



ERASMUS+ Grants for Internships in Programme Countries

Guideline for Applicants

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Basics

- › The application is done online via a so called „Student Information System“ (SIS), in this case via the online portal „Placement-Online“ (P-O).
- › The complete application documents should be
 - › (student) uploaded in digital format to the online portal
 - › (Career Service) checked for completeness
 - › (student) handed in in paper form (one copy only)

- › All required forms can either be found directly in the online portal or will be gradually sent by e-mail. Please only use these documents and do not fill them out by hand!

- › The paper version of the application must be submitted **in full** to the Career Service of the TU Berlin **no later than 4 weeks before the start of the internship**.
- › In principle, a **processing time of 4 weeks** applies.
- › If the application is submitted late or if the paper documents are submitted too late after the online application, funding is only possible on a pro-rata basis. Please note: this only applies if the minimum funding period of 60 days is not undercut.
Retroactive funding is generally not possible.

- › Application documents that are not complete or do not formally meet the requirements will not be considered for the award of the ERASMUS+ grant.

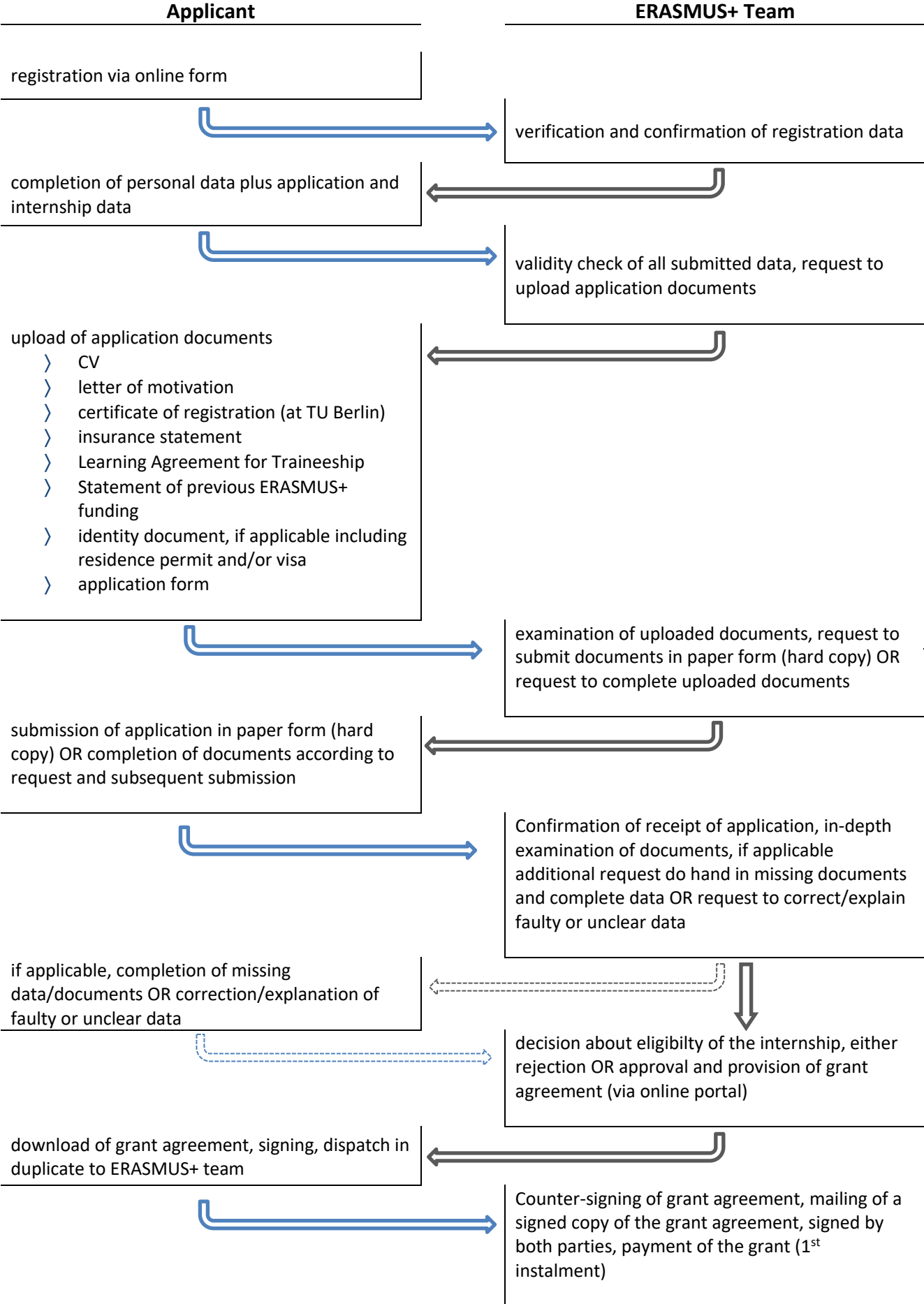
- › Do you have any **questions** during the application process? Then contact us immediately by phone or e-mail (contact details on page 10). Appointments in our office can also be offered on request.

