

Checklist Erasmus+ Application

Downloaded personal application documents* in Placement Online

* Application sheet, learning agreement and declaration of insurance

Application form completed

- checked if complete and correct
- set own signature
- Obtained signature of your home universities Erasmus coordinator of the International Office (some International Offices require to see a **valid certificate of enrollment**)

Learning Agreement

- Step 1: Learning Agreement sent to my internship site.
 - Internship site has completed and signed Table A and Table C.
 - **Table A:** details my tasks as well as the schedule provided for them, what knowledge and skills am I expected to acquire during the internship?
 - "Monitoring plan" describes how and when I will be supervised by the internship site (e.g., are regular feedback meetings held?).
 - "Evaluation plan" describes the evaluation criteria that will be used to assess my work performance (e.g. professional competencies, ability to work in a team, etc.).
 - If language competence is required, the internship site indicates what language skills I should have in the working language.
 - **Table C:** Information on salary and benefits in kind as well as accident and liability insurance.
 - Step 2: Learning Agreement sent to **departmental coordinator**
 - Departmental coordinator** has filled out and signed Table B.
 - **Table B:** Selection of an option: either a mandatory internship (1) or a voluntary internship (2) or a graduate internship (3).
 - Information on the respective recognition after completion of the internship (ECTS, grades awarded).
 - Information concerning accident and liability insurance
 - Last check and set own signature. All information and signatures must be on one copy
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Declaration on honour for green travel

- read information carefully and decided whether to travel green
- stated whether and if so, additional travel days will be incurred as a result of green travel
- set your own signature and submit it to the university (e.g. the Erasmus coordinator together with the application form) for signature

Declaration of insurance

- read information carefully
- ticked the five fields at the end
- set own signature

Scanned and submitted Application documents and uploaded in Placement Online*.

** There is one upload field for each document. In case of technical problems please contact: koor-praxis-bw@h.ka.de*

Met one-month deadline

November 2021

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