ERASMUS + TRAINEESHIP, CALL FOR APPLICATIONS FOR 2026/27

In line with the call for applications for Tempus Public Foundation Erasmus+ traineeship, the BME Erasmus+ Office hereby announces its call for application for traineeship.

1. The purpose of the call

Traineeship is a period spent with a company, organisation or higher education institution in another programme- or partner country. Its purpose is to help participants acquire skills required in the community labour market and understand the socio-economic context of the host country. The host company can be a private or public institution active in the field of education training or youth-related matters, except for National Offices and EU-organisations (http://europa.eu/european-union/about-eu/institutions-bodies_en).

2. Eligible persons

Students enrolled at a higher education institution with an Erasmus+ Charter for Higher Education certificate. Students must have active student status at their sending institution when applying for mobility.

3. Eligible activities

Only activities closely linked to the studies are eligible for an Erasmus+ traineeship grant. Any other application will be rejected.

Graduate students must apply while still having active student status. The mobility has to be implemented within a year, it must take place and be closed after 12 months of the date of their final exam registered in Neptun.

Research activities and work may be conducted during the traineeship, but an Erasmus+ learning mobility application needs to be filed when the applicant wishes to write a thesis.

4. Countries participating in the programme

Member states of the European Union: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Holland, Hungary, Ireland, Italy, Latvia, Lithuania, Luxemburg, Malta, Poland, Portugal, Romania, Spain, Slovakia, Slovenia, Sweden.

Non-EU states in the programme: Iceland, Liechtenstein, North Macedonia, Norway, Serbia and Turkey.

Partner countries: https://ERASMUS+-plus.ec.europa.eu/programme-guide/part-a/eligible-countries

5. Conditions of application

- The student must be pursuing a degree at the sending institution and maintain active student status throughout the entire mobility period (except for postgraduate traineeships in programme countries within Europe).
- Graduates can participate in a professional traineeship in program countries in the year following their graduation. Graduate students have to apply while having an active student status, before getting their absolutorium. The mobility has to be implemented within a year, it must take place and be closed after 12 months of the date of their final exam registered in Neptun.
- Applicants at the bachelor's (BSc) level must have completed at least one active semester.
- Teaching assistant mobility can also be considered as traineeship.
- The student's language competence shall be assessed in the way required by the European Commission (online test after selection and after return).
- A total of 12 months of mobility (including self-financed mobility) is possible within one educational cycle.
- The minimum duration of the mobility period is 60 days (2 months).
- The student will be party to a Learning Agreement for Traineeship to be signed by all parties involved.
- Only students who have submitted the closing documents of their previous mobility activities and met all closure requirements can participate in the professional traineeship mobility.
- The host institution shall issue a certificate about the completed programme and the results at the end of the study period.
- The sending institution shall endeavour to give full recognition to the foreign traineeship.
- The students remain eligible to their study scholarship from their mother institution or the disbursement of other loans during their traineeship abroad.
- The complete application shall be submitted by its due date.
- The students must pass the institutional assessment before they become eligible to travel.
- Applications may not be submitted for retroactive traineeship.
- For mobility to a partner country (outside Europe), if applying to a higher education institution, students can choose from partner institutions with a cooperation agreement: http://nki.bme.hu/node/5734. The available budget is limited, prior consultation is recommended.

- For mobility to a partner country (outside Europe), any company can be freely chosen. (Only companies with a website are eligible.)
- In the case of mobility to a partner country, applicants who plan to complete their traineeship in their country of nationality will only be awarded a scholarship if the institutional budget allows it.

6. Grant amount

Monthly grant

Host country	Traineeship (monthly rate)
Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxemburg, Norway, Sweden + region 14 countries: United Kingdom, Faroe Islands, Switzerland	**750 €**
Austria, Belgium, Cyprus, France, Germany, Greece, Holland, Italy, Malta, Portugal, Spain + region 5 countries: Andorra, Monaco, San Marino, Vatican City	**750 €**
Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey	**690 €**
Mobility to partner countries (ICM) (Countries outside Europe) (except for region 5 and 14 countries)	**700 €** + travel support

Payment of the grant is subject to the possession of a valid visa to the country of destination for mobility to partner countries where a valid visa is required for entry.

Choosing a green mode of travel entitles students to a one-time travel support of 50 €.

Additional financial support for equal opportunities and students with disability or chronic illness must be applied for by the deadline published in the relevant term before the start of the mobility.

Applications from students eligible for support based on equal opportunity considerations, as well as students with disabilities or chronic illnesses, may be submitted to the erasmus.kieg@bme.hu email address in accordance with the information published on the nki.bme.hu website.

7. Content of the application

- Applications should be sent via email to: szakgyak@bme.hu.
- The subject of the email should include: "Application for Professional Traineeship"
- The following documents should be attached to the email:

i. Learning Agreement for Traineeship completed and signed by all three parties (host company/institution, Erasmus coordinator at the relevant BME faculty, applicant). Attach the first part of the document ("Before Mobility") to the application.
ii. CV with photo in the language of the host company or in Hungarian
iii. Completed and signed statement
iv. Application form – send it in Excel format!

For graduates applying for the postgraduate professional traineeship, they may apply within their final year, but the mobility must take place and be closed after 12 months of the date of their final exam registered in Neptun.

