

## CHECKLIST Erasmus+ KA 131 Traineeship (Incoming)

### Before mobility

Do you have convincing application documents?	<input type="checkbox"/>
Is this a compulsory or voluntary internship? ?	<input type="checkbox"/>
How long will the internship last?	<input type="checkbox"/>
Is there a minimum wage to be paid?	<input type="checkbox"/>
Is sufficient insurance cover ensured?	<input type="checkbox"/>
Who is responsible for supervision (faculty, institute, work/research group)?	<input type="checkbox"/>
Is a visa required or is there a residence permit?	<input type="checkbox"/>
Report to the HR department	<input type="checkbox"/>

### During mobility

Does mentoring take place regularly?	<input type="checkbox"/>
Is an interim report required (e.g. telephone call with the sending institution)?	<input type="checkbox"/>
Documentation	<input type="checkbox"/>

### After mobility

Evaluation of the internship	<input type="checkbox"/>
Issue of a Certificate of Stay	<input type="checkbox"/>
Issue of a qualified letter of reference	<input type="checkbox"/>

### Further information:

- There is no enrollment.
- No support can be provided in finding accommodation.