

LMU PROMOS^{LMU} checklist for an internship abroad

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 the basic details of your internship, the so-called „Basic Detail“ via Email (praktika.careerservice@lmu.de). You will find the needed information for the „Basic Detail“ 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](#)

MoveON application form	<input type="checkbox"/>
Training Agreement	<input type="checkbox"/>
Cover letter	<input type="checkbox"/>
CV	<input type="checkbox"/>
Certificate of enrollment	<input type="checkbox"/>
Proof of language proficiency	<input type="checkbox"/>
LMU assessment/expert opinion	<input type="checkbox"/>
Intercultural training certificate	<input type="checkbox"/>
Declaration of insurance (containin overseas health insurance, accident insurance and liability insurance)	<input type="checkbox"/>

2. [Documents before the mobility](#)

Placement Agreement	<input type="checkbox"/>
Scholarship agreement	<input type="checkbox"/>
Visa & vaccines	

3. [Documents during the mobility](#)

4. [Documents after the mobility](#)

Final report	<input type="checkbox"/>
if nec: current certificate of enrollment	<input type="checkbox"/>
LMU Confirmation Letter	<input type="checkbox"/>
Copy of internship certificate	<input type="checkbox"/>

1. Application documents

Please upload your application documents via MoveOn. You will receive the link to this as soon as you have sent us the basic details „Kurzinfo “. We need the following documents from you at least 30 days before the start of the internship:

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!)
- Indicate the language spoken in your host institution
- Indicate whether you have applied for any other grants, such as Auslandsbafög.

1.2 Training Agreement

Please send the “Training Agreement” document to your internship site. Have it filled in there on the computer in English and sign it digitally. Important are the areas of the **job description, the working hours, and your contact person**. Afterward, you can send us a scan of this by e-mail. We will then send you back the training agreement signed by us, also as a scan. Afterward, you have to sign the document yourself and upload it together with the rest of your application documents on MoveOn.

We can also consider this Training Agreement as an "internship contract", with which you can receive a certificate from for a leave of absence from your studies for your internship. In this case, we, Student und Arbeitsmarkt, are responsible for non-subject-related and voluntary internships based on the description of your tasks and activities; your subject study advisor is responsible for subject-related internships.

As a general rule for both leaves of absence and scholarships, only full-time internships (at least 30 hours of work per week/ exception: teaching internships with 12 teaching hours) can be funded or leaves of absence will be granted for these. You can find more information on leave of absence at

http://www.uni-muenchen.de/studium/administratives/abc_auswahl/beurlaubung/index.html

1.3 Cover letter

Please write a letter of motivation with a length of two DIN-A4 pages. 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. Please further elaborate what you hope to gain from this internship and how the work area and location of your employer may affect this. Feel free to also state your qualifications for the internship and why you have chosen this internship.

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

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 Proof of language proficiency

In the Training Agreement, your internship provider must name the language which you will be using during your internship. For the scholarship, we require proof of these language skills, stating the level according to the **European Framework of Reference**. This proof should be as current as possible (best case scenario not older than two years) and can be provided as follows:

- a recognized test (e.g. TOEFL, DELE, DELF, HSK or similar)
- a high school diploma in the respective language (in this case, please include additional proof showing your language level, e.g. certificate of a language course, etc.)
- a test with a lecturer at the LMU or the Sprachenzentrum of the LMU. A test for certain languages might not be possible at the moment but check the Website regularly there might be updates and a possibility to have a language certificate: http://www.sprachenzentrum.uni-muenchen.de/sprachtests_und_mehr/index.html

1.7 LMU assessment/expert opinion

Please submit an expert opinion from your subject study supervisor, an internship supervisor, or a lecturer at your institute.

This assessment consists of the following two parts::

- **a Template**, which you will find on our [website](#) under "Application procedures".
- **Letter of recommendation**: Ask the contact person who will evaluate your internship to formulate the recommendation freely concerning your studies and your future career. Ideally, you should also submit the Training Agreement (see above) to your contact person.

1.8 Intercultural training certificate

Participation in an intercultural training course is optional but highly recommended, as it might affect the scholarship amount. Especially students without international experience can benefit from such training.

Student & Arbeitsmarkt 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.

1.9 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**. You can find the declaration of insurance on our website with all other 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.**

Before your departure, make sure that you have the insurance policies with you on site so that you have them ready in case of emergency.

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€ a month (as of February 2021) [rate for interns, (tariff 720)] from the DAAD. Indicate in the application that Student & Arbeitsmarkt at LMU is your intermediary organization for the internship.

Here are important notes about the 3 insurances you need in detail:

- **Overseas health insurance**

Please make sure that you have an international health insurance in your destination country. For stays outside the EU, a European health insurance is not sufficient. Please make sure that you are insured in the country of your destination, not only in your free time, but also at your workplace. Please get informed on this matter in a timely manner. Consider getting a consultation by your health insurance provider.

- **Liability insurance**

If it is not clear from the insurance policy of your liability insurance that the insurance cover also extends to the time of your internship in the host country, please have this confirmed in writing by your insurance company. Many liability insurances do not pay for damages at the workplace (possibly also during internships).

- **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."

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

However, you should not sign any new insurance policies until you are very sure about when and where you will be completing your internship.

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 Placement Agreement

The Placement Agreement is a contract between Student und Arbeitsmarkt and you as a scholarship holder. Here you will find information about the amount of funding, type of funding (travel allowance/living expenses), and scholarship provider (DAAD or Student&Arbeitsmarkt). When you receive your Placement Agreement, please check especially if your bank details are correct, as we will use them for the transfer of your grant.

If all information is correct, please sign on the last page. Then please email us (praktika.careerservice@lmu.de) a scan of the signed Placement Agreement.

2.2 Scholarship agreement

If you receive funding from DAAD, you will also receive a scholarship agreement in addition to the Placement Agreement. This is also a contract in which the details of the funding amount and the funding period are recorded. Please check whether all details (especially the bank details) are correct.

If this is the case, please sign on page 2 and page 3. Now send the signed scholarship agreement to our [e-mail address](#) as a scan.

Depending on your PROMOS^{LMU} score, you will either be reimbursed for travel expenses (RK) or living expenses (LHK). Living expenses will initially only be reimbursed for three months. Please note that it is therefore possible that the dates on the scholarship agreement differ from your actual internship period if your internship lasts longer than three months.

2.3 Visa & vaccines

Please also check with the [German Foreign Office](#) and the embassy/consulate of your internship country about a possibly necessary visa and recommended vaccinations.

3. Documents during the mobility

Should there be any changes regarding your internship period during your internship, please notify us by email as soon as such changes occur. It is possible that this will change the amount of your scholarship.

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 all the templates for the final documents on our [website](#).

4.1 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 receive a template for the final report via e-mail or you can find it on our website.

4.2 If nec: current certificate of enrollment

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.

4.3 LMU Confirmation Letter

At the end of your internship, your internship provider must complete and sign the "LMU Confirmation Letter" document. This document reconfirms your internship period at your internship institution. You can upload a scan of the original on MoveON with the rest of your final documents.

4.4 Copy of 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.

Please upload a copy to the MoveON platform together with all other final documents.