

## Outgoing Guide Internship abroad

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## Preface

Immerse yourself in foreign cultures, grow personally and professionally, improve your foreign language skills, develop intercultural competencies, reflect on the systems at home, make international contacts - there are many reasons to study abroad. To ensure that you are well informed about the opportunities, framework conditions and requirements, we have summarised everything you need to know on the following pages.

## Internship abroad with Erasmus+

### I would like to do an internship abroad. How do I proceed?

You must organise your internship abroad yourself. If you want to have the internship recognised for your degree programme, you should talk to your respective department beforehand.

### Which institutions cannot act as host institutions for internships?

Internships in European institutions or organizations, national diplomatic missions, and organizations that administer EU programmes are not eligible for funding.

### Which kind of internships abroad are eligible for funding?

Both compulsory and voluntary traineeships in public and private institutions can be funded, provided there is a clear link to your studies and the traineeship lasts at least 2 months/60 days. In the Erasmus calculation, one month is exactly 30 days, even if the month has 31 days. For this reason, you may have to complete more than 60 actual days for the traineeship to be eligible. In addition, the internship must be completed full-time, whereby "full-time" is to be interpreted according to typical working hours in the country.

### Can medical blocks and *Tertiale* be funded via Erasmus+?

Medical blocks and practical year *Tertiale* can be funded via Erasmus+. Please note, however, that you must discuss with the clinic coordination whether your activities at non-partner universities can be recognised. For practical year *Tertiale*, the clinics must be recognised by the LPA Düsseldorf.

### Are part-time internships eligible?

No. The internship must be completed full-time, whereby "full-time" is to be interpreted according to typical working hours in the country.

### By when do I have to apply for funding?

You should send us your application documents at least 60 days before the start of the internship. Funding is awarded on a first come, first serve basis.

### Which application documents do I have to submit?

A list of the application documents to be submitted can be found [here](#).

### Does the International Office accept the Learning Agreement for Traineeships as a copy or scan?

Yes, as long as the document is signed by all parties.

### **How much is the monthly financial support?**

The funding amount is calculated analogously to the funding amount for study visits, depending on the destination country. In addition, you will receive a monthly top-up payment for internships. The current funding amounts can be found on our intranet page.

### **Does nationality matter?**

All regularly enrolled students can participate in the programme regardless of their citizenship. Students with non-EU citizenship should please arrange funding, internship placement and a residence permit as early as possible, as this can be time-consuming.

Important for non-German citizens: If you would like to do the internship in your country of origin according to your citizenship, you can only receive financial support if the country is not your main country of residence at the time of signing the Grant Agreement.

### **I have an acceptance letter, what do I have to consider regarding the security situation in the destination country?**

The Federal Foreign Office regularly publishes information on the current situation and security situation in the individual countries, so find out more about your destination country [here](#). To ensure that you are contacted in the event of a crisis and that the German diplomatic mission or consular post abroad can intervene on your behalf, you should register on [ELEFAND's crisis preparedness list](#) before you start your mobility.

### **Do I need to have a work permit?**

Generally speaking, the European free movement of workers applies within the EU and most other countries participating in Erasmus+. Some countries require a work permit for students of certain nationalities for internships, though. However, most countries make exceptions for Erasmus+ trainees. Please enquire at the respective embassy or consulate.

### **Can I shorten my internship?**

As long as the internship duration is not reduced to less than 2 months, yes. If the internship ends before the minimum duration has expired, you must repay the entire scholarship. If there are valid reasons for discontinuing the internship before the minimum duration has expired ("force majeure", e.g. serious illness of the participant or close family members), the participant may, under certain circumstances, be waived on a pro rata basis the repayment of the grants paid so far. In these cases, urgent prior consultation of the student with the coordinator of the university is required and must be documented.

If the internship is discontinued after the minimum duration has expired, the internship can in principle be classified as eligible for funding and the part of the grant corresponding to the internship period completed can be granted. This decision is the responsibility of the project coordinator. In any case, the international office must be informed by the participant before the internship is terminated.

### **Can I interrupt the internship to explore the country?**

No. The internship must be completed without interruptions. Days of leave granted to you by the host institution are not considered an interruption.

### **Can I split a two-month internship between different internship providers?**

No. You must complete the internship for at least two months with the same internship provider in order to apply for an Erasmus+ grant.

### **Can I extend my internship?**

In principle, yes. However, you can only receive financial support as long as you do not exceed the maximum funding period of 12 months per study cycle or 24 months for single-track degree programmes (state examination) and given that we still have sufficient financial resources available.

### **Will the company salary effect the Erasmus+ financial support?**

No.

### **Can the Erasmus scholarship be combined with “Auslands-BAföG”?**

Yes, the scholarship portion that exceeds the amount of € 300 per month will be counted towards the Auslands-BAföG. You can only receive Auslands-BAföG abroad for compulsory internships that are stipulated in the study regulations with a minimum duration of three months.

### **Does an Erasmus+ mobility grant come with insurance coverage?**

No. You are not automatically covered. For internships, it is compulsory to take out accident insurance for damage suffered by the beneficiary at the workplace and liability insurance for damage caused by the beneficiary at the workplace. All participants in the Erasmus+ programme (including alumni/graduates) have the possibility to be included in the DAAD group insurance scheme, which offers comprehensive insurance cover: [www.daad.de/versicherung](http://www.daad.de/versicherung)

The European Health Insurance Card generally also provides basic insurance coverage for a stay in another EU country. However, the coverage provided by the European Health Insurance Card or private insurance may be insufficient, especially if repatriation or special medical interventions are needed or in case of a pandemic. For such cases, supplementary private insurance may be useful.

### **Can alumni/graduates apply?**

Yes. However, you must apply in the final year of your studies and the duration of the graduate internship will count towards the Erasmus+ time quota of the previous study cycle. The internship must be carried out and completed within one year of graduation.

### **Do alumni/graduates have to be exmatriculated during the internship?**

Yes. Proof of exmatriculation is the exmatriculation certificate or the degree certificate.

## Global internship (not Erasmus+)

### I would like to do an internship abroad. How do I go about it?

Please inform us where and when you are planning to go so we can keep an overview. However, you must organise the internship independently. You do not need any documentation from us but we recommend that you follow the procedure of the ERASMUS+ programme, including a "Learning Agreement for Traineeships". This will give you some assurance that the planned objectives of the internship will actually be offered. Of course, you may also have other internship agreements. We would be happy to support you in this process as well.

### Placement of internships

These programmes arrange an internship: <https://www.daad.de/de/im-ausland-studieren-forschen-lehren/praktika-im-ausland/praktikumsvermittlung/>

For MEDICINE students: <https://www.bvmd.de/>

### Placement of paid internships

<https://iaeste.org/>

### How can I finance the internship?

You have to organise your financial support yourself. There are special funding programmes for this. The [DAAD](#) offers a general overview.

<a href="#">DAAD Scholarship database</a>	<a href="http://www.daad.de/stipendiendatenbank/">www.daad.de/stipendiendatenbank/</a>
There you will find among others:	
<b>Carlo-Schmid-Program</b> for internships in international organisations and EU institutions for students and graduates	<a href="http://www.daad.de/go/stipd50015209">www.daad.de/go/stipd50015209</a>
Short-term scholarships for internships abroad - What is funded?	<a href="http://daad.de/go/stipd57085132">daad.de/go/stipd57085132</a>
<b>RISE Weltweit</b> - Research internships for German Bachelor students in natural sciences and engineering	<a href="http://daad.de/go/stipd50020917">daad.de/go/stipd50020917</a>