



## Checklist for Erasmus+ Internship funding

### 1. Application – documents must be submitted at least 2 weeks before the starting date of the internship

- 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*

### 2. Registration

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

### 3. OLS

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**

### 4. During the mobility

- 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

### 5. After the mobility to receive the remaining 20% of the money

- 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