- › You can find all information about the ERASMUS+ programme, the requirements for funding and how to apply on our [website](#).

- › Please also read the [FAQ](#).

NB: For budgetary reasons, we only fund student internships abroad, i.e. you must be enrolled in your degree programme at TU Berlin throughout the internship. Graduates are therefore not eligible for funding.

Online Application Process (Overview)



Registration Procedure

Notes and explanations regarding the workflow in the online portal

Initial Registration Online Form

> Application Data

As type of mobility, choose „ERASMUS+ traineeship mobility (SMT)“, unless already preselected.

The selection of the year refers to internal processes and does not always correspond with the actual year. Please make selection according to the information in the help text for this field.

> Personal Details

Please enter your **full first and last name(s)** (as in the ID document). Apply with your **TU email address** (maxie.mustermensch@campus.tu-berlin.de) and check this mailbox regularly.

> Study Details

Select your degree programme and intended degree from the drop-down menus. If your degree programme is missing from the list, please inform us asap.

> Internship Details

Please provide as much information as possible about the **internship position** (ideally including the legal form of the company).

Completion of Personal Details + Application and Internship data

Personal Details

> Details of Home Address

Please enter your registration address here, i.e. the address on your identity card or residence permit.

Please enter a telephone number (landline) and a mobile number. If you do not use a landline, please enter your mobile number in both fields.

> Details of Correspondence Address

If your registration address and your current residential address are identical, you can skip this information. If not, please enter your current residential address here, at which you can also be reached by post.

› **(Temporary) Address Abroad**

Please enter your address during your internship abroad here. If you do not yet have accommodation abroad, leave these fields empty and delete the entry in the "Country" field, otherwise it will not be possible to save the data.

› **Bank Account Information**

Please enter your **bank details** here, which we can use to transfer the scholarship in the event of a grant.

Attention: Please inform us immediately if you change your bank details during the funding period.

› **Tax Identification Number**

We need your tax identification number in order to comply with the **statutory reporting obligations**, i.e. your responsible tax office will be informed of the corresponding payment.

Application and Internship Data

Alle Felder, die mit einem ‘*’ – Sternchen versehen sind, müssen ausgefüllt werden. All fields marked with * (asterisk) are mandatory.

› **Study Details**

Please provide information on the academic recognition of the internship in your degree programme. Explanations to the individual points/questions (e.g. What is the Transcript of Records?) can be found in the help texts behind the question marks (?).

› **Internship Details**

Please provide as detailed and accurate information about the internship as possible (website, legal form of the company, etc.).

› **Data on 3 insurances (health insurance with foreign coverage, accident insurance including repatriation, private liability insurance)**

Please enter the data of all 3 listed insurances for your internship period here. We need the full name of the insurance company and the policy number for each insurance. Many insurance companies offer corresponding packages for students. In principle, it is also possible to take out group insurance through the DAAD.

Please note: If you have not yet taken out any insurance cover for your stay abroad, please enter "details to follow". In this case, we ask you to submit the information as soon as possible.

Information for Additional Funding

In this section you have the opportunity to provide information that might make you eligible for extra funding.

These are in detail:

(optional) Application for additional funding for sustainable travel

Regardless of the actual costs incurred, students can receive **additional funding of 50 euros** (one-time) if they choose means of transport defined by the funding body as "green travel" for travelling to and from the internship location. In this context, the length of the travel time can also be taken into account in the day-by-day calculation of the scholarship.

Note: The additional funding for sustainable travel is listed separately in the grant agreement. In order to avoid misuse, the relevant travel receipts must be submitted when the final documents are handed in. Should it emerge during the review of the final documents that no sustainable travel has taken place, the total grant will be recalculated in terms of additional funding and duration of stay.

(optional) Application for additional funding for challenging circumstances

For students whose internship abroad is associated with certain challenges, it is possible in principle to receive **additional funds in the amount of 250 euros** (monthly). This is intended to cushion additional costs that arise when taking along child(ren) or due to disability or chronic illness.

Note: We require supporting documentation when applying for additional funding for the challenges listed above:

- > Bringing child(ren): birth certificate(s)
- > Disability: severely disabled person's pass
- > Chronic illness: (preferably current) medical certificate stating that additional costs will be incurred.

These supporting documents are not uploaded in the online portal, but are only to be submitted when the final paper application is handed in.

