

LMU Erasmus+ Traineeships Checklist

Enclosed you will find all the needed information regarding all documents required for a grant for an Erasmus+ internship at the LMU. Please make sure to read the checklist carefully. Should you have any questions afterward, feel free to contact us by email: praktika.careerservice@lmu.de.

Before you apply please send us a brief acknowledgment, the so-called „Basic Details“ via Email (praktika.careerservice@lmu.de). You will find the needed information for the „Basic Details“ on our [website](#).

You will then receive the link to the application portal **MoveON**. Please follow this link and use the portal to upload all your application documents in the form “Application Scholarships for International Internships”. You have a deadline of 4 weeks before the internship starts.

1. [Application documents](#)

<i>MoveON application form</i>	<input type="checkbox"/>
<i>Learning Agreement</i>	<input type="checkbox"/>
<i>Cover letter</i>	<input type="checkbox"/>
<i>CV</i>	<input type="checkbox"/>
<i>Certificate of enrollment</i>	<input type="checkbox"/>
<i>Intercultural training certificate</i>	<input type="checkbox"/>
<i>Declaration of insurance</i>	<input type="checkbox"/>
<i>Green Travel Declaration</i>	<input type="checkbox"/>
<i>Top-up inclusion and diversity</i>	<input type="checkbox"/>

2. [Documents before the mobility](#)

<i>Grant Agreement</i>	<input type="checkbox"/>
<i>OLS language assessment</i>	<input type="checkbox"/>

3. [Documents during the mobility](#)

<i>Confirmation of Arrival</i>	<input type="checkbox"/>
<i>Possible extension of internship</i>	<input type="checkbox"/>
<i>Possible shortening of internship</i>	<input type="checkbox"/>
<i>Europass (only upon request)</i>	<input type="checkbox"/>

4. [Final documents after the mobility](#)

<i>Traineeship Certificate</i>	<input type="checkbox"/>
<i>Final report</i>	<input type="checkbox"/>
<i>EU Commission questionnaire</i>	<input type="checkbox"/>
<i>If nec: current certificate of enrollment or in case of graduate internships de-enrollment certificate</i>	<input type="checkbox"/>
<i>Career tip: Qualified internship certificate</i>	<input type="checkbox"/>

1. Application documents

1.1 MoveON application form

Please pay attention to the following points when filling out the form:

- Indicate the academic year and not the calendar year!
- Correct indication of your bank details
- Correct specification of the first and last day of the internship (usually not a day on the weekend!)
- Compliance with data on the Learning Agreement
- Specify the language you will speak during your stay at the office. If this is not your native language, you will have to take the OLS language test.
- Indicate whether you have applied for any other grants, such as Auslandsbafög.
- Indicate whether you have previously been sponsored by Erasmus+ in the same study phase, because every student has a so-called mobility backpack. For each stage of study (e.g. Bachelor) this mobility backpack is 12 months long. This means that you could, for example, be sponsored by Erasmus+ for 8 months in your Bachelor's degree for a study abroad and then again receive up to 4 months of support for an internship abroad. At the beginning of a Master's program, you have 12 months again. For students of subjects with state examinations (Staatsexamen), the mobility rucksack covers 24 months.

1.2 Learning Agreement

The most important document is the **Learning Agreement**. Please take a close look at it and read the following instructions for drawing up this agreement carefully. **Please refer to the document „Guide_Learning Agreement_LMU_2020“** and also to the **overview of ISCED codes ("Fields of Education")**. You will find these on our [website](#).

First of all, please enter your data. Then send it to your internship contact as soon as possible. Have it filled in digitally. Make sure it is filled in detail and in correct English. It then has to be signed and returned by e-mail.

Important parts of this document are:

- the exact period of your internship: please make sure that your actual first and last working days are indicated (usually no weekends!)
- a detailed and exact job description
- working hours: only full-time internships are eligible, i.e. at least 30 hours/week; teaching internships are an exception: 12 hours of teaching/week
- your contact persons during the internship: we provide for three different contact persons during the internship. In many internships, this also reflects reality: a direct supervisor, a head of the department, and a company director who can sign your internship contract. But often it is also the same person. This is then of course completely fine!
- the correct date and signature
- the academic year (not the funding year) at the start of the internship
- Your name at the top right

Then check whether your contact person has filled in all the information correctly. If this is the case, you can also sign the Learning Agreement. At the end, the responsible person at LMU (sending institution) will sign it. You can check who this is in your case below.

