**Erasmus+ step-by-step for outgoing trainees**

1. Handing in the application on outgoing.metropolitan.hu.
2. Notification about the application with the decision (approval or rejection) is sent out through Dream Apply/email.
3. Prior to Scholarship contract students need to complete an **Online Language Test** in the language of instruction. (Online from home, link will be provided). This test will be done again upon arrival back to sending institution for comparison.
4. Before contract signing one week earlier please send us your documents via e-mail (erasmus@metropolitan.hu).
5. For the signature of your **Scholarship Contract** you need to provide these documents:
   * Filled out information sheet for the scholarship agreement
   * Student Status Verification issued by Student Information Centre – contract is only issued until the end of active student status or for fresh graduates before final exam for a maximum of 12 months.
   * Learning Agreement for Traineeship signed by all parties
   * Proof of completed 1st Online Language Assessment
   * Other documents, which were not fully completed at first application
   * European Health Insurance Card;
   * Additional Accident and Liability insurance.
   * Certificate of bank account stating your name and bank account number in IBAN form (printed version from e-banking site is OK);
   * ID card, or for foreign students residence card
   * Signed step-by-step guide for outgoing trainees,
   * filled out and signed declaration of acceptance
   * Valid visa in case it is necessary **Scholarship Contract should be signed at least 2 weeks prior to the departure.**
6. Complete your **enrolment** at METU for the upcoming semester (when applicable) and **take at least 1 subject at METU, so you gain an active student status**. Students are responsible to have active student status at the application for traineeship and throughout the whole duration of the traineeship, unless they are receiving fresh graduate scholarship, in which case, students need to have active students status at application and signing of the traineeship contract and need to finish their traineeship within 1 year from the signing of the contract.
7. In case the traineeship will be accepted as compulsory traineeship, students are responsible to contact the Career Center and get their approval (Cooperation agreement) and guidance to be able to get the traineeship accepted.
8. Upon arrival to your chosen company please send us the following: **Certificate of Arrival**, declaring that you have arrived to your institution, exact address of your accommodation and your phone number.
9. In case you wish to **extend your traineeship**:
   * During Mobility part of your traineeship needs to be filled out, including the exact dates until which you wish to extend your traineeship, and detailed traineeship plan for the extended period needs to be included.
   * Write a motivation letter, about 1 page long, explaining why you wish to extend your traineeship
   * Student status verification issued by Student Information Center for the extended period
   * Send them in an email to erasmus@metropolitan.hu
   * Request of extension must be handed in 1 month prior to the end of mobility, requests sent later than that will be automatically rejected.
   * In case you receive the extension, you will receive an email with declation of acceptance and the changes to your scholarship contract which needs to be printed in 3 copies, signed and posted back to the Erasmus Office.
   * Students need to make sure their student status is **remaining active for the extended period** and that they do not spend more than 12 months on Erasmus all together.
10. When **completing your Erasmus semester**, the following **ORIGINAL** documents need to be forwarded to the Erasmus administrative coordinator:

* Certificate of Traineeship Period (make sure the dates are synchronised with the ones in your Scholarship Contract), filled out After Mobility part of the Learning Agreement for Traineeship document, including the **DETAILED evaluation** and signature of the Manager. **Only document templates issued by METU will be accepted for certificate of study period!**
* Uploading a two pages long summary of your experience to the Erasmus Office as well as filling out an online EU survey.
* 2nd OLS

**PLEASE MIND THAT WE ARE UNABLE TO ESTABLISH THE SCHOLARSHIP CONTRACT AFTER YOUR DEPARTURE. IN CASE YOU DEPART WITHOUT THE ESTABLISHMENT OF THE CONTRACT WE KEEP OUR RIGTHS TO WITHDRAW YOUR SCHOALRSHIP. I consent that the university can use my report after my erasmus mobility.**

Signed ................................................................................ (student’s EHA code: ……………………………………....),

as the student of METU hereby I declare and undersign under full substantive and criminal liability, that I have understood all the steps leading to the realisation of the Erasmus+ Scholarship. I take full and sole responsibility for the consequences in case I fail to complete any of the above specified steps.

Budapest, ………. day ………. months 2018 …………………………………………………………

Student’s signature

**Documents**

**Before Mobility:**

* + Learning Agreement for Traineeship
  + Online Language Test
  + Accident and Liability Insurance
  + Scholarship Contract
  + Student Status Verification

**During Mobility:**

* + Certificate of Arrival
  + During mobility of Learning Agreement for Traineeship (in case of extension)
  + Motivation Letter (in case of extension)
  + Student Status Verification (in case of extension)

**After Mobility:**

* + Certificate of Traineeship Period (consists of certificate of arrival; certificate of departure)
  + After mobility of Learning Agreement for Traineeship including **DETAILED** evaluation of Manager
  + Online EU Survey
  + Written Summary (2 pages)
  + Online Language Test 2 (for comparison)