



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</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 | <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. Contact Career Services for more information.</p> | <p>Category 01 internships may include a compulsory online linguistic assessment test sent to student by email after internship</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) - producing a report to the internship supervisor to receive credits |