

## LMU Career Services Scholarship Checklist

Below you will find all the needed information regarding all documents required for a Career Services Scholarship at 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](mailto:praktika.careerservice@lmu.de).

Before you apply please send us a brief acknowledgment, the so-called „Basic Detail“ via e-mail ([praktika.careerservice@lmu.de](mailto: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

<a href="#">MoveON application form</a>	<input type="checkbox"/>
<a href="#">Placement Offer</a>	<input type="checkbox"/>
<a href="#">Cover letter</a>	<input type="checkbox"/>
<a href="#">CV</a>	<input type="checkbox"/>
<a href="#">Certificate of enrollment</a>	<input type="checkbox"/>
<a href="#">Declaration of insurance: International health, liability and accident insurance</a>	<input type="checkbox"/>

### 2. Documents before the mobility

<a href="#">Intercultural training course certificate</a>	<input type="checkbox"/>
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### 3. Documents after the mobility

<a href="#">Internship Certificate</a>	<input type="checkbox"/>
<a href="#">Receipts for travel expenses</a>	<input type="checkbox"/>
<a href="#">Final report</a>	<input type="checkbox"/>
<a href="#">if nec: current certificate of enrollment</a>	<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!)
- Indicate whether you have applied for any other grants, such as Auslandsbafög.

### 1.2 Placement Offer

The most important document is the **Placement Offer**. Please take a close look at it.

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/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 ok!
- the correct date and signature

### 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

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 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. 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 and the location of the internship. **By signing the insurance certificate, 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.

**Note:** 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.

For stays inside an EU country 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 provider, to make sure you are insured at your workplace for your stay abroad.

- **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

### 2.2 Intercultural training course certificate

Participation in an intercultural training course is optional but highly recommended. 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](mailto:praktika.careerservice@lmu.de).

## 3. 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!

### 3.1 Internship certificate

At the end of your internship, your internship provider must issue you with an internship certificate. Please upload a copy of this. However, the certificate is also important for your records. The certificate does not have to be in any particular format and can be freely formulated by your contact person.

### 3.2 Receipts of travel expenses

The proof of your travel costs from Munich to the internship location, e.g. flight or train ticket (e.g. online ticket with mention of the airfare, cab, public transport from/to the airport/train station, etc.) as well as corresponding proof of costs must be uploaded as scans in PDF format.

**Please note:** The scholarship is a travel grant, your travel expenses will be reimbursed and must therefore also be proven according to the specifications! If this is not done, no scholarship can be paid out.

So, in case of flights, please hand in your boarding cards to me in any case! According to the Bavarian Travel Expenses Act (Bayerisches Reisekostengesetz), according to which the accounting is done here, you have to prove that you flew - therefore we need the boarding cards. If you travel by train, the same applies to your corresponding train tickets, which have been stamped!

**ATTENTION:** The date of arrival or departure, which is to be taken from your proofs, must not be after the official first working day or before the official last working day. The travel documents should also prove that you were actually at the internship during the specified internship period. If we come across inconsistencies here when processing your final documents, in the worst case we may have to reclaim your internship.

### 3.3 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.

### 3.4 Certificate of current 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.