hhu Heinrich Heine Universität Düsseldorf

Fact sheet for SMP traineeships abroad with ERASMUS+ (2022 project)
(for traineeships from February 2022 – October 2023)

		Target group: students and graduates from all subjects at HHU
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. We cannot fund traineeships at EU institutions - Scope: Full-time traineeships of **at least 30 working hours per week** - <u>Minimum duration:</u> 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) - <u>Maximum duration:</u> 12 months - <u>Maximum period for an individual traineeship for which HHU will provide funding:</u> **180 days** (= 6 months) - <u>Maximum funding period per degree (bachelor's, master's, doctorate):</u> 12 months (all traineeship stays and study periods abroad added together)
2.	**Application dates**	Please refer to the **Erasmus traineeship** section on the homepage.
3.	**Documents for the application process**	- Online application (see homepage) - Confirmation of traineeship e-mail in German or English - Covering letter (max. 1 page) - Certificate of enrolment - Transcript of Records dated in the current month
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 (submit as a PDF document) (will also be sent by e-mail) - Where applicable: Social Top-Up application by e-mail and **original** Green Travel application - OLS (Online Linguistic Support) language test (once available) - Confirmation from your subject of the options for recognition of 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*) +++++++ **Please see the checklist for detailed information (will also be sent by e-mail)** +++++++
5.	**Final documents**	- Traineeship Certificate **(original version with handwritten signatures)** - Experience report (upload to MoveON) - OLS language test (once available) - EU Survey (once available) – you will receive an automatic e-mail
6.	**Conditions for receipt of the funding**	- On-time submission of the application - Completeness of the application documents - Minimum duration of stay achieved ➜ If the available funds are insufficient to support all applicants, the applications will be evaluated on a subject-specific basis in the individual faculties with reference to defined selection criteria. You can find these criteria on the website under **Erasmus traineeship** and on the websites of the subjects.
7.	**Grants and additional payments**	- A confirmation usually includes a grant - The grant comprises a financial allowance calculated on the basis of the exact number of days - Once you have submitted all the application documents, you will receive 80% of the funding and the remaining 20% will follow after submission of the final documents ➜ Please visit our homepage to find out about **Green Travel** and **Social Top-Ups**. We will also send you the corresponding forms via e-mail.

8. Country groups/ funding rates	1. Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden	€750/month or €25/day
	2. Belgium, France, Greece, Italy, Malta, Netherlands, Austria, Portugal, Spain, Cyprus	€690/month or €23/day
	3. Bulgaria, Estonia, Croatia, Latvia, Lithuania, Poland, Republic of North Macedonia, Romania, Serbia, Slovakia, Slovenia, Czech Republic, Turkey, Hungary	€640/month or €21/day
	Green Travel: €50 allowance for travel costs + max. 4 additional daily allowances for travel days	
	Social Top-Up: €250/month or €8.33/day	
Contact	International Office	e-mail: auslandspraktika@hhu.de	