

Checklist for Erasmus+ internships/project-oriented placements

- **Find the internship/p.o.p.**
 - You will have to find the company or organization yourself, but you can get [career guidance](#) from SDU RIO and check their [SDU Jobbank](#).
- **Get your pre-approval of the internship/p.o.p. from your study board (studienævn)**
 - You can ask your student advisor (faglig vejleder) or the secretary of the study board (Studienævnssekretær) how to apply for the pre-approval.
 - The pre-approval can also be in the form of a supervisor contract (praktikkontrakt /vejlederkontrakt).
- **Apply for financial support from SDU International**
 - Submit the application form for internship/p.o.p.s abroad via our [online application system](#).
 - Hand in the pre-approval from you study board (studienævn).
 - Hand in the Erasmus+ learning agreement for traineeships.
 - Please send in all the documents through [spoc.sdu.dk](#).
- **Receive financial support from SDU International**
 - Take the mandatory language assessment. It will be sent to you by SDU International.
 - Hand in the grant agreement that you will receive by e-mail from SDU International.
 - Hand in the payment form that you will receive from SDU International if you have been granted support from SDU's Internationalisation Fund through [spoc.sdu.dk](#)
 - You can send in all the documents through [spoc.sdu.dk](#).
- **When returning home**
 - Hand in part 3 of the Erasmus+ learning agreement for traineeships ("After mobility") signed by you and your working place.
 - Take the 2nd part of the language assessment. It will be sent to you by SDU International at the end of your stay.
 - Take the Erasmus+ evaluation. It will be send to you by SDU International.
- **Final considerations**
 - Get an extra [insurance](#) that covers you at your working place.

Should you have any need for help or guidance then you are always welcome to contact us via [SPOC](#), by phone on [+45 6550 2264](#) or meet us in person at [Student Services](#) every weekday from 10-14.