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| 1. Application – documents must be submitted at least 2 weeks before the starting date of the internship
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| * Signed letter of motivation, specifying the objectives of the internship, the fit with the degree program, and the fit with the career goals (max. 2 pages)
* Legally valid, signed and stamped **pre-contract/contract** of the employer

*Approval of the validity of the PPT contract should be obtained from the IBA Director of Studies in advance** completely filled-out Learning Agreement, pages 1-3 only; *please write legibly and provide a contact person in the receiving institution*
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| 1. Registration
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| After your nomination by LBS, you will receive an e-mail from the National Agency of Lifelong Learning (Erasmus Referat Wien).* They will send you the contract for the Erasmus funding and a request to fill out your bank details into a database. *Please do so asap, in order to receive the 80% of the funding on time*
* Sign the two copies of the contract and send them back to the Erasmus Referat
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| 1. OLS
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| You will receive an e-mail with an invitation to access an online language course, the course is not mandatory* BUT please take the first assessment test

**There is no failing of the test, it only assesses your language knowledge** |
| 1. During the mobility
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| * If any changes occur during the internship, they have to be reported to the director of studies and to the LBS International Office.
* Complete online language course OLS, it´s not mandatory, but you can benefit from it
* **Extensions** of internships have to be filled for **one month** before your current internship ends.
* Complete page 5 **“Section after the mobility”** and confirmation of attendance
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| 1. After the mobility to receive the remaining 20% of the money
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| * Fill out the EU-Survey
* Complete second Online Language Course Test once you receive the e-mail to do so
* Send the **original page 5 to the Erasmus Referat Wien** and a **copy (scan**) to the LBS International Office
* Write a narrative report about your internship and send it with a professional picture to the LBS International Office
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