

Checklist of final documents ERASMUS+ (internship)

You are required to submit the following documents **within 30 days after the end of your internship** in order to receive the second instalment.

- **EU Online Survey** to be completed online on the Mobility Tool platform.
see next page
- **Second Online Language Assessment** to be completed online on the OLS (<http://erasmusplusols.eu/>; Exceptions: native speaker, first test passed with C2)

The following documents must be submitted **via post** to the address below (no originals necessary):

- **Experience Report** (informal, approximately 1-2 pages, signed)
Content:
 - Preparation for the internship (search for internship and apartment, useful advice/ recommendations/ links)
 - Receiving organization (daily work routine, tasks, support, remuneration, language)
 - Conclusion (experience, recommendation?)
- **Learning Agreement _ AFTER THE MOBILITY:** Document available for download on our website <http://www.erasmuspraktika.de/downloads/>
Important: The Learning Agreement_AFTER THE MOBILITY **must not be signed prior to the END of your internship** by the receiving organization
- **Company Questionnaire:** Document available for download on our website <http://www.erasmuspraktika.de/downloads/>
To be completed and signed by the receiving organization
- **Statement of Validation** (Please refer to the email “Contract and important information”)
To be completed by the receiving organization and the university at the end of the internship

EU Survey „Erasmus+ Participant Report Form“

1. Email including the link to the questionnaire:

Upon completion of your internship, you will receive an automatically generated email with the reference „Erasmus+ individual participant report request“. **Important note:** This email will not be provided by us but by the EU Commission. Please make sure to check your spam/junk mail folders.

2. Fill in completely:

SPECIAL NOTES (please refer to your contract „Grant Agreement“)

4.3 Was the Learning Agreement signed by all parties before the start of the traineeship?

YES

→ Without all parties having signed the Learning Agreement prior to the start of the internship, your internship could not have been funded by ERASMUS.

4.9. Did you gain academic recognition for your mobility period?

→ Please note that the number of ECTS points agreed upon in the Learning Agreement should be recognized and validated by your university.

4.15 Did you receive a Traineeship Certificate from the receiving enterprise/organization at the end of the traineeship?

YES

→ Traineeship Certificate = Learning Agreement_AFTER THE MOBILITY

10.1 Did you receive an Erasmus+ grant from EU funds?

YES

→ All participants have received financial support deriving from EU funds for at least 2 months.

10.2 What was the amount of your monthly Erasmus+ grant as written in your grant agreement?

→ Please make sure to indicate here the monthly contribution that you can find in the Grant Agreement (page 3).

3. Submit online

Please be aware that you cannot change your data once you have submitted the survey.