



Steps During Internship Process

Document	Before Internship	During Internship	After Internship
Promise of internship grant	<p>Apply for grant on of the two application rounds (January-December or March)</p> <p>Filled in and signed by:</p> <ul style="list-style-type: none"> - Career Services at Hanken 		
Learning Agreement for Internship	<p>Section 01 to be completed by 15 April</p> <p>Category 01 (Erasmus+ internships) require adequate insurance cover acquired either by employer or student. For more details, see Hanken´s terms and conditions for awarding internship grant.</p> <p>Commitment of the three parties to the internship filled in & sign by:</p> <ul style="list-style-type: none"> - Student - Internship supervisor at Hanken - Internship provider at receiving organisation 	<p>Section 02 to be completed during internship (only if needed) if the duration of internship changed by more than +-5 days.</p> <p>Filled in & sign by:</p> <ul style="list-style-type: none"> - Career Services at Hanken - Internship provider at receiving organisation 	<p>Section 03 to be completed after internship</p> <p>Receiving organisation provides an Internship Certificate to student and sending institution in the period stipulated in the Learning Agreement.</p> <p>Filled in & sign by:</p> <ul style="list-style-type: none"> - Internship provider at receiving organisation
Reporting on the Internship (& Online Linguistic Support for Category 1 internships)	<p>Category 01 (Erasmus+ internships) may include a compulsory online linguistic assessment test sent to student by email.</p>	<p>Category 01 internships include a voluntary linguistic online course. In order to be able to conduct the language test you first need to create an account in the OLS-platform. Intro module quickly walks you through the process of creating an account. The OLS-platform itself can be reached through this link.</p>	<p>Student reports on the internship both by:</p> <ul style="list-style-type: none"> - answering a web-based questionnaire sent to student by email (Category 1) or in Mobility Online (Category 2 and 3) - producing a report to the internship supervisor to receive credits