

CHECK LIST



Application form

- Download from placement online, print and sign by yourself
- Signature of the Institutional **Erasmus-Coordinator (International Office)**
*The signature confirms the regular enrolment and endorses the application.
Probably a matriculation certificate is needed.*

Create and fill in Learning Agreement in following sequence:

- Send to Receiving Organisation/Enterprise via e-mail. Receiving Organisation/Enterprise fills in **Table A** and **Table C** and signs the agreement.
Table A: *Information about tasks as well as the scheduled timetable. Which skills and competences will I obtain during the internship?*
„Monitoring plan“ *describes how I will be supervised by the host organisation (will feedback-sessions take place for example?)*, **„Evaluation plan“** *describes the assessment criteria which will be used to evaluate my learning outcomes (for example professional competence, social skills, team skills etc.).*
In the box concerning the language competence the host organisation indicates the level of language skills in the working language that I am supposed to have.
Table C: *Information about remuneration and/or contributions in kind as well as concerning accident and liability insurance at the workplace.*
- Send via e-mail to departmental coordinator of my home institution. Departmental coordinator fills in Table B and signs the agreement.
Table B: Selection of one option: *Either it is a compulsory internship (1) or a voluntary internship (2) oder an internship by a recent graduate (3).*
Indication of recognition of the internship (ECTS, grading).
Indication of insurance cover for accident- and liability insurance via sending institution.
- Sign the Learning Agreement by myself.
- Consecutive copy
- Check the documents for completeness.

Fill in and sign insurance statement

Point 2.1.: Name and insurance number of regular health insurance in Germany.
Point 2.2. / 2.3.: If my host organisation does not cover accident insurance and liability insurance at the workplace, I am obligated to organise insurance cover by myself and fill in the insurance statement accordingly. Notice: There are student unions (Studierendenwerke), that guarantee such insurance cover for students. Please contact your student union.
To participate in the Erasmus+ traineeship programme, sufficient health, accident and liability insurance coverage is mandatory.

Submission of application documents to KOOR/BEST

Scanned copies (Upload on Placement Online)

For each document there is an upload space. Pages can be saved in one document while scanning or merged afterwards via PDF Creator.

or by post to the following address:

Hochschule Karlsruhe – Technik und Wirtschaft
Erasmus-Konsortium KOOR/BEST
Moltkestr. 30, D-76133 Karlsruhe

In case of technical problems via e-mail to:

koor-praxis-bw@hs-karlsruhe.de

Compliance with application deadline

All three documents must be submitted to KOOR/BEST one month **before the start of the internship.**

One month before the start of the work placement means the same calendar day of the previous month: For instance, if you wish to start your work placement on December 15th, application deadline will be November 15th.