

# ERASMUS+ INTERNSHIP ABROAD

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## I. General information

1. **Length of the mobility:** 2-12 months.
2. **Min. 30 working hours / week.**
3. **Host countries:** Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxemburg, Macedonia, Malta, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, The Netherlands, Turkey.

### 4. Scholarship

- 4.1. **The scholarship is a fixed amount determined by the European Commission in advance by academic year and country.** For further and current information please visit the [Erasmus+ internship website of the Tempus Public Foundation](#). *(Hungarian)*
- 4.2. **An Erasmus+ scholarship can only be awarded for a period that the participant physically spends in the host country** (physically appears to work at the host company / working in home office in the host country). Any period spent in a place other than the host country cannot be granted within the Erasmus+ framework (e.g. short home visits, short holidays do not fall into this category). Even if the participant continues to work from 'home office' during this time.
- 4.3. It is possible to apply for **two kinds of supplementary support**. More information about it can be found in chapter IV. below.
- 4.4. **ATTENTION: Grants are subject to the current status of the institutional Erasmus+ budget and to the contracting order.**

## 5. Internship types

### 5.1. Before graduation:

**5.1.1. Voluntary:** During studies but not embedded in the curriculum.

**5.1.2. Compulsory:** Embedded in the curriculum.

*In connection with the recognition of the internship and study related questions, the University's compulsory internship coordinators and the competent teachers can provide help. The Student Mobility Team can only provide assistance with scholarship issues.*

### 5.2. After graduation: Can be realized within 12 months after **absolutorium**.

**IMPORTANT:** In the case of a traineeship which starts before graduation and ends after graduation, the traineeship has to be divided into two different mobilities: One before graduation and one after graduation. In this case, two applications must be submitted! It is very important that since the pre-graduate and post-graduate sections are considered to be two separate mobilities, they are subject to the Erasmus+ regulations, according to which both of them must be min. 60 days long.

## 6. Other useful things to know

**6.1.** Application for grant is possible in the case of volunteer and paid positions, too. **The level of salary provided by the host organisation does not affect the amount of the Erasmus+ grant.**

**6.2.** Each student has **12 Erasmus+ months per study level** (bachelor, master, doctoral).

- The 12 months include previously completed partial training and internship mobility periods within the present study cycle of the student.
- The 12 months shall include former zero grant status Erasmus+ days, too (e.g. mobility in an Erasmus+ country with Campus Mundi scholarship).

**6.3.** **During the period spent abroad, the student also receives all scholarships to which the active student status entitles him/her** (e.g. study scholarship, social support, student loan, student card sticker).

**6.4.** **Active student status is required throughout the whole Erasmus+ mobility period.** The student shall register for active status in the given semester even if the internship overlaps with that semester for a single day only. **The only exceptions are Summer internships** (Erasmus+ mobility may not overlap with the official end of the Spring semester and the official beginning of the Autumn semester, either) **and internships done after receiving the absolutorium. Otherwise, the whole Erasmus+ grant shall be repaid.**

- 6.5. According to the Erasmus+ regulations **every Erasmus+ internship completed before the absolutorium has to be included in the student's diploma supplement.** This rule also applies to those students who do a voluntary internship in the framework of the Erasmus+ program that is not mandatory to their studies at Corvinus. **Regarding this matter please always contact the cognisant Study Coordinator and/or Internship Coordinator.**

## II. Conditions of application

1. The student is a **Hungarian citizen or studies for a degree at the Corvinus University of Budapest.**
2. **Language proficiency of min. B2 level in the working language of the applied internship.**
3. **A place confirmed to host the applicant.** (*The only exception is graduate students who may not have found a host organisation due to the urgency of submitting the application before receiving the absolutorium.*) Finding a host organisation is the responsibility of the student.
4. **The student has a minimum of 2 unused Erasmus+ months** in his/her current study cycle.
5. **The student has not yet received the absolutorium when applying** (*it is also applicable if the student will participate in the internship program after receiving the absolutorium*).