For information on active status, please contact Central Academic Office (KTH) staff.

8. Deadlines and scheduling of mobility

Application deadline: CONTINUOUS.

Please note that we can only accept applications 4 weeks before the start date of the mobility.

9. Application ranking principles

Applications for traineeship grant will be ranked along the following criteria:
- preference will be given to applicants who have not yet participated in a traineeship mobility,

Applicants ranked will receive a grant with respect to the budget available based on the decision of the institution's coordinator.

10. Grant Agreement process

Students who have been awarded a grant for the professional traineeship must complete the template of the Grant Agreement published on the website and send it to the e-mail address at least 2 weeks before their planned departure. They must upload:

- Learning Agreement for Traineeship completed and signed by all three parties (host company/institution, Erasmus coordinator at the relevant BME faculty, applicant).
- **accident and liability insurance policy for the entire duration of the traineeship or an European Health Insurance Card valid throughout the entire duration of the mobility period.**

- Screenshot of the completed OLS language test

- If travelling green, the Green Travel Declaration must be completed and sent (the template can be found on the website).

The agreement will be prepared based on the provided details and sent to the students. Detailed instructions will be provided via email along with the agreement.

11. Subsequent cancellation of a winning application

In the event the winning applicant is unable to travel or does not to wish to participate in mobility, they shall notify their intent without delay in writing to szakgyak@bme.hu. The subject heading should be as follows: „Traineeship cancellation".

If a winning applicant cancels their traineeship after the agreement has been signed and they are unable to claim force majeure, they will automatically be excluded from further Erasmus+ traineeship applications at the level of their training.

12. Obligations after the applicant's return

Within 14 days after the completion of the mobility period, the following documents must be submitted to szakgyak@bme.hu:

- A maximum two-page final professional report in Hungarian to encourage future potential applicants to participate in the mobility. The heading should include: level of training, programme, destination country, city, form of mobility (traineeship), name of host institution, start and end date of traineeship. Feel free to attach pictures to your report. The best reports will be published on the website.
- **Learning Agreement for Traineeship** completed and signed, including the *After Mobility* section. Please return the *During Mobility* section only in case there was any change during your mobility period. The *After Mobility* section needs to cover the entire period spent abroad: Start date and end date of traineeship. **IMPORTANT!!** The last section (*After Mobility*) may not be approved if it doesn't contain the dates of the traineeship, the signature of the host institution and a detailed completion of the "*Evaluation of the trainee*" section.
- **OLS language test:** The student's language competence shall be assessed in the manner required by the European Commission (online test after selection and after return. Please attach both results in a PDF format.)
- **Online report** (EU SURVEY): An e-mail will be sent to your address with the subject heading *Erasmus+ individual participant report request*. It is to be forwarded in a PDF format.

- A **certificate of student status** for the term of mobility issued after the mobility period covered by the grant agreement. If this certificate establishes that the student status was terminated during the mobility, then the grant or its proportionate part shall be refunded.
- In the case of green travel, travel documents: train or bus tickets, confirmation email for carpooling, photos.

13. Financial settlement

The scholarship is calculated based on daily rates. A deviation of 5 days is allowed for the entire duration of the mobility period. If the applicant spends a time shorter than that specified in the Grant Agreement with the host institution, they will have to refund an amount of the support proportionate with the period lost. (E.g. no repayment is required for a deviation of 5 days, but in case the deviation is 6 days or more, all support due for those days must be refunded. A closing letter is drawn up in this case, specifying the amount, the method and the due date of the refund.

Please note: for graduate students going for a mobility after graduation the grant is transferred in 2 parts: 80% upon signing the grant agreement and 20% after the final documents have been sent and accepted.

14. ERASMUS+ Supplementary grant

Students participating in an Erasmus+ mobility program abroad may apply for the following supplementary grants:

- financial support promoting equal opportunities
- supplementary financial support for students with disability or chronic illness.

Call for applications for supplementary grant is published once every term on the ERASMUS+ Office website.

These applications are to be submitted by the announced deadline of the given term, before the students start their mobility programme.

15. ERASMUS+ Green travel supplementary grant

If students in Erasmus+ mobility choose a sustainable mode of travel between their country/city of departure and city of host institution, they may apply for an additional support based on the kilometer distance.

This supplementary grant for green travel is only available if at least 50% of travel is sustainable in at least one direction between the country/city of departure and city of host institution.

Sustainable modes of travel: train, bus, bicycle, carpooling.

Travel documents serving as proofs of green travel must be uploaded within two weeks after the end of the mobility. Tickets and receipts demonstrating green travel shall be submitted after the mobility.

Please note that travel documents dated within the mobility period specified in the Grant Agreement will be accepted, with a maximum deviation of 5 days allowed.

16. Personal data processing

By submitting the application, the applicant consents to the processing of their personal data in compliance with the provisions on data management set out in Articles 18 and 19 of Act CCIV of 2011 on Higher Education, Act CXII of 2011 on Informational Self-determination and Freedom of Information; and the data protection regulations in force at BME.

By submitting the application, the applicant accepts to draft a report about the traineeship to BME NKI upon completion, which BME may publish on the NKI (Department of International Relations) website www.nki.bme.hu with the participant's prior consent. By submitting the application, the applicant consents to the use of his or her email address by ESN BME related to their participation in the mentoring programme.