



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 [website](#) you can find an excel to help you)
- Getting permit for foreign traineeship at English Secretariat
 - 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: Nagyváradi 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 from 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
 - 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 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
 - 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)
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- 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 expires
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- 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 maybe 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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