The EU Commission would like to see all students' stays abroad recognized by the universities. The Career Service will issue you a certificate for this, which also serves as the Diploma Supplement. If you wish, you can also receive the so-called Europass (<http://www.europass-info.de>) at the end of your internship. However, the issuing of the Europass is voluntary and we only issue it if you explicitly request it. Therefore, we have marked "No" for the time being in "Record the traineeship in the trainee's Europass Mobility Document".

Please check all the information on your Learning Agreement, which is filled out by your employer before you forward the document to the person responsible for recognition at the LMU. Who that person is, depends on your project. Please check that the Learning Agreement has already been signed by the contact person at your internship institution before forwarding it to the responsible person at LMU.

Compulsory internships

In the case of a compulsory internship, you have to receive the recognition of the internship from your department at LMU. Present your internship project to the responsible person based on the Learning Agreement and have the person complete (Table B) and sign the document. Please note the following information on individual faculties:

- **Biology**
Signature and completion (Table B) of the Learning Agreement by Dr. Michael Bögle (+49 (0)89 2180 74226; biokoord@biologie.uni-muenchen.de).
- **Chemistry/Biochemistry**
Signature and completion (Table B) of the Learning Agreement by Dr. Thomas Engel www.cup.uni-muenchen.de/oc/engel.
- **Human Medicine (state examination) excluding Masters' courses**

Please take note of the guidelines of the Medicine Examination Office for crediting the Practical Year (PY) sections spent abroad:
<https://www.lmu.de/de/studium/wichtige-kontakte/pruefungsaemter/pruefungsamt-medizin/index.html>, especially regarding the university affiliation:

"In principle, it is necessary to matriculate at the foreign university as a regular student of Human Medicine. If that is not possible, it is at least necessary to prove your individual affiliation to the foreign university for the purposes of higher education law (...)."

Specifically for Erasmus traineeships for medical students in the PY:

1. Please **first** have the “Learning Agreement for Traineeships” confirmed by the Receiving Institution. That must bear the university seal, since that is evidence that your PY certificates can be confirmed in accordance with the requirements of the Examination Office. The confirmation of the academic teaching hospital alone (hospital stamp) is not sufficient for this purpose.
2. **After that**, please send the Learning Agreement by e-mail to the LMU International Office for Medicine: international.office@med.lmu.de for confirmation by the Sending Institution.

The International Office checks, especially by means of the university stamp, whether the individual university affiliation exists and credits are likely to be possible.

Further information can be found on [MeCuM International](#). If you have any questions on crediting the PY, please contact the [Medicine Examination Office](#).

- **Pharmacy**
Signature and completion (Table B) of the Learning Agreement by Mrs. Speith-Kölbl (Tel. +49 (0)89/2180-77796; studpharma@cup.uni-muenchen.de)

Voluntary internships

In the case of a voluntary internship, you can receive a certificate of recognition from various institutions at the LMU, depending on what faculty/department you belong to:

- **Faculties 1, 2, and 9 to 15 as well as graduate internships**
Signature and completion (Table B) of the Learning Agreement by the Career Service. Please send us the Learning Agreement by email (praktiak.careerservice@lmu.de) once your supervisor has signed it already. You will receive it signed and returned to you by email for application via the MoveON portal.
- **Business studies/business education**
 - The recognition runs automatically
 - [Dr. Stenke](#) from the IRC will give you a document confirming your stay by the faculty at the end of your internship. You will receive further information about this after the end of your internship.
 - Send the Learning Agreement by e-mail to the Career Service (praktika.careerservice@lmu.de) for signature. You will receive it back signed by e-mail for application via the MoveON portal.
- **Law (Jura)**
Signature and completion (Table B) of the Learning Agreement by [Dr. Wolff](#).
- **All other cases:**
Signing and filling in (Table B) of the Learning Agreement by the respective academic advisor or the examination office (Prüfungsamt).

After you have checked, that the Learning Agreement has all signatures and is filled in correctly, you can upload it to the MoveOn platform for your application.

1.3 Cover Letter

Please write a letter of motivation with a length of one DIN-A4 page. Please mention the scholarship you are applying for how important this internship is for your further career and why a scholarship would be helpful for you.

1.4 CV

Please also upload a current CV with all your application documents. The length of your CV can be up to two pages long.

