

# Guide to the Erasmus+ Traineeship Grant - summer semester 2024

## Countries eligible for funding:

- **EU Member States:**  
Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden
- **Programme countries outside the EU:**  
Iceland, Liechtenstein, North Macedonia, Norway, Serbia, Turkey
- **Partner countries:**  
Switzerland, United Kingdom (UK)

*Notice: Overseas territories of the EU Member States are also eligible for funding.*

## The grants

The amount of the grant varies according to three country groups (1 funding month = 30 calendar days)

- **Country group 1: 750 euros per month of funding**  
Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden, Switzerland, UK
- **Country group 2: 690 euros per month of funding**  
Austria, Belgium, Cyprus, France, Greece, Italy, Malta, Netherlands, Portugal, Spain
- **Country group 3: 640 euros per month of funding**  
Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey

*Participants with a disability/chronic illness, students with children, first-time graduates or employed participants may usually request special funding. For environmentally friendly "green travel", a one-time supplemental payment of 50 euros is available as well as additional travel days if applicable. You can find further details on our website.*

## Summary of funding criteria:

- Regular student at the OHM with the intent to earn a degree (no exchange students)
- Full-time internship (required or voluntary) lasting 2-12 months (1 funding month = 30 days)
- The internship will take place within the current funding period in summer semester 2024
- Students may receive funding on more than one occasion, but for no more than 360 days total in an Erasmus+ study abroad and/or an Erasmus+ traineeship per study cycle (bachelor's or master's degree programme)
- The primary residence at the time the contract is agreed may not be located in the internship country
- Excluded are internships in EU institutions and other EU bodies or agencies
- Grants are awarded after applications are received and according to available funds
- For graduates, funding is possible for up to 12 months after completing your degree (at the time of the application, enrolment is still required, at the time of the start of the internship, the studies must have been completed)
- All mobilities are possible in blended format (combination of physical and virtual mobility)

*All funding criteria: [www.th-nuernberg.de/io](http://www.th-nuernberg.de/io) > Worldwide Mobility > Internship abroad > Funding of internships under the Erasmus programme*

## Formalities

Step 1: Submit an application (as soon as the offer of internship has been received)

- 1) **APPLICATION Erasmus+ traineeship (download from the website)**
- 2) **Confirmation of Enrolment for the time period of the internship**  
Confirmation of current semester > after registering for the next semester, submit an updated confirmation
- 3) **Internship contract (or initially a written offer, e.g. per email if the contract is not yet available)**
  - Required internships: authorized university contract (signed by all three parties)
  - Voluntary (elective) internship: direct contract with the host institution

**Important:** The documents from Step 1 must be submitted 2 months before the internship is scheduled to begin by email (scanned). Applications submitted later can be accepted if agreed with the International Office, if sufficient time and budget is still available before the internship. However, all formalities and documents **must be completed before the internship begins.**

## Step 2: Further application documents

As soon as it has been determined that you can receive the grant, the following documents and tests are required:

### 1) **Learning Agreement (LA)**

The IO will email you the template for a LA (together with detailed descriptions of how to complete the LA)

### 2) **OLS language assessment** (in the main working language): must be completed online before the internship.

The test link will be sent by the International Office. The result of the assessment is not a selection criteria

### 3) **Safety declaration:** will be sent by the International Office and must be signed by the participant

### 4) **“Green travel” declaration:** a statutory declaration, which must be signed to confirm environmentally friendly “green travel”, will be provided by the International Office, if applicable. Associated travel documentation must be submitted

### 5) **Application for Social TopUp;** will be provided by the International Office if applicable

### 6) **Insurance declaration and documentation (health, liability, accident, and, if desired, life insurance)**

All students funded by the Erasmus+ programme are required to provide for adequate insurance coverage for the duration of the traineeship abroad; a signed declaration of insurance coverage confirming this must be submitted (a form will be emailed to grantees in Step 2).

- **Health insurance:** German statutory health insurance, with the European Health Insurance Card (EHIC), provides basic insurance coverage for medically necessary services. However, some specific medical interventions or return transport from abroad are often not included in that coverage. Therefore, supplementary insurance is highly recommended
- **Liability insurance:** Minimally, damages caused by the participant at the workplace (!) must be covered (professional indemnity insurance). Personal liability insurance to cover leisure time is also highly recommended
- **Accident insurance** A policy to cover minimally accidents at work (!) must be in place. Additional insurance for accidents in your private life is also highly recommended
- **Recommended:** Life insurance (including return transport from abroad) and insurance against the loss or theft of documents, travel documents (tickets), and luggage

- We inform about the **extensive offer of the DAAD-Group insurance** (*Tarif 720*, ca. 38 €/month) which covers all of the required insurance policies for Erasmus+ and is also valid under a pandemic

<https://www.daad.de/en/study-research-teach-abroad/scholarships-funding/daad-insurance/destination-abroad/>

## Step 3: Grant Agreement (GA) and financial payment (first and second rate)

- After all documents from Steps 1 and 2 have been received, you will receive the GA
- It is mandatory that this agreement be signed and submitted **as an original before the internship abroad begins**
- The GA with an original signature can be submitted personally in the International Office or sent by post
- The first payment at 70% is issued at the beginning of the internship. The remaining 30% is disbursed after the internship has concluded and the documentation of the end of the mobility has been received

## Step 4: Concluding formalities

The final documents must be submitted within **4 weeks after the internship has ended**

### 1) **Internship certificate (“qualifiziertes Arbeitszeugnis”)**

- Important: The specific dates (as defined in the GA) of the internship must be indicated
- The certificate may not be dated earlier than the last day of the internship
- If the duration of the traineeship is shortened, the grant amount will be adjusted and you will need to return the excess funds

### 2) **EU survey:**

- After the internship is completed, the EU portal will automatically send an invitation to complete the survey

### 3) **Internship report:** A freely formulated report of your experience (details will be emailed to you)

## Contacts for Erasmus+ traineeships:

Christina Hempel [christina.hempel@th-nuernberg.de](mailto:christina.hempel@th-nuernberg.de), Tel.: 0911/ 5880 - 4113

Joseph Jehlicka [joseph.jehlicka@th-nuernberg.de](mailto:joseph.jehlicka@th-nuernberg.de), Tel.: 0911/ 5880 – 4294

Open office hours: Wednesday 9.30 – 11.30, Thursday 13.00 – 15.00

International Office , Wassertorstr. 8, Building WF, second floor

**Website:** [www.th-nuernberg.de/io](http://www.th-nuernberg.de/io) > Worldwide Mobility > Internship abroad > Erasmus+ internship funding