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
All information and signatures must be on one copy

☐ 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