



Erasmus+ Call for Application – Student Mobility for Traineeship for Stipendium Hungaricum Students 2021/2023

1. Purpose of the scholarship programme

Erasmus+ mobility for traineeships is the EU-promoted student mobility programme which gives students a chance to broaden their vocational and training curriculum by working abroad in any public sector company or a private commercial enterprise located in European countries that have joined the Erasmus+ Programme.

2. Eligibility

-Stipendium Hungaricum students enrolled to their last semester. Having an active student status when applying.

-Minimum requirement: 4,5 cumulative corrected credit index (CCCI) in the last (closed) semester (In Hungarian: összesített korrigált kreditindex, ÖKKI).

3. Conditions

Traineeship should be done within one year after graduation.

4. Activities to be carried out

Minimum mobility period 2 months, maximum period 12 months.

Only activities closely related to studies can be supported under Erasmus + traineeship. Otherwise, the application will be rejected.

5. Participating Countries

Any companies, small-enterprises, research institutes or higher education institutions (except for National Agencies, and EU – bodies) in EU member states and Iceland, Liechtenstein, Norway, Turkey, North Macedonia, Serbia.

Members of the European Union: Austria, Belgium, Bulgaria, Cyprus, Czechia, Denmark, Estonia, Finland, France, Greece, The Netherlands, Croatia, Ireland, Poland, Latvia, Lithuania, Luxembourg, Malta, Germany, Italy, Portugal, Romania, Spain, Slovakia, Slovenia, Sweden.



6. The amount of the financial support (scholarship)

For academic year 2022-23

Receiving country	Traineeship (monthly rate)
Denmark (DK), Finland (FI), Ireland (IE), Iceland (IS), Liechtenstein (LI), Luxembourg (LU), Norway (NO), Sweden (SE),	750 €
Austria (AT), Belgium (BE), Cyprus (CY), Germany (DE), Greece (EL), Spain (ES), France (FR), Italy (IT), The Netherlands (NL), Malta (MT), Portugal (PT)	750 €
Bulgaria (BG), Czechia, (CZ), North Macedonia, Estonia, Croatia (HR), Latvia (LV), Lithuania (LT), Poland (PL), Romania (RO), Serbia, Slovakia (SK), Slovenia (SI), Turkey (TR),	690 €

7. How to apply?

The application must be submitted in the year of the graduation, in the last semester, during active student status, before graduation (absolutorium).

Application documents:

- Application form in Excel format.
- Learning agreement for traineeship: Completed and signed by all three parties (host company / institution, BME faculty Erasmus coordinator, applicant) The first part of the document must be attached to the application: Before mobility.
- CV: in the working language of the host company. It should include a photograph of the applicant.

Language knowledge should be tested by the host institution.

8. Application Deadline

For fall semester: June 1st each year.

For spring semester: December 1st each year

The full application should be submitted by email: szakgyak@bme.hu

9. The next step after submitting a formally accepted application

In order to finalise your application, you need to arrange your residence permit and insurance after receiving an email stating that you are eligible for the scholarship and your application is formally accepted:



- **Residence permit:** valid in the host country for the whole period of the mobility period.
- **Insurance:** a private insurance which is valid in the host country and include liability insurance. It should be valid for the whole period of the traineeship.

GRANT AGREEMENT FOR ERASMUS+ TRAINEESHIPS: can be signed after residence permit and insurance have been arranged and submitted.

10. Obligations after the mobility period

- Final report** in English language: maximum two pages long, which will help potential applicants in choosing a company (to be sent by e-mail to szakgyak@bme.hu). The letterhead should include: name, major of study program, country of destination, city, form of mobility (internship), name of host institution, start and end date of the internship. You can also illustrate the report with pictures. The best ones will be posted on the Erasmus website.
- Full signed Learning Agreement for Traineeship**, including *After Mobility part* (must be sent by e-mail to szakgyak@bme.hu). The *During Mobility* section is only required if there has been any change (e.g.: activity, duration) during the mobility. The *After Mobility* section should include the actually completed mobility period: start date and end date of traineeship.

IMPORTANT!! The last part of the document (*After Mobility*) is not valid without the signature and stamp of the host company/institution and the detailed completion of the "Evaluation of the trainee" section!

Deadline for submitting the Learning Agreement *After Mobility* part and the **final report:** **2 weeks** after the end date of the internship period.

- OLS (Online Linguistic Support)** test is compulsory at the beginning and the end of the traineeship.

Deadline for the OLS (final) test: it must be completed until the last day of the mobility period.

- Online report (EU SURVEY):** You will receive a personal e-mail in this regard. Subject: *Erasmus + individual participant report request*. The email includes the access information.

Deadline for EU SURVEY: **2 weeks** after the end date of the internship period.

Failure of submitting all final documents on time will result in a refund of the scholarship!