1.5 Certificate of enrollment (Immatrikulationsbescheinigung)

Enclose a current certificate of enrollment with your application. We require matriculation certificates for all semesters in which your internship takes place. For example, if the internship runs from July to October 2021, we need the matriculation certificates for the summer semester 2021 and the winter semester 2021/22. If you do not have all matriculation certificates at the time of application, you will be able to upload them together with the final documents in the MoveON portal later.

1.6 Intercultural training certificate

Participation in an intercultural training course is optional but highly recommended. Especially students without international experience can benefit from such training.

The Career Service offers Intercultural training courses with the cooperation of SINIK (the Institute of intercultural communication) a few times a year. If a training course should take place before the start of your internship, we will inform you by e-mail.

If you are interested in participating in an intercultural training course, you are welcome to send us a separate request by e-mail to praktika.careerservice@lmu.de.

1.7 Declaration of insurance

You are obligated to provide sufficient insurance coverage for yourself during the entire internship period in the host country, including at the workplace. In order to prove this to us, you must complete the **declaration of insurance**. Please use our template, that you can download from our website. You can hand it in via MoveOn with the rest of your application documents.

For your internship, you need an **international health insurance**, an **accident insurance** and a **liability insurance**, which are valid during the internship period in the host country. You do not need to send us your insurance policies.

Each of these policies must cover the entire period of your internship at your internship institution and the location of the internship. By signing the declaration of insurance, you confirm to us that you have independently arranged for sufficient insurance coverage and thus commit yourself to this.

- **Overseas health insurance**

Usually, basic health insurance coverage is provided by the national health insurance of the participant as well during his/her stay in another EU country through the European Health Insurance Card. However, the coverage of the European Health Insurance Card or private insurance may not be sufficient, especially in the case of repatriation and specific medical intervention. In that case, complementary private insurance might be useful. Additionally, an overseas health insurance might not be sufficient, if your internship is paid. In this case you might need an insurance cover in your host country. Please make sure to speak with your insurance, to make sure you are insured at your workplace for your stay abroad.

- **Accident insurance**

Please make sure that your accident insurance not only covers private accidents but also accidents at work during your internship, at the respective location (beware particularly of travel accident insurance cover, which generally does not cover working abroad.) If in doubt, ask your insurance provider to confirm the scope of cover in writing. Such confirmation will generally say something along the lines of "covers all accidents in day to day life, whether occupational or recreational, anywhere in the world."

- **Liability insurance**

The same applies to liability insurance: if your liability insurance policy does not explicitly state that your cover extends to your host country for the duration of your internship, please ask your insurance provider to confirm such in writing. In this connection, please note that many liability insurance policies do not cover damages at work (even during an internship). So, if you spill coffee over a work computer, you may be asked to pay for the damage out of your pocket. To prevent any nasty surprises, discuss such issues in advance with your insurance provider. One requirement of the Erasmus program is that your insurance policy covers such eventualities. By signing the Grant Agreement, which will be sent to you once you get a confirmation for your grant, you confirm that your insurance provider will pay out in such cases. So please make very sure that this is the case!

Your insurance provider will provide the requisite confirmation free of charge!

If you do not have one or more of the above insurance policies, you can buy a [package consisting of all three insurance policies for €38 per month \(as of February 2021\) from the DAAD](#) [rate for interns, (tariff 720)]. To buy this insurance, you can use the Learning Agreement as proof of your internship.

1.8 Green Travel Declaration

Since the 2021 funding year, the EU Commission would like to provide additional support to people receiving an Erasmus+ grant, who travel to and from their internship location " in green manner", i.e. with low emissions. This is called the "Green Travel" bonus.

The prerequisite for the "Green Travel" Bonus is that you use low-emission means of transport such as train, bus or carpool for the majority of the journey. If you meet the

requirements, you will receive a bonus of 50 € plus one to four additional travel days¹ at the daily rate of your country group (20€, 18€ or 16€).

If you will be travelling to your placement in line with the "Green Travel" requirements of the Erasmus+ programme, please fill in the "Green Travel" Declaration and attach your tickets, if available. You can download the Green Travel Declaration from our website. Please hand in the signed "Green Travel" Declaration through the MoveOn platform, together with the rest of your application documents.

