Erasmus+ to do list for Traineeship (Checklist)

☐ Finding traineeship placement
  o Minimum of 60 days (1 months=30 days due to the system! If you are not sure about your duration, in our website you can find an excel to help you)

☐ Getting permit for foreign traineeship at English Secretariat
  o please send us the form when it is signed by everybody

☐ Filling out the Training Agreement (TA) (please find our website)
  • Filling it in an electronic format and sending it to Erasmus Office via e-mail
    word-format without signature
  • We will check and let you know when you can come to our office to sign it
  • Getting signature from Erasmus Office (please come to our office: Nagyvárad tér 4, DiákCentrum)
  • After we sign, we will send it to the Directorate of International Studies (Division of English/German Language Programs), and ask a signature from them. (we need their original signature)
  • When we receive back form the Division the sign paper, we will send it to you by email
  • Sending document to the Receiving organisation by email to get a signature and stamp on it
    o Table C has to be filled out by Receiving organisation
    o do they give Liability insurance? (if yes, should be marked in Table C)
    o 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 by email (Please scan it, because we can not accept photo or scan by phone.)

☐ 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 by email
  • we will let you know when you can come to our office to sign it
    o come to our Office in Opening hours to sign the grant agreement
usually takes 3-4 weeks for 80% of your grant to arrive
you need to sign it before you start your mobility

- Filling out **OLS-Online Language Support** *(compulsory!*, if your working language is your mother tongue, you do not need to fill out)

- **Travelling abroad**

- If you would like to modify your original Training Agreement (for example you would like to extend your mobility period), you need to fill in the *During the Mobility* part of the Training agreement
  - you have to send it to us one month before your grant agreement expire

- **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*
  - Please scan it, because we can not accept photo or scan by phone.

- **Filling out OLS Online Language Support** again (compulsory unless you have achieved C2 in previous one)

- **Filling out EU-Survey**
  - it is an automatic email, so may be you can find it in the spam

- 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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