

## *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 WebOodi under your major either on bachelor or masters 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.

### **Online Linguistic Support (OLS) –language test**

Internships within category 1 are in general included in the Erasmus+ programme and may therefore include a compulsory online assessment of linguistic competences. If you are to take part in a compulsory online assessment of linguistic competences, it will be stated in the "Grant Agreement", and you will receive an invitation by e-mail. The grant payment will not be made until you have completed the test. No specific test result is required, but if you achieve C2 level, you do not need to complete the second test after the internship.

### **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 WebOodi.

**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.

Internships within category 1 may include a compulsory language assessment test before and after your internship. In case you have completed a language test before your internship period, you have to complete one afterwards as well (unless you scored C2 in the first test). The invitation will be sent to your email.

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