**Erasmus+to do list for Traineeship (Checklist)**

* Finding traineeship placement
	+ Minimum of 60 days (1 months=30 days due to the system! If you are not sure about your duration, in our homepage you can find an excel to help you)
* Getting permit for foreign traineeship at English Secretariat
* Filling out the **Training Agreement** (TA) (please find at: „*Szükséges nyomtatványok*”)
* Filling it in an electronic format and sending it to Erasmus Office via e-mail (*word*)
* We will check and send back to you
* You need to print out and sign it
* Getting signature from Erasmus Office (please come to our office: Nagyvárad tér 4, DiákCentrum)
* Getting signature from English/German Secretariat (we need their original signature)
* Please bring us the TA with all original signature (yours, ours, English/German Secretariat)
* Sending document to the Receiving organisation by email to get a signature and stamp on it
	+ Table C has to be filled out by Receiving organisation
	+ do they give Liability insurance? (if yes, should be marked in Table C)
	+ should they not provide you with it, you should conduct one (we recommend it through: Dr Walter Pro-Trip)
* Sending TA (signed by all three parties) to Erasmus Office
* **Grant agreement** (we will send it to you, after you send us the TA with all signature by email)
* Filling out by computer (Please put number of liability insurance!)
* Sending it to Erasmus Office
* 2-3 days later: come to our Office in Opening hours to sign the grant agreement (*we need the original ones, so please send us an email, if you are not in Hungary)*
* usually takes 3-4 weeks for 80% of your grant to arrive
* Filling out **OLS-Online Language Support** (**compulsory**!, if your working language is your mother tounge, you do not need to fill out)
* Travelling abroad
* Prior to finishing your Erasmus+ traineeship filling in **Training Agreement (TA)** **After the mobility part** according to dates given in Grant agreement*(should you be uncertain regarding dates, please forward an e-mail with your questions to* *erasmus@semmelweis-univ.hu**)*
* Filling out **OLS** **Online Language Support** again (compulsoryunless you have achieved C2 in previous one)
* **Filling out EU-Survey**
* 1 page long **report** about your experience with guided questions
* Receiving remaining 20% of grant
* We are collecting postcards ☺

Erasmus Office

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