

Checklist Erasmus+ Traineeships

Application requirements

- Matriculation at Bielefeld University
- The traineeship must relate to the subject of study
- Duration of traineeship: min. 60 days (1 month = 30 days) to max. 360 days per study cycle (BA/MA/PhD); for state examination courses: min. 60 days to max. 720 day
- Working time per week: at least 35 hours
- Location: one of the 33 participating Programme Countries (27 EU countries, Iceland, Liechtenstein, North Macedonia, Norway, Serbia, Turkey)

Applications

The application takes place online at:

https://www.service4mobility.com/europe/BewerbungServlet?identifier=BIELEFE01&kz_bew_pers=S&kz_bew_art=OUT&aust_prog=SMP&sprache=de

The following documents are required:

- Letter of motivation (max. 1 page)
- Curriculum vitae
- Enrolment certificate (Studienbescheinigung). In addition, when applying for a graduate traineeship: certificate of ex-matriculation at the beginning of the traineeship
- Learning Agreement (can be downloaded in Mobility Online)

Applications can be made for an Erasmus+ scholarship throughout the academic year. In order to guarantee that all runs smoothly, all application documents must be uploaded to the application portal at least 6 weeks before the start of the traineeship.

As soon as a positive decision has been reached on your application, you will receive a letter about the grant with further grant documents.

Important: The Erasmus+ programme does not include insurance cover. Participants must ensure that they have sufficient insurance cover (health, liability and accident insurance).

Advise/Contact

International Office
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Consultation hours:
Wednesday, 11-12 hrs,
DO-116 or Infopunkt International