus programme. We cannot fund traineeships at EU institutions • Scope: Full-time traineeships of at least 30 working hours per week • <u>Minimum duration</u>: 2 months or 60 days (1 funding month corresponds to exactly 30 days, e.g.: 1 July – 31 August 2020 = 2 Erasmus months = 60 days; if the traineeship ends in February, this month will only be counted as 28 or 29 days) • <u>Maximum duration</u>: 12 months • <u>Maximum period for an individual traineeship for which HHU will provide funding</u>: 180 days (= 6 months) • <u>Maximum funding period per degree (bachelor's, master's, doctorate)</u>: 12 months (all traineeship stays and study periods abroad added together)
2. Application dates	Please refer to the Erasmus traineeship section on the homepage.
3. Documents for the application process	<ul style="list-style-type: none"> • Online application (see homepage) • Confirmation of traineeship e-mail in German or English • Covering letter (max. 1 page) • Certificate of enrolment • Transcript of Records dated in the current month • Confirmation from your subject of the options for recognition of the traineeship; for medical students: extract from the list published by the State Examination Office for Medicine, Psychotherapy and Pharmacy (<i>Landesprüfungsamt für Medizin, Psychotherapie und Pharmazie – LPA</i>)
4. Documents for grant recipients	<ul style="list-style-type: none"> • Original Grant Agreement with your handwritten signature (will also be sent by e-mail) • Learning Agreement for Traineeships with signatures (submit as a PDF document) (will also be sent by e-mail) • Where applicable: Social Top-Up application by e-mail and original Green Travel application • OLS (Online Linguistic Support) language test (once available) <p>++++++ Please see the checklist for detailed information (will also be sent by e-mail) ++++++</p>
5. Final documents	<ul style="list-style-type: none"> • Traineeship Certificate • Experience report (upload to MoveON) • OLS language test (once available) • EU Survey (once available) – you will receive an automatic e-mail
6. Conditions for receipt of the funding	<ul style="list-style-type: none"> • On-time submission of the application • Completeness of the application documents • Minimum duration of stay achieved <p>➔ If the available funds are insufficient to support all applicants, the applications will be evaluated on a subject-specific basis in the individual faculties with reference to defined selection criteria. You can find these criteria on the website under Erasmus traineeship and on the websites of the subjects.</p>
7. Grants and additional payments	<ul style="list-style-type: none"> • A confirmation usually includes a grant • The grant comprises a financial allowance calculated on the basis of the exact number of days • Once you have submitted all application documents, you will receive 80% of the funding and the remaining 20% will follow after submission of the final documents <p>➔ Please visit our homepage to find out about Green Travel and Social Top-Ups. We will also send you the corresponding forms via e-mail.</p>

8. Country groups/ funding rates	<ol style="list-style-type: none"> 1. Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden 2. Belgium, France, Greece, Italy, Malta, Netherlands, Austria, Portugal, Spain, Cyprus 3. Bulgaria, Estonia, Croatia, Latvia, Lithuania, Poland, Republic of North Macedonia, Romania, Serbia, Slovakia, Slovenia, Czech Republic, Turkey, Hungary <p>Green Travel: €50 allowance for travel costs + max. 4 additional daily allowances for travel days Social Top-Up: €250/month or €8.33/day</p>	<p>€750/month or €25/day</p> <p>€690/month or €23/day</p> <p>€640/month or €21/day</p>
Contact	International Office e-mail: auslandspraktika@hhu.de	