



ERASMUS + TRAINEESHIP, CALL FOR APPLICATIONS FOR 2024/2025

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 BME for a full-time degree program or students with an Erasmus+ Charter for Higher Education certificate. Active student status in the sending institution throughout the entire length of the mobility is obligatory. Stipendium Hungaricum, SCYP or DFP Scholarship Holders are not eligible to apply.

3. Eligible activities

Traineeship mobility for students in higher education lasts a minimum of 2 months and a maximum of 3 months in 2024/2025.

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

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.

Traineeship grants are not available after graduation.

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 is studying for a degree in the sending institution and has an active student status there throughout the entire length of the mobility.
- Students of ÉMK, GPK, ÉPK, VBK, VIK, TTK and GTK have a grade point average of minimum 3.0 in the last completed term, which does not apply to KJK students.
- Teaching assistant mobility can also be considered an 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 is available within one training cycle (it applies to self-financing mobility as well), in which maximum 3 months are available for each call for application. A total of 24 months of mobility is available during a single-cycle training programme, where maximum 3 months are available for each call for application.
- The student will be party to a study contract to be signed by all parties involved.
- 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.
- **The traineeship may not start before 1 June 2024 and must be completed by 31 December 2024 at the latest.**
- Applications may not be submitted for retroactive traineeship.
- If the mobility targets a higher education institution in a partner country (outside the EU), the students may choose from the following partner institutions with a cooperation agreement: <http://nki.bme.hu/node/5734>. The available budget is limited, prior consultation is recommended.
- In case of mobility into a partner country (outside the EU), any company may be freely selected. (Only companies with a website are eligible.)
- Students can only apply for mobility to partner countries with an ACTIVE status (active status is required for the whole duration of the mobility), and no post-graduate placements - to partner countries - are possible.



M Ű E G Y E T E M 1 7 8 2

- 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

Host country	Internship (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, Czechia, Estonia, Latvia, Lithuania, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey	690 €
Mobility to partner countries (ICM) (Non-EU countries) (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.

Students not receiving travel funds are eligible for a one-off payment of EUR 50 in case they opt for a green mode of travel.

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.

7. Content of the application

- Learning Agreement for Traineeship completed and signed by all three parties (host company/institution, BME faculty Erasmus+ coordinator, applicant). Attach the first part of the document ("Before Mobility") to the application.
- The Learning Agreement for Traineeship shall be signed by the faculty Erasmus+ coordinators first, who conduct a professional assessment of the host company. The Learning Agreement for Traineeship will only be signed, if the company's activity and the tasks to be completed during the traineeship are closely connected with the applicant's studies.
- CV with photo in the language of the host company or in Hungarian
- Chart of basic data (download from the bottom of the page)
- Statement filled and signed (download from the bottom of the page)

Send all application documents to szakgyak@bme.hu.



8. Subsequent cancellation of a winning application

In the event the winning applicant is unable to travel or does not 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: „Szakmai gyakorlat lemondása”.

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.

9. Deadlines

Applications for the 2024-2025 academic year are expected until **Monday, 15 April 2024, 12:00** at the latest in e-mail to szakgyak@bme.hu.

10. Evaluation of applications and legal remedy

Applications are evaluated by the Erasmus+ Committees as follows:

- (1) The Erasmus+ office sends the applications received by the deadline will be sent to the faculties by **22 April 2024**.
- (2) The Faculty Erasmus+ Committees then rank the applications in line with the ranking criteria listed in point 11. This ranking will be forwarded to the Erasmus+ Office until **13 May 2024**.
- (3) The institution's Erasmus+ coordinator will then decide about the awards based on this ranking and the funds available.
- (4) The Erasmus+ office will publish the final results until **20 May 2024** on nki.bme.hu.

Complaints on the final results may be submitted until **27 May 2024** in writing to szakgyak@bme.hu. No comments will be considered after this date.

11. 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 an traineeship mobility,
- preference will be given to applicants, who have specified higher education institutions or traineeship places in countries in Hungary's vicinity.

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

12. Obligations after the applicant's return

The following documents shall be sent to szakgyak@bme.hu within 14 days after the end of mobility. The subject heading of the email should be as follows: Záródokumentumok_név (closing documents_name)



- A maximum two-page **final 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.

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.

14. 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 (Nemzetközi Kapcsolatok Igazgatósága) website www.nki.bme.hu with the



M Ű E G Y E T E M 1 7 8 2

participant's prior consent. By submitting an application, the applicant agrees to its further use in the ESN BME mentoring programme.