We would also like to draw your attention to the "erasmusbytrain" initiative, which gives out information and tips on how to best travel by train to your Erasmus destination. Here is the link to the website: <https://erasmusbytrain.eu/plan-your-journey/>

1.9 Inclusion and Diversity Top-up

The Top-up for Inclusion and Diversity is an additional monthly top-up of the scholarship, which can be claimed by the following scholarship holders:

- Students with disabilities:

The top-up is available from a degree of disability of 30 in the UK and a degree of disability of 20 in all other Erasmus+ countries. Please inform us of your degree of disability (by means of a disability certificate or medical certificate).

- Students with a child:

The top-up is possible if you are travelling with your child. Please submit your child's birth certificate as proof.

- Students with a chronic illness:

The Top-up is possible if you have a chronic illness. Please submit a medical certificate as proof stating that you incur additional costs due to your illness.

You can find more information on our website. If you plan to take advantage of the top-up, please let us know when you apply.

2. Documents before the mobility

As soon as you receive the Grant approval we will require the following documents before the start of your internship.

2.1 Grant Agreement

¹ If your arrival and departure is extended due to Green Travel, you can apply for funding of these now additional travel days. Example: You would need one travel day per route by plane (arrival and departure journey, a total of 2 travel days) and now need two travel days per route (a total of 4 travel days) because you are making the journey by train. In this case, you can apply for funding for the 2 additional travel days.

The Grant Agreement is the funding contract between the Career Service and the scholarship holder. Your Grant Agreement will be attached to the e-mail confirming the grant. Please make sure that your contact and bank details and the dates of your stay are correct. If this is not the case, please let us know immediately.

The document must be signed by you as well as by us, the Career Service. We need the **original grant agreement** from you **twice**. Please note all appendices of the Grant Agreement and **sign both originals on page 5 and send them by mail** to the following address:

**Career Service
Ludwig-Maximilians-Universität München
Ludwigstraße 27, 1.Stock
D-80539 München**

Please also note the following points:

- One copy is meant for you and you will receive it back from us, once we have signed it
- You can also first send us a scan of the signed copy of the Grant Agreement by email. That way you can speed up the arrangement for the payment of your first scholarship installment
- The document has to arrive at our office in one of the two ways before the start of your internship!
- The date on your Grant Agreement must not be dated after the start of your internship!

After we have received the grant agreement from you and you have taken your first OLS language assessment, we will commission the transfer of your first scholarship installment. The first scholarship installment is 70% of your total grant amount. You will receive the second scholarship installment of the remaining 30% after your internship once you have submitted your final documents via the MoveON portal.

2.2 OLS language assessment

Upon receipt of the signed Grant Agreement (also Scan), we will send you an invitation for the OLS language assessment for the language you specified as working language in the MoveON form on your application. However, if you would like to receive an invitation for an assessment in the local language (should this differ from the working language), you can send us a separate request by email. However, only the test in your working language is relevant for your funding.

You will complete an assessment **before** your mobility (required) and then again **after** your mobility (voluntary). There is an exception if you have already achieved a C2 level in the first assessment. In this case, you won't receive a second invitation for an assessment after your mobility.

The invitation to the second assessment after the mobility is an automated email. Therefore, please make sure to fill in the time of your internship correctly during the first assessment.

This way you will receive the invitation for the second test at the end or after your mobility. If there should be changes in the duration of your internship you can correct this on the OLS platform yourself after the first assessment.

The first test of the OLS language assessment is a requirement for your grant. Should you not complete the OLS assessment your scholarship grant may be reduced or completely cut. So please make sure to complete the assessment on time. A language certificate cannot replace the OLS language assessment. The second test is voluntary and does not affect your grant.

Should the language at work be your native tongue there is no need for you to complete the OLS language assessment. In this case, you will not receive an invitation to the OLS language assessment. Please make sure to indicate on the MoveON application form, whether the language at work is your native language.

3. Documents during the mobility

3.1 Confirmation of Arrival

Due to the Covid-19 pandemic, your supervisor has to fill in the "Confirmation of Arrival" document upon your arrival at your destination. This will serve as proof, that you have started the internship on the planned date. The first installment of your scholarship can only be paid after we received this confirmation. You will receive the Confirmation of Arrival via e-mail together with your Grant Agreement.

The confirmation of arrival can also be used to confirm any necessary quarantine periods. These periods can also be supported by your Erasmus grant.

3.2 "Learning Agreement Changes" when extending your internship

If you wish to extend your internship, please let us know at least 30 days before the planned end of your internship. Please send us an informal request by e-mail. We will then send you the "Learning Agreement Changes", which you must then fill in.

