

Erasmus Placement Grant Information and requirements

You are applying for an Erasmus Traineeship Grant. JKU selects applicants for a scholarship nomination to the Austrian Erasmus National Agency based on complete application forms, illustrating met requirements (as outlined here) with due regard to the Erasmus programme's intention and goals (compare: http://ec.europa.eu/programmes/erasmus-plus/index_de.htm).

1. Requirements

1.1. *Either*: Official active enrolment in a JKU academic degree program. Enrolment in the field of study relevant for the trainee-/internship has to be maintained during the whole period abroad.

Or: Graduation from a regular degree program at JKU immediately before the internship if studies are not continued. In this case, the application has to be submitted in the last active semester!

1.2.

On Bachelor's or Diploma level:

- min. 2 completed semesters together with the successful completion of at least 40 ECTS points in study field relevant for the traineeship.

On Master's level:

- Bachelor or Diploma obtained at the JKU: when starting the internship in the first semester: active, regular student
- Bachelor or Diploma obtained at another institution: completed courses in the amount of min. 8 ECTS points
- Internship starting as of the second semester: actively studying in the preceding semester or completion of at least 20 ECTS points

On Doctorate level:

- Active employment at the JKU or letter of recommendation from the dissertation's supervisor.

1.3. Minimum duration of the traineeship: 2 full months

1.4. The traineeship has to be full time.

1.5. Program countries are the 28 EU member states plus Norway, Iceland, Liechtenstein, Turkey and the former Yugoslavian Republic of Macedonia. **Switzerland is currently not a program country.*

1.6. The host institution must not be an EU institution or an institution financed by the EU.

2. Erasmus programme information

2.1. For bachelor/master´s/doctoral studies: For each cycle of study a maximum of 12 scholarship months is available for study abroad or traineeship(s) abroad.

2.2. For diploma studies a maximum of 24 scholarship months is available for study abroad and traineeship(s) abroad.

2.3. The maximum duration of a single Erasmus traineeship grant is 12 months in bachelor/master´s/doc studies minus already received Erasmus months in the same cycle and 24 months in diploma studies minus already received Erasmus months within the same cycle.

2.4. For the whole Erasmus traineeship period the grant holder may not receive a study abroad grant acc. to the Austrian Federal Student Aid Scheme" ("Beihilfe für ein Auslandsstudium nach dem Österreichischen Studienförderungsgesetz").

2.5. Applicants with special needs (for example a physical handicap, chronic illness, etc.) can apply for additional financial aid. Please find further information under <http://www.jku.at/e11656/e11617/e119990#e120025>.

3. Being nominated by JKU for an Erasmus traineeship grant please note:

3.1. The student, the host institution and the JKU will have to sign the so called "Learning Agreement for Traineeships". The completed agreement, signed by the student and the host institution, must reach the JKU Auslandsbüro/International Office at least one month before the start of the internship.

3.2. The Erasmus Traineeship Grant does not include any insurance coverage. Students must ensure and declare sufficient insurance coverage during their stay abroad. Health, accident and third party liability insurance are obligatory.

Remark: A private third party liability insurance may eventually be included in an already existing householder's insurance policy (Haushaltsversicherung). Please check coverage, especially if the host institution does not offer liability insurance coverage.

3.3. All application documents, including the "Learning Agreement for Traineeships", have to reach the JKU Auslandsbüro/International Office at least one month before the beginning of the traineeship. Please carefully and completely fill in and sign where required.

3.4. This deadline also applies for applying for additional financial aid regarding special needs caused by physical handicap or chronic illness (s.also para. 2.6).

3.5. Based on the nomination by JKU, the "Learning Agreement for Traineeships" and the insurance declaration, the Austrian Erasmus National Agency (OeAD-GmbH) and the candidate will conclude a scholarship/grant agreement. You will receive detailed further information via e-mail.

3.6. After the traineeship, the trainee has to hand in a report and a traineeship certificate to the Austrian Erasmus National Agency,

3.7. You have to immediately notify the JKU of any changes regarding the traineeship (a.o. duration, working hours, tasks). Any changes have to be confirmed in the "Learning Agreement for Traineeships".

3.8. You will be informed by the Austrian Erasmus National Agency whether a prolongation of the traineeship/grant will be possible or not.

3.9. You find the (preliminary) grant amounts under <http://www.jku.at/e11656/e11617/e119990#e120025>.

3.10. In addition to the Erasmus Traineeship Grant, neither a JKU internship abroad grant nor a study abroad grant acc. to the Austrian Federal Student Aid Scheme ("Auslandsbeihilfe nach dem Studienförderungsgesetz") will be permitted.

<p><i>Information: Auslandsbüro der JKU / JKU International Office</i> <i>Ms. Esther Wöckinger (esther.woeckinger@jku.at, DW 3207)</i></p>
--