

## About us

The EU-ServicePoint is a consortium of five Institutions of Higher Education in Rhineland-Palatine:

- Technical University Kaiserslautern
- University Koblenz-Landau
- University of Applied Sciences Mainz
- Catholic University of Applied Sciences Mainz
- Johannes Gutenberg-University Mainz

## What we do

The EU-ServicePoint is responsible for the

- processing of students' grant applications
- administration of project funds
- coordination of all activities with the consortium's partners
- providing of information material (print & online)

The EU-ServicePoint is the central contact point for students and graduates who wish to complete an ERASMUS Internship. We provide help with all questions regarding organisational tasks. Assistance with academic questions is provided by a wide network of subject coordinators at the participating universities.

The EU-ServicePoint is also a point of contact for organisations and institutions offering internships.

## Our Services

- General advising concerning internships in Europe
- Organisational support provided before, during and after the internship

- Awarding and paying out scholarships
- Evaluation of internships
- Issuing grant certificates

## Prerequisites for Participation in the Programme

To be able to apply for an ERASMUS Internship, the following prerequisites need to be fulfilled:

- Student status at one of the participating universities during the ERASMUS internship
- Graduates have to be still enrolled at the time of application for the funding but not during the internship
- Duration of the internship: 2 months minimum (60 days)
- Fulltime internship clearly related to your area of studies (compulsory or optional internship)
- Possible countries of destination: Countries of the EU (Austria, Belgium, Bulgaria, Czech Republic, Croatia, Cyprus, Denmark, Estonia, Finland, France, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom); Turkey, Former Yugoslav Republic of Macedonia, Iceland, Liechtenstein, and Norway  
<http://www.eu-servicepoint.de/teilnahmelaender/>

## Application

The student's or graduate's application has to be submitted at least two months prior to the beginning of the internship. (Note that internships organised at short notice might still get funding; in this case please contact us immediately to check on the possibilities. Retrospective funding is not possible.)

For your application, please use the templates posted on our website at <http://www.eu-servicepoint.de/bewerbung/>

The application has to contain the following documents:

- Participant's data form
- Learning Agreement for Traineeships
- CV
- Statement of purpose
- College and university transcripts
- Language certificate
- Certificate of enrolment
- Only for German students: Preparatory intercultural seminars

### OLS (Online Linguistic Support)

After the acceptance of funding a language test has to be completed before and after the internship. Depending on the result a language course licence will be allocated. <http://www.eu-servicepoint.de/ols/>

### Documentation

For documentation, please use the templates posted on our website.

**During your internship:** <http://www.eu-servicepoint.de/waehrend/>

The following documents must be submitted no later than four weeks after starting the internship:

- Interim report

**After your internship:** <http://www.eu-servicepoint.de/nachher/>

The following documents must be submitted no later than four weeks after completing the internship:

- intern's short evaluation of the host organisation
- certificate of employment with employer's evaluation
- certificate of recognition from intern's academic department
- intern's final report

### Funding

The EU-ServicePoint awards grants for living expenses during an internship for a period of at least two to four months per study cycle. It is possible to split the grant period over two or three different internships.

The amount of the grant depends on the destination country and ranges from 400 € to 520 € per month if the internship is unpaid. If you receive an internship salary from your host organisation, we will calculate funding in accordance with your net pay. <http://www.eu-servicepoint.de/foerderung/>

Recipients of BAföG may still receive financial aid while completing the internship. However, grants exceeding 300€ per month are taken into account in calculating the BAföG amount.

### Contact Information

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International Office  
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<http://www.eu-servicepoint.de>

### Consultation hours:

Tuesday 3 pm – 5 pm  
Thursday 10 am – noon

Forum 2, room 00-202  
Ms Annegret Werner