Please pay attention to the following when filling in the form:

- Keep indicating your original first day at your internship as the starting date. Do not use the first day of your extension
- Please indicate the new completion date as the last day of your internship
- The remaining content must correspond with the original Learning Agreement!
- After you have sent us the "Learning Agreement Changes" by e-mail and with all signatures, you will receive a confirmation of the extension - also by e-mail - with information about the new internship period and the amount of the extension grant.

3.3 Shortening the internship

If you wish to shorten your internship, please let us know by email at least 30 days before the planned end of your internship. If your internship falls below the 60-day minimum duration for an Erasmus internship after the shortening, you will unfortunately no longer be eligible for Erasmus+ funding. If your internship still meets the minimum duration of 60 days, your scholarship will be reduced accordingly and will be adjusted to the new period daily. In some cases, you may have to transfer back to our part of the money already paid out.

3.4 Europass Mobility Page 3 (only upon request)

The “Europass” is a document in which all educational stages acquired abroad are uniformly certified throughout Europe. The issuing of the “Europass” is voluntary and will only be issued to you upon request. Your grant is not influenced by this. Should you require the “Europass” please let us know at least three weeks before your internship finishes. You will then receive a template from us called “Europass Seite 3”. Please fill this in on your computer and send it back to us by email at least one week before your return. We will then issue you your “Europass” and send it to you by email. Your supervisor then can sign your “Europass”. After this send it back to us either by email or by post. It depends on your specific need. If you need/want the original copy send it to us by post to [this](#) address.

4. Documents after the mobility

Please make sure to upload all the final documents to the MoveON Portal through the form “Final Documents International Internships”. All the final documents have to be handed in **30 days after the end of your grant** at the latest. Should this not be the case your grant can also be reduced or canceled even retroactively! You will find the needed documents on our [website](#).

4.1 Traineeship Certificate

The Traineeship Certificate must be completed and signed by your internship supervisor. The signature date of your internship institution on the Traineeship Certificate should be your last working day of the internship at the earliest. We cannot accept predated Traineeship Certificates.

If you have any problems, please contact us!

4.2 Final report

Please write a final report at the end of your internship. The report should contain no less than **4 A4 pages of text**. If you agree, we will publish your report on our website so that other students can benefit from your experience.

When integrating photos in your internship report, please note that the distribution of the photo(s) of the person(s) photographed in the report may require the consent of the person(s) photographed. In this case, it would be the publication of personal data. (Further information regarding required consents and exceptions can be found in the Art Copyright Act "Kunsturhebergesetz" (KUG) and the Basic Data Protection Regulation "Datenschutzgrundverordnung" (DSGVO).

This basic data protection regulation also applies to personal names. If you wish to give names, please do not give the full name of the person. Use only the first name or abbreviations like "L."

Please provide information on the topics that you find most meaningful and helpful and structure your report in topic blocks with meaningful headings. You will find a template for the final report on our website.

4.3 Eu commission questionnaire

Students who started their internship before October 1st, 2021, **or** spend their stay abroad in the United Kingdom, have to fill in a questionnaire of the EU Commission on their internship on the website of the EU Mobility Tool (time required approx. 15 minutes). At the end of your internship you will automatically receive an email from the Mobility Tool with a link to the questionnaire. Please do not forget to fill in this questionnaire.

For students who started their internship after October 1st, 2021, **and do not** spend their stay abroad in the United Kingdom, the former questionnaire of the EU Commission is not applicable. The DAAD is working on a new platform for the new project, the Beneficiary Module. At this point in time, you do not need to fill out a questionnaire. However, if you need to fill out a questionnaire or report in the Beneficiary Module at a later date, we will come back to you.

4.4 Certificate of enrollment/ de-enrollment certificate

If your internship goes into another semester, you may have to upload another certificate of enrollment upon completion. This way, you confirm that you were enrolled for the entire internship period.

If you are doing a graduate internship, we need a de-registration certificate (Exmatrikulationsbescheinigung) confirming that you were de-registered from the beginning of your internship.

4.5 Career tip: Qualified internship certificate

Upon completion of your internship, your supervisor (or someone else at the institution) should write you a qualified internship certificate on top of the "Traineeship Certificate". Such a certificate is very valuable when you apply for jobs after your studies, as it allows you to demonstrate work experience.