ERASMUS INTERNSHIP/GENERAL INFORMATION

The International Office (IO) needs the “Learning Agreement for Traineeships” as basic document for your application for the Erasmus internship grant. This document can be found in the download area of the IO-website (Studying abroad – Mobility programmes). It can also be found in the download area for students of the OEAD-Erasmus website.

The form has to be filled in with your personal data on the first page and has to be sent to the company that is willing to train you. The company has to fill it in properly in all sections which are related to the company, needs to sign it and put its stamp on it, afterwards scans the form and sends it back to you.

Please print it and make an appointment with your dean of studies. Take it to him and have it filled in and signed by him, too. The dean of studies ticks the sentence that the internship is inserted in the Diploma Supplement at graduation. That is the case with most internships as there are no internships foreseen in most curricula. In case that you will receive ECTS the dean of studies will fill in the amount of credits.

Hint: At the end of your studies it is your obligation via OEAD, that you bring the Learning Agreement for Traineeships to the Dekanat when you hand in all your other documents to apply for the graduation certificate.

After you have received all signatures you can bring the Learning Agreement for Traineeships to the IO.

The internship needs to be related to your field of studies, it has to last for at least two full months, it has to be a fulltime job (35-40 hours per week).

The IO needs to receive the filled in Learning Agreement for Traineeships at least six weeks prior to your internship start. This time frame is necessary in order to insert the internship in the data base of the Erasmus national agency OEAD which then will issue a grant agreement for you and which will be the agency that will transfer the grant amount to your bank account.

The Erasmus internship was installed to offer students the possibility to gain practical work experience in real companies. It wasn’t initially intended that students use it for research purposes. If you want to use the internship for research purposes then it is necessary that your dean of studies clearly states in the Learning Agreement for Traineeships form that you will receive a certain amount of ECTS credits for the master thesis/bachelor project. For such cases there is no extra field to fill in reserved so the dean of studies should just write it down somewhere in the section of the sending institution.

What is the intention of your internship? According to your tasks/deliverables the company should define what competencies and learning outcomes you should have gained at the end of your internship. Examples: whether “problem solving, team player ability, managing budgets, …“ is filled in the form, it depends on you and the company on which final results you will agree regarding outcomes.

Monitoring: is there a daily or weekly meeting with your supervisor, are there team meetings, fixed hours with your supervisor, …
Evaluation: which criteria uses the supervisor, how does the company value your work? Team player ability, punctuality in doing assigned work, self organisation, your pre-requisites are enough for the work assigned?, ... Evaluation criteria can be various/manifold, depending on the company.

In case the company inserts NO in the section of accident insurance, then you will need to find and pay your private accident insurance. It is also mandatory that you have a civil liability insurance. This is important as you otherwise have to pay for example for damaged items/equipment of the company all by yourself.

Regarding housing: rooms offered and paid by the company are very rare. In most cases you will have to find the room by yourself and pay the full rate.

The company and you will agree on in which language the internship is going to be handled. For example: if you find a company in Spain, agree that the internship working language will be English, then no Spanish is necessary (but in daily life it is helpful).

Erasmus interns need to do an online language test which is mandatory! This will be the language you and the company agreed upon in the application form. The IO will insert your email address in the OLS platform. You will receive an email with login details and the invitation to do this mandatory test. This test needs also to be done a second time after you have finished your internship. Exceptions are only made for students whose mother tongue is the same as the working language.

After the IO has nominated you in the data base of the national agency, OEAD, you will receive an email with login-details. You are asked to insert your bank details (BIC/SWIFT/IBAN).

Please note: the OEAD is transferring money only to Austrian bank accounts!

The Erasmus Referat Wien is then issuing your grant agreement. This can take some time, you need to be patient, as they will just begin to issue the agreement one or two weeks prior internship start. Once the agreement is put into your OEAD-account you will receive another email with the information that the grant agreement is ready to be printed and signed.

You need to print the agreement twice, sign both documents and then give them both to the staff of Erasmus Referat Wien in person at their office hours or you send them by post. When the Erasmus Referat Wien has received both agreements signed by you they will transfer 80% of your money to your account. The other 20% will be transferred to your account after your internship.

Should there be any changes in your tasks during your internship then you need to fill in part B of the Learning Agreement (During Mobility) and send the scanned version to the IO. If there are no changes in your tasks, forget about it.

The Traineeship certificate (part C) is a certificate of employment. Please tell the company to fill it in at a PC – then the sections can be adjusted to their space needs. According to each question in the different categories the company needs to insert at least 3-4 sentences regarding your tasks, abilities, achievements, evaluation outcome,... As this form is a certificate of employment it should show how you performed according to the previously agreed evaluation criteria. The Traineeship certificate has to be presented to the IO within six weeks after the finished internship.
In order to receive the second rate of your money you have to hand in the certificate of attendance filled in and signed to the Erasmus Referat Wien within four weeks after the finished internship. Another task to receive your second part of your grant is to fill in the EU survey, this is the participant report. This report will be available through a link which will be sent to you via email. If you had to do a first OLS online language test, you need to do a second test in OLS – you will receive a reminder email regarding this second test. There is no need for the second test if you achieved a C2-level when taking the first online language test in OLS.

Attention: You may do one internship in your home country but no more. The IÖTUW accepts no further internships in the home country as it is against the spirit of Erasmus. Erasmus means new culture, new language, new ways of thinking/working, ... (this applies for students who don’t have Austrian nationality).