Traineeships in EUROPE
Supported by Erasmus+

coordinated by the
LEONARDO Office Brandenburg

NOT for traineeships in GERMANY
On behalf of the Federal State of Brandenburg the LEONARDO Office Brandenburg coordinates Erasmus+ traineeships for students and recent graduates of

- BTU Cottbus - Senftenberg
- Universität Potsdam
- FH Potsdam
- Filmuniversität Babelsberg
- TH Wildau
- FH Brandenburg
- HNE Eberswalde
What do we offer?

- **Possibility** to carry out a traineeship in a member country of the EU, additional in Iceland, Liechtenstein, Norway, Turkey and FYR Macedonia

- **Flexibility** – traineeship possible at any time

- **Assistance** - in searching a traineeship

- **Guidance and supervision** - before and during the traineeship

- **Financial support** by Erasmus+
What do we offer?

- Checking the suitability of the host institution for your Erasmus+ traineeship
  - To make sure a valuable course of the traineeship

- Online Linguistic Support (assessment and course)
  - To check and - if necessary – to improve the knowledge of the working language, in order that you can make the most of your experience

- Setting out the working tasks in writing before the traineeship starts
  - To guarantee gaining the most valuable work program
What do we offer?

**Guidance and supervision**

- With regard to the application
- Assistance in the case of problems during the traineeship
- Contacting you two times during the traineeship to find out how you are
- Taking care for a smooth flow
Requirements for participating in Erasmus+

- Full time student, enrolled at BTU
- Full time traineeship (35-40 hours a week) in an Erasmus+ Programme Country (except Germany)
- Duration of the traineeship: 2 months at least, 12 months at most
- You did not receive Erasmus+ grant for more than 10 months in your current academic cycle (Bachelor, Master, PhD)
- Traineeship needs academic recognition (by ECTS points, record in Transcript of Records or Diploma Supplement)
- Mandatory traineeships may be granted as well as voluntary
- Receiving institution should pay a salary or benefits in kind (e.g. for accommodation, transportation, food…)

(Future graduates have to apply during the last semester)
How much time can be funded by Erasmus+?

Per academic cycle, Erasmus+ can sponsor a student’s stay abroad (study and/or traineeship) for up to 12 months.

- funding for 12 months during the first study cycle (Bachelor’s degree programmes or equivalent) incl. 1 year after graduation
- funding for 12 months during the second study cycle (Master’s degree programmes or equivalent) incl. 1 year after graduation
- funding for 12 months during the third cycle as doctoral candidate (PhD)

The fundable period of traineeships by recent graduates counts towards the 12 months maximum of the study cycle during which they apply for the traineeship; or, in other words: It is part of the student’s individual Erasmus+ time allotment from the previous study cycle.

Example: During the Bachelor’s degree 4 months Erasmus for study + 5 months Erasmus for traineeship  => 3 months left for a traineeship after graduation
What traineeships can not be funded?

- Traineeships that already begun
- Traineeships in EU institutions and other EU agencies including specialized agencies (for a full list please visit [http://europa.eu/institutions/index_de.htm](http://europa.eu/institutions/index_de.htm))
- Traineeships funded by another source of finance of EU in order to avoid double funding
What is the amount of funding?

- Erasmus+ funding is a contribution to the higher costs of living abroad, will not cover the costs completely
- Amount depends on the country group of the host country

| LG 1 | DK, FI, IE, IS, LI, LU, NO, SE, UK | 520 € |
| LG 2 | AT, BE, CY, ES, EL, FR, IT, MT, NL, PT | 460 € |
| LG 3 | BG, CZ, EE, HR, HU, LT, LV, PL, RO, SK, SL, FYR Macedonia, TR | 400 € |
Online Application for Erasmus+

https://www.b-tu.de/en/leonardo/applying/students

The application process works online by using the software “PLACEMENT ONLINE”.

**STEP 1:** Apply 6 months before you wish to begin the traineeship (even if traineeship still untructed) – upload Set_1 of application documents

**STEP 2:** Traineeship should be found 3 months before it begins – upload Set_2 of application documents
Application for Erasmus+

https://www.b-tu.de/en/leonardo/applying/students/information-on-application-forms
Information about application forms

The application documents and forms have to be filled in utilizing a PC or typewriter. Handwritten application documents and forms will not be handled. Please make sure your documents are complete and signed by yourself. When uploading your application documents in Placement Online, it is not necessary, that you have found an internship already.

Set_1:

- Signed CV written in German or English (2 pages max.).
- Cover letter written in German or English, about half a page long. It should show the reasons for applying for an internship abroad, for the choice of the country, what you expect from your internship, desired achievements as well as job-related goals.
- Overview of your current credentials or for diploma students copy of your pre-diploma credentials.
- Current confirmation of enrollment.
- Academic referral (letter of recommendation from your professor or tutor at your former home university) It should contain an assessment of your academic efforts for example in exams and presentations, general qualification for an internship in a foreign country, and if applicable further referrals like social engagement, active interests outside the field of study. etc.
- Applicants from foreign countries are asked to prove their first place of residence is in Germany (Registration Card)

Once you got a traineeship, please upload Set_2 (at least three months before the start of the traineeship).
Set 02:

Please download the documents "El Document Download" and fill them out in utilising a computer or typewriter.

- **Form: confirmation of the host institution/ex-ante**
  Please send this document to your host institution for them to complete, sign and stamp it. After they have returned the form to you please check if it is complete (all fields have to be filled out), if it corresponds with your arrangement and, if necessary, resolve any discrepancies in consultation with them. Please also verify the specifications concerning your insurance as you are required to take out all insurances not proved by your institution. Make sure that the form signed by the responsible person of the host company.

- **Form: confirmation of your university**
  These forms have to be uploaded in Placement Online (at least three months before the start of your traineeship).

**Declaration of Insurance Coverage:**

- After you have received the confirmation of the host institution/ex-ante from your company please verify whether (and if yes in which form) your institution covers for your insurance. You can then check our information under Preparation/Insurance which insurances will remain for you to take care of.
  After you have received the final acceptance for a grant from us, please fill out the form Declaration of Insurance Coverage and upload the document in Placement Online.

**Privacy Statement for the use of Placement Online**
In order to get an Erasmus+ grant you have to prove adequate insurance coverage:

- Health insurance coverage
- Liability insurance coverage (covering damages caused by the intern at the workplace)
- Accident insurance coverage related to the intern's tasks (covering at least damages caused to the intern at the workplace)

If not made compulsory by the national regulation of the host country, this might not be imposed on the host organisation.
Insurance

In this case the liability insurance has to be taken out by the intern.

Recommendation:
combined health, accident and liability insurance
• Group insurance of DAAD, tariff 720 (students) 32,00 €/month
• Group insurance of DAAD, tariff 726 (graduates) 64,00 €/month

Attention:
Due to the enrolment at a German higher education establishment, the statutory or private German health insurance is to remain in force.

Summary of the process

- Register for „PLACEMENT ONLINE“
- **Upload Set_1**
  - Search for a traineeship
  - Find a traineeship
- **Upload Set_2**
  - Take care for insurance coverage => prove it by „Declaration of Insurance Coverage“
  - Final decision by LEONARDO Office => binding acceptance
  - Conclusion of Erasmus+ Grant Agreement and Learning Agreement

Have a save journey and a valuable stay aboad!
Contact

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[https://www.b-tu.de/en/leonardo/applying/students/information-on-application-forms](https://www.b-tu.de/en/leonardo/applying/students/information-on-application-forms)

We would be pleased to receive your application!