Erasmus INTERNSHIP mobilities for students (out-going) at Berlin International University of Applied Sciences (SMP)

1. General Information
For more than 25 years, the European Union has funded student (and staff) mobility. Since 1987, more than 3 Million students have participated in student exchange programs funded by the European Commission.

The exchange opportunities are based on specific cooperation agreements between Berlin International (BI) and the respective partner institutions [see the current list of BI’s partner institutions on our homepage: https://www.berlin-international.de/en/international/erasmus/].

2. Advantages of participation
Through your participation in an internship mobility exchanges, you will be able to

- extend your professional and private networks
- increase your subject knowledge
- internationalize your work experience by experiencing different working styles and traditions
- increase your intercultural competences
- increase your language competences in English and/or other languages
- add international experience to your CV
- improve your international career opportunities
- inform your host institution on the benefits of Berlin International during your internship
- inform your students and teachers on the benefits of the host institution upon your return to your Berlin International
- In addition, you will receive financial support for the mobility abroad – financed by the European Commission.

3. Application procedure
3.1 General information
Mobility grants for students are provided as a contribution towards subsistence by partial scholarship [differentiated by three country groups, ranging form 150 to 500 € per month plus an internship top-up of 150 €]. The grant will be paid independent of any additional payment the host institution might pay to you.

You will stay enrolled at Berlin International during your stay abroad, thus the payment of your tuition fees is continued.

You will receive further details concerning the grant and the payments after you have been nominated and selected for ERASMUS+. 
All fully registered students – regardless of their nationality – are eligible to apply. An internship mobility abroad may be commenced no earlier than the 3rd semester [thus application in the 2nd semester]. **The ideal time to go abroad for an internship stay is the summer between your 4th and 5th semester.**

All students participating in mobilities are expected to share their experiences with the university members formally [final report] and informally [presentations, consultations etc.].

### 3.2 Steps of your application

1. **Nomination:** You first need to be nominated by your home university. In order to be nominated you need to fill out our **internal Erasmus application form.** You can download the form from our homepage. Please hand in the application form [as well as the additional documents required: transcript, CV, motivational statement] via mail to incoming@berlin-international.de.

   The internal application deadline is **February 15** for any internship in the same year [either summer and/or fall]. Please make sure to contact your individual internship advisor [assigned by your faculty] to discuss your internship expectations and the host institution/company where you would like to spend your internship. Later applications are possible, if means are available.

2. **Decision:** The internal nomination will be decided by a selection committee. You will be notified of the result two weeks after the application deadline.

   The **selection criteria** are based on your prior academic achievements, your engagements at Berlin International, your motivational statements, relevant language skills and, of course, the availability of openings and funding.

3. After you have been nominated by your home university, you need to hand in the following, additions documents:
   - **Internship Application & Approval Form** [signed by your internship advisor at BI]
   - **Internship Contract** [signed by your host company and yourself]
   - **Learning Agreement** [signed by your host company, your internship advisor and yourself]

4. **Online Language Test:** In order to participate in Erasmus exchanges, you need to take an online-language test twice: 2-3 months before your departure and upon your return. The test can be done in the local language or the teaching language. The link to take part in the test will be forwarded to you by the Erasmus coordinator.

5. **Grant Agreement:** The last step before your departure is the “Grant Agreement” which needs to signed between two parties: you and your home university [Berlin International]. A necessary prerequisite for the Grant Agreement is the signed Learning Agreement mentioned above.

If you are interested in applying or if you want any further information on either our partner institutions or the application process, please feel free to contact our Erasmus coordinator, Karin Schmidt [erasmus@berlin-international.de].