Internships Abroad
April 6th 2022
Agenda

1. Benefits of an internship abroad
2. Types of internships abroad
3. Finding an internship – helpful ideas
4. Erasmus+ internships
5. How to apply for an Erasmus+ grant
6. 1. Interview
7. 2. Interview
8. Financial support for internships outside Europe
9. Promos programme for internships
10. Good things to know: Visa, insurances,…
11. Questions & Answers
Benefits of an internship abroad

- gain insights into different jobs
- gain work experience
- enhance your employability

- transfer and apply what you have learned
- foreign language at work
- topic for bachelor thesis?
  - networking

- receive new insights and perspectives on life
- experience intercultural differences and learn from them
- personal growth
types of internships abroad

**Integrated in the curriculum**

- Internship obligatory in the curriculum, i.e. you will gain credits for it, which will appear in your degree certificate

- Please note intern regulations, i.e. admission to start the internship

**Voluntary**

- Recognition of the internship possible, can be taken onto the diploma supplement

- Important: to find the right time for the internship within your degree course
types of internships abroad

- recent graduates
  - voluntary

  internship AFTER graduating as bachelor or master

  application for Erasmus+ grant must be while still enrolled as a student of FH SWF!
Finding internships – helpful ideas

- Career Service at FH SWF
- Networks: Xing, LinkedIn, ...
- Talk to Professors at FH SWF
- HR website of larger companies
- Numerous platforms for internship offers (free, no need to pay for an internship offer)
- DAAD webpage for more platforms
- Contacts: family, friends,

Numerous platforms for internship offers:
- https://www.placementuk.com/
- https://erasmusintern.org/
- https://europe-internship.com/
- https://placementuk.com/
ERASMUS+ grants for internships in Europe

If you have an internship offer from a company in Europe,

apply with IO for a monthly grant (for both types of internships),

60 days minimum for grant
12 months maximum
ERASMUS+ grants for internships in Europe

1. Receive funding up to 12 months in each study cycle
2. Contact IO after you received an internship offer
3. IO will send you application details
4. Work out Training Agreement for recognition
5. Application for graduate internships must be while you are still enrolled
6. Receive 80% of grant before internship starts
7. Send Training Agreement to IO and receive Grant Agreement
8. After returning home, hand in internship report and receive remaining 20% grant
9. Receive funding up to 12 months in each study cycle
Financial support for internships outside Europe

Promos programme of FH SWF

HAW. International grants from DAAD

Specific programmes from the DAAD (e.g., „Sprache und Praxis in Japan“)

Daka-loan for periods abroad (Studierendenwerk Dortmund)
PROMOS Program to increase student mobility at German universities: Funding Opportunities

- Studying abroad
- Internships
- Short Intensive Courses
- Language Courses
Language Courses

funding up to 4 weeks

must be related to your field of studies (cover letter of your application)

application at least 2 months prior to departure

travel expenses and daily allowance for accommodation (30-45 Euros depending on location)
<table>
<thead>
<tr>
<th>Internships Abroad</th>
<th>funding up to 6 months</th>
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<tbody>
<tr>
<td><strong>partial grants</strong>, monthly rates depending on country (e.g. US 450 Euros)</td>
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<tr>
<td><strong>Travel expenses</strong>, rate depending on destination country (300 – 2000 Euros)</td>
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<td>For integrated and voluntary interships not for recent graduates !!</td>
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### PROMOS – Application Process

#### Application documents

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<tr>
<th>Application form</th>
<th>Curriculum vitae</th>
<th>Motivation letter</th>
<th>Transcript of records</th>
<th>Language certificate</th>
<th>Letter of recommendation</th>
<th>Acceptance of host institution</th>
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#### After selection process

<table>
<thead>
<tr>
<th>Scholarship agreement</th>
<th>Grant approval / Scholarship cancellation</th>
<th>Acknowledgment of receipt total amount</th>
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#### Signed scholarship agreement

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<th>Payment arrangement</th>
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#### Final documentation

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<tr>
<th>Certificate of Attendance</th>
<th>Field report</th>
<th>Acknowledgment of receipt total amount</th>
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Good Things to know: Accommodation, Visa, Insurances

**Visa**
- With German residence title you can mostly do an internship in Schengen area without a visa, you might need to register after your arrival
- New visa regulations for UK
- In some cases you need a visa (or at least register) if you stay longer than 5 months

**Insurances**
- Students are responsible themselves for insurances
- Important: Health insurance
- VERY important: accident insurance and liability insurance
- As soon as you receive an internship offer check your insurances!
- most students: while studying parents’ insurance valid
## Contact details and office hours

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
<th>Office hours</th>
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<tbody>
<tr>
<td>Katja Hölter</td>
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<td>02371/566-224</td>
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