

# INFORMATION SHEET FOR ERASMUS+ SMP GRANTS FOR INTERNSHIPS ABROAD

In principle, *ERASMUS+SMP* can support internships in other European countries (see <https://eu.daad.de/infos-fuer-einzelpersonen/foerderung-fuer-studierende-und-graduierte/auslandspraktikum/de/46247-auslandspraktikum-mit-ERASMUS/>).

Funding is not available for

- Internships in Switzerland;
- Internships at German missions abroad (German embassies, consulates, or permanent missions of the Federal Republic of Germany), international organizations recognized under international law (e.g. EU, UN, NATO, World Bank), at the Goethe Institutes, German Archaeological Institutes, or institutes of the Max Weber Foundation. Please apply for [DAAD short-term scholarships for internships abroad](#) in these cases;
- Internships at German schools abroad (not DSD and not FIT). In this case, please apply for the programme "[Internships Abroad for Student Teachers](#)";
- Internships at the EU institutions and other EU bodies including specialized agencies (full list [here](#));
- Institutions managing EU programmes.

## **SMP - Host institutions**

Host institutions for internships/practical placements may be any higher education institution (regardless of whether they signed the Erasmus Charter) or any institution established in a programme country other than the sending country, active in the labour market or in education, training, or youth.

For example, the following host institutions may be considered for internships/practical placements:

- Universities (also International Offices)
- Public and private SMEs (also public service enterprises)
- Local, regional, or national public bodies
- Social partners or other representative of the labour market (e.g. chambers of commerce, crafts, or professional associations and trade unions)
- Research bodies
- Foundations
- Schools, institutes, training centres (from the pre-school level to upper secondary level including
- Institutions up to vocational and adult education)
- Non-profit organisations, associations, non-governmental organizations
- Career guidance, vocational guidance, and information centres

**Before applying for funding, the following information must be observed:**

Internships abroad (also graduates) in programme countries are funded between 2 and 12 months (60-360 days) in a study cycle (bachelor's, master's, or doctorate). Study programmes without a bachelor's/master's leading to a state examination (e.g. law, teaching) have a quota of 24 months. The funding can be divided up and can also be claimed several times within a study cycle (e.g. for two times six months). Internships are eligible for funding in the first year of study. The application portal is open all year round. **The application portal is open all year round. It is important to apply at least two months before the start of the internship.**

Graduates cannot be enrolled during the internship. Evidence that you are not enrolled can be provided in the form of a certificate that enrolment has ceased ("*Exmatrikulationsbescheinigung*") or the diploma. A certificate from the university that all academic achievements have been completed is also considered evidence that enrolment has ceased for the purpose of the ERASMUS+ programme. Graduates may be eligible for ERASMUS+ Internships/Internships if they complete the international internship within one year of completion of the relevant study phase.

The financial support for ERASMUS+ stays by students is based on the cost of living in the target country ("programme countries"). Depending on the destination country, the following monthly rates apply:

- **Group 1** (monthly 555 euros): Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden, United Kingdom
- **Group 2** (monthly 495 euros): Austria, Belgium, Cyprus, France, Greece, Italy, Malta, the Netherlands, Portugal, Spain, Malta, Portugal
- **Group 3** (monthly 435 euros): Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Slovakia, Slovenia, FYROM, Turkey, Macedonia, Turkey

With the first instalment, the above-mentioned funding amount of approximately **70%** was paid. The second instalment will include the remaining **30%** of the total grant amount following the stay abroad and receipt of all relevant documents. The actual amount is decisive for the final calculation of the subsidy amount; the **exact** duration of stay is confirmed by the foreign host university through the *Certificate of Arrival* and the *Certificate of Departure*. This actual grant entitlement is then offset against the first instalment in the second instalment payment. The instalments are paid out in the form of **one-off payments**.

**Before applying for funding, the following information must be observed:**

**(1)** Fill out the online application on our [MoveOn](#) platform:

Send the generated application form to [outgoing-erasmus@uni-bayreuth.de](mailto:outgoing-erasmus@uni-bayreuth.de).

**(2)** In one to two weeks you will receive feedback from us concerning the success of your application.

### **Documents required for the award of the ERASMUS+ grant (SMP)**

As soon as you have received a positive reply, you can download the grant documents for the payment of the 1st instalment. These documents should be submitted at least 2 weeks before the start of your internship:

- the signed original Grant Agreement (you will receive the document by e-mail with a positive reply to the outcome of your application. This is the only document that needs to be sent by post)
- current certificate of enrolment issued by the University of Bayreuth (by e-mail to outgoing-erasmus@uni-bayreuth.de)
- Learning Agreement with all the required signatures (your signature, the signature of your department at the UBT and your internship provider) (by e-mail to outgoing-erasmus@uni-bayreuth.de)
- A copy of the internship contract or an agreement between the internship provider and the intern about the implementation, duration and, if applicable, remuneration of the internship (by e-mail to outgoing-erasmus@uni-bayreuth.de)
- Complete the OLS Language Test 1 - invitation will be sent by email as soon as you are selected (by e-mail to outgoing-erasmus@uni-bayreuth.de)

Only if these documents were submitted before the stay and all criteria are fulfilled, can the first payment be transferred.

- **On arrival** have the **Arrival Form** signed and send it [via e-mail](#).
- **Immediately before departure** sign your **Certificate of Departure** form and get it signed!

**Within 4 weeks after completion of the internship** the following documents must be submitted for payment of the second instalment:

- Certificate of Departure
- Copy of internship certificate or internship confirmation
- Learning Agreement component "After The Mobility" signed by the internship institution
- Personal report (2 pages, see website template)
- EU-Survey / LPP-Survey / Participant Report; invitation will be sent by EU to your e-mail address
- OLS language test 2 - only if OLS 1 turned out worse than the C2 CERF (**no confirmation necessary**)

As soon as we receive these documents, the remaining amount (the second instalment) will be transferred to you. If your documents are incomplete, we are unfortunately forced to demand the return of any funds already transferred.

If you have any other questions about the procedure, you are welcome to make an appointment for advising [here](#).

Contact us:

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