



## Fact sheet for SMP traineeships abroad with ERASMUS+ (2024 project)

### Target group: students and graduates from all subjects at HHU Düsseldorf

#### 1. Basic information

- Enrolment at HHU throughout the traineeship period (for students) or enrolment at the time of application (for graduates); the traineeship must be undertaken and completed within one year of finishing your studies
- Confirmation of a traineeship you have organised yourself at a private or public employer in a European country participating in the Erasmus programme. Traineeships at EU institutions cannot be funded
- Scope: Full-time traineeships of **at least 30 working hours per week**
- Minimum duration: 2 months or **60 days** (1 funding month corresponds to exactly 30 days, e.g.: 1 July – 31 August 2020 = 2 Erasmus months = 60 days; if the traineeship ends in February, this month will only be counted as 28 or 29 days)
- Maximum duration specified by Erasmus: 12 months
- Maximum period for an individual traineeship for which HHU will provide funding: **180 days** (= 6 months)
- Maximum funding period per degree (bachelor's, master's, doctorate): 12 months (all traineeship stays and study periods abroad added together)

#### 2. Application dates

Start of the traineeship abroad	Application deadline	Online application
1 February to 31 May	1 November	1 September to 1 November
1 June to 30 September	1 March	1 January to 1 March
1 October to 31 January	1 July	1 May to 1 July

#### 3. Documents for the application process

- Online application (see homepage)
- Confirmation of traineeship in German or English (see homepage for the form)
- Covering letter (maximum one page)
- Certificate of enrolment
- Transcript of Records dated in the current month
- Certificate from the subject about the recognition options for the traineeship; for medical students: extract from the list published by the State Examination Office for Medicine, Psychotherapy and Pharmacy (*Landesprüfungsamt für Medizin, Psychotherapie und Pharmazie – LPA*)

#### 4. Documents for grant recipients

- **Original** Grant Agreement with your handwritten signature (will also be sent by e-mail)
- Learning Agreement for Traineeships with signatures (to be submitted as a PDF) (will also be sent by e-mail)
- Social Top-Up application and Green Travel application by e-mail where applicable

	<ul style="list-style-type: none"> <li>• OLS language test recommended</li> </ul> <p><b>++++++ For detailed information, please refer to the checklist ++++++</b></p>
5. Final documents	<ul style="list-style-type: none"> <li>• Traineeship Certificate</li> <li>• Experience report (to be uploaded to MoveOn)</li> <li>• EU Survey – you will automatically receive an e-mail for the survey after the end of the traineeship</li> </ul>
6. Conditions for receiving the grant	<ul style="list-style-type: none"> <li>• Timely receipt of the application</li> <li>• Completeness of the application documents</li> <li>• Reaching the minimum duration of stay</li> <li>• If the available funds do not permit the funding of all applicants, the applications will be evaluated in the individual faculties on a subject-specific basis using defined selection criteria.</li> </ul> <p>You can find these criteria on the website under <b>Erasmus traineeship</b> and on the websites of the subjects.</p>
7. Grants and additional benefits	<ul style="list-style-type: none"> <li>• A confirmation usually includes a grant</li> <li>• This includes a financial allowance calculated on a daily basis</li> <li>• After submitting the application documents, you will receive 80% of the funding, after submitting the final documents 20% of the funding</li> </ul> <p>Please visit our homepage to find out about <b>Green Travel</b> and <b>Social Top-Ups</b>.</p>
8. Country groups/funding rates	<p>Country group 1 Belgium, Denmark, Finland, France, Ireland, Iceland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Austria, Sweden, United Kingdom</p> <p style="text-align: right;"><b>€750/month</b> or <b>€25/day</b></p> <p>Country group 2 Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain, Czech Republic, Cyprus</p> <p style="text-align: right;"><b>€690/month</b> or <b>€23/day</b></p> <p>Country group 3 Bulgaria, Croatia, Lithuania, North Macedonia, Poland, Romania, Serbia, Turkey, Hungary</p> <p style="text-align: right;"><b>€690/month</b> or <b>€23/day</b></p> <p><b>Green Travel:</b> max. 6 additional daily allowances for travel days</p> <p><b>Social Top-Up:</b> €250/month or €8.33/day</p>
Contact	International Office   e-mail: <a href="mailto:auslandspraktika@hhu.de">auslandspraktika@hhu.de</a>