Application Documents

Explanations and fill-in assistance for the individual documents

Curriculum Vitae (2 x)

- › CV in German and English, alternatively in German and the local language of your destination or the working language spoken at your receiving company
- › both CVs must be uploaded together as **one** pdf document
- › please do not hand in any certificates

NB: Please sign both CVs for the final paper version.

Motivational Letter (2 x) with Regard to ERASMUS+ Funding

- › motivational letter in German and English, alternatively in German and the local language of your destination or the working language spoken at your receiving company
- › both motivational letters should be uploaded as **one** PDF document

The letter of motivation should be about one page long and be convincing in terms of both content and language. You should therefore plan enough time for this text, as it is an important part of your application for the scholarship.

The following **guiding questions** may help you:

- › Why did you choose this company and this country?
- › How does the stay abroad fit into your studies or your major field of study?
- › What professional goals do you want to achieve with your internship?
- › Why will this internship bring you closer to your professional goals?
- › What do you personally expect from your stay abroad?
- › What is the significance of the scholarship for the planned internship?

NB: This letter of motivation is not identical to the letter of application for the internship company.

NB: Please sign both letters for the final paper version.

Certificate of Enrolment (at TU Berlin)

- › Certificate of enrolment for the internship period

NB: We require a certificate of enrolment for the entire period of the internship. In the case of internships spanning several semesters, further certificates of enrolment must be submitted subsequently.

NB: Upload as PDF document please

Insurance Statement

- › details are automatically filled in
- › document is generated via the online portal. Please download, sign and upload

NB: Upload as PDF document please

LEARNING AGREEMENT FOR TRAINEESHIP

(Form will be provided after registration)

The Learning Agreement is the most important document of your application. It must be filled out completely and with detailed information about the internship and the academic recognition of the internship and signed by you as well as the responsible representatives from the internship institution and the TU Berlin. Please pay attention to the stamps of the company and the university.

Please fill out the form "LEARNING AGREEMENT FOR TRAINEESHIPS" digitally as far as possible (including the part on the recognition of the internship and the responsible contact persons, if known) and then send it by email to your internship institution so that all missing details including detailed information on the internship can be completed there. The internship institution must then print out the form, sign and stamp it and return or hand over the signed document to you.

NB: Digital signatures are accepted.

Next, you sign it yourself and then have your internship supervisor or your supervising professor check the contents and complete the information if necessary and sign and stamp the document as Faculty Coordinator.

NB: If it is unclear who is responsible as Faculty Coordinator, please contact your Faculty Service Centre.

NB: Katja Glaeske, ERASMUS Traineeship Programme Coordinator, will only sign the document after the paper version has been handed in at the Career Service.

After completion, the form can be uploaded again

NB: Upload as PDF document please

Statement of Previous ERASMUS+ funding

- › information is automatically taken from your data in the online portal
- › document is generated via the online portal. Please download, check for completeness and sign it

NB: Upload as PDF document please

ID or Passport with Residence Permit and/or Visa

- › Identity card: Front and back
- › Registration certificate showing current address if no identity card available (this also applies to international students)
- › Upload together as **one** document

NB: Upload as PDF document please

Application Form

- › information is automatically taken from your data in the online portal
- › document is generated via the online portal. Please download, check for completeness and sign it
- › If you notice any errors, make the changes manually. The data will then be corrected after you have submitted your application.
- › Upload signed application form

NB: Upload as PDF document please

Next Steps

After all documents have been uploaded, your details and documents will be **checked for the first time**. This may take a few days. After that, you will usually receive a request to **submit the paper version of the application**.

If there is still a need for changes to the uploaded documents or if questions remain unanswered, we will contact you in writing or by telephone and, if necessary, ask you to upload the corrected or supplemented documents again.

The complete application (application data online, document upload and final paper version of the application) must be submitted to the Career Service of the TU Berlin no later than 4 weeks before the start of the internship.

If the application is submitted late or if the paper documents are submitted too late after the online application, funding is only possible on a pro-rata basis, provided that the minimum funding period of the ERASMUS+ programme of 60 days is not fallen short of.

Note: Retroactive funding is generally not possible.

Checklist Application Documents (for printout)

- Curriculum Vitae (German + English)
- Motivational letter (German + English)
- Certificate of Enrolment TU Berlin
- insurance statement (Download)
- Learning Agreement (send to you after initial registration)
- statement of previous ERASMUS+ funding
- ID or Passport with Residence Permit and/or Visaapplication form
- Application Form

When applying for additional funding (except sustainable travel)

- birth certificate(s) of accompanying child(ren)
- severely disabled person's pass
- medical certificate stating that additional costs will be incurred.

Contact Details for Further Questions

E-Mail: erasmus-praktika@career.tu-berlin.de

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