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/). Internships in Switzerland can’t be supported.

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
The following entities cannot be considered as host entities for internships/practical placements in order to avoid conflicts of interest and double funding:

- EU institutions and other EU bodies, including specialized agencies (complete list here)
- Bodies managing EU programmes.

**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, Master, or Doctorate). The application portal is open all year round. It is important to apply at least two months before the start of the internship.

Graduates can not 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 were selected for funding by the home institution during the last academic year of the relevant study phase and if they complete the international internship within one year of completion of the relevant study phase. The duration of the internship is counted towards a maximum of 360 days per 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 450 EUR): Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden, United Kingdom
- **Group 2** (monthly 390 Euro): Austria, Belgium, Cyprus, France, Greece, Italy, Malta, the Netherlands, Portugal, Spain, Malta, Portugal
- **Group 3** (monthly 330 Euro): Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Slovakia, Slovenia, FYROM, Turkey, Macedonia, Turkey

→ ERASMUS+ interns (SMP) receive an additional 105 euro "Top Up" per month.

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-eramus@uni-bayreuth.de.
2. In the course of 1-2 weeks you will receive feedback from us on 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)
  ➔ Submit to the International Office, attn. Ganna Poliakova, Room 1.89 or the mailbox at the door to the office 1.89
- current certificate of enrolment issued by the University of Bayreuth
- Learning Agreement with all the required signatures (your signature, the signature of your department at the UBT and your internship provider)
- 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-eramus@uni-bayreuth.de
- Complete the OLS Language Test 1 - invitation will be sent by email as soon as you are selected
  ➔ no confirmation necessary

Only if these documents were submitted before the stay and all criteria are fulfilled, can the 1st payment be transferred.

- **On arrival** have the Arrival Form signed and send it via e-mail.
- **Immediately before departure** get the Certificate of Departure form filled out!
Within 4 weeks after completion of the internship the following documents must be submitted for payment of the 2nd 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)
  ➔ by e-mail to outgoing-eramus@uni-bayreuth.de
- 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.

Ihre Kontaktperson

**Anna Lehnig** ERASMUS+ administrative Coordinator

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International Office

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