

When you have received a promise for an internship grant

Step 1: Before 15 April

Upload section 01 of the "Learning Agreement" in Mobility Online. The document will be sent to you as an attachment to your promise of an internship grant. It is by returning section 01 of the "Learning Agreement" that you agree upon your internship.

You need three signatures on the Learning Agreement:

1. Your own signature
2. A representative from the receiving company
3. The internship position should be accepted by a faculty examiner by having him or her sign*. The name of your internship supervisor can be found in Sisu under your major either on bachelor or master's level.

Fill in information about your internship in Mobility Online where it says Fill in data concerning your internship (Student). You need to do also this by 15 April.

Insurance

In category 1 it is required that you have health, accident and liability insurance during the internship period. You should confirm that you have sufficient insurance coverage in Mobility Online by clicking on the topic *Confirm sufficient insurance coverage (Student)*. If your internship constitutes an obligatory part of your Bachelor studies Hanken will provide you with health and accident insurance but not liability insurance.

Sign and submit the "Grant Agreement" by uploading in it Mobility Online. The Grant Agreement has been sent to you by email after you have uploaded section 01 of the "Learning Agreement", filled in information about your internship in Mobility Online and if needed confirmed that you have adequate insurance coverage (category 1).

For category 3 (domestic internships) no Grant Agreement is needed.

The grant will be paid

When you have completed all the above-mentioned steps correctly, your whole grant will be paid to you. Keep in mind that the grant process is taken care of manually by Career Services and thus the payment does not happen automatically but only after your documents have been processed.

Step 2: During the Internship (after the grant has been paid and only if needed)

Only if the internship duration changes with +-5 days from what was originally agreed upon:

Send section 02 of the "Learning Agreement", i.e. "Exceptional Changes to Original Internship Programme" with a signature from your internship company to Career Services for approval. Then upload the document with both signatures to Mobility Online.

Step 3: After the Internship

Return section 03 of the "Learning Agreement", i.e. "Internship Certificate" signed by a representative at the internship organization within 30 days after you have completed the internship period. You return it by uploading it to Mobility Online. In order to get study credits, you have to return an internship report to your faculty examiner. More information about the internship report can be found in SISU.

Fill in the internship feedback form. For Category 1 internships, you will receive an invitation to your email to answer a feedback form regarding your internship. You have to answer within 30 days after the completed internship. For Category 2 and 3 internships, you will fill in the feedback form in Mobility Online.

Please note! It is very important that you carefully complete all the steps mentioned in this document or otherwise you might have to pay back your grant.