



Fact sheet for SMP traineeships abroad with ERASMUS+ (2024 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. Traineeships at EU institutions cannot be funded • 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 and Green Travel application by e-mail • OLS (Online Linguistic Support) language test (once available) <p>+++++ Please refer to the checklist for detailed information +++++</p>
5. Final documents	<ul style="list-style-type: none"> • Traineeship Certificate • Experience report (upload to MoveON) • EU Survey – you will automatically receive an 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 the 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.</p>

<p>8. Country groups/funding rates</p>	<p>Country group 1 Belgium, Denmark, Finland, France, Ireland, Iceland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Austria, Sweden, United Kingdom</p> <p>Country group 2 Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain, Czechia, Cyprus</p> <p>Country group 3 Bulgaria, Croatia, Lithuania, North Macedonia, Poland, Romania, Serbia, Turkey, Hungary</p> <p>Green Travel: max. 6 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>€690/month or €23/day</p>
<p>Contact</p>	<p>International Office e-mail: auslandspraktika@hhu.de</p>	