## III. Application

1. Applications shall be submitted online **[in the Mobility Manager system](#)** and **the application documents may be submitted to the Erasmus+ internship coordinator via e-mail** (contact see below).
  - While submitting the online application please pay attention to the following things:
    - The Mobility Manager online system has different platforms for internship and partial study applications. Please make sure not to mix them up.
      - Internship: <http://corvinus.mobilitymanager.hu/szakmaigyakorlat>
      - Partial study: <http://corvinus.mobilitymanager.hu/hallgato>
  - In case there's a preceding Mobility Manager registration (even for internship or for partial study) a new registration has to be done. The previously given e-mail address can be used to the new registration but a new password is needed, otherwise the system cannot distinguish the old and the new registration. Please make sure to register with a regularly used e-mail address!

## 2. Application material

- 2.1. Mobility Manager datasheet:** printed, signed with a blue pen, color-scanned (*after printing on the last page data on former Erasmus+ participation are deleted due to a system error, so please fill them out with hand*)
- 2.2. Europass CV in the working language of the internship.**
- 2.3. Letter of Motivation in the working language of the internship.**
- 2.4. Copy of the language exam certificate / document(s)** confirming the language proficiency. Minimum B2 level complex (oral&written) knowledge in the working language of the internship is expected.
- 2.5. Letter of Acceptance:** Solely those students are exempt from submitting a Letter of Acceptance as part of their application who will start their Erasmus+ internship and will look for a placement only after graduation, but must submit their application before graduation. They are requested to provide the Erasmus+ internship coordinator with the Letter of Acceptance as soon as they have found their placement. It must be sent to the coordinator via e-mail at least one month prior to the start date of the internship. It must be printed on company letterhead, signed in blue ink and stamped by the host organisation. Please make a color-scan/photo of the document.  
(*The template of the Acceptance Letter can be downloaded from the website.*)

## 3. Application deadline

- 3.1. In case of internships before graduation:** At least 30 days before the start date of the internship.
- 3.2. In case of internships after graduation:** The application deadline is the official closing day (last day of the examination period) of the semester of absolutory OR at least 30 days before the start date of the internship if the mobility starts within one month of the closing day of the semester (in which the student reaches 'Absolved' status).

#### **4. Host institution**

**4.1. Only those can submit an Erasmus+ internship application who has already found a placement (except for post-graduate internships).**

**4.2. It is the students responsibility to find a host institution.**

**4.3. The following organizations are EXCLUDED from the Erasmus+ program:**

- **National Agencies**
- **EU bodies:**
  - European Parliament
  - European Council
  - Council of the European Union
  - European Commission
  - Court of Justice of the European Union (CJEU)
  - European Central Bank (ECB)
  - European Court of Auditors (ECA)
  - European External Action Service (EEAS)
  - European Economic and Social Committee (EESC)
  - European Committee of the Regions (CoR)
  - European Investment Bank (EIB)
  - European Ombudsman
  - European Data Protection Supervisor (EDPS)
  - Interinstitutional bodies

**4.4. If the host place is not one of the institutions listed above, but works on an EU-funded project and / or the traineeship is funded by the EU, Erasmus+ scholarship cannot be awarded to a traineeship completed there.**

## IV. Supplementary support

### 1. Social support

- 1.1. Socially disadvantaged students receiving an Erasmus+ internship scholarship can apply for an additional grant of 100 € / month. (The current level of social support might be modified in each academic year. For further and current information please visit the [Erasmus+ internship website of the Tempus Public Foundation](#). (Hungarian)
- 1.2. **Deadline to submit application:** At least one month before the mobility and before signing the Erasmus+ grant contract. Application for social grant shall be submitted together with the Erasmus+ internship application material.
- 1.3. Applications for social support are judged by Tempus Public Foundation.
- 1.4. The application form (excel file) can be downloaded from the website.
- 1.5. **How to apply for social grant:**
  - 1.5.1. Please note that it is sufficient to indicate only one criteria, if you are involved in more than one criteria, it is not necessary to tick (confirm) all of them.
  - 1.5.2. The Erasmus+ coordinator will provide the certificate on the application form for the following primary criteria:
    - Extraordinary social scholarship
    - Regular social scholarship
    - Bursa Hungarica study scholarship
    - You received extra points as a disadvantaged student or for equal opportunities when applying to the university (*please attach your admission decision*)
    - Sudden change in your social situation (*please justify and attach supporting documents*)
  - 1.5.3. The following primary criteria require a certificate from the responsible person of the granting organization:
    - You are a member of Roma College for Advanced Studies
    - You are a beneficiary student of the HÖÖK Mentoring program
    - You are a beneficiary student of the "Road to Higher Education" - "Road to Graduation" application
  - 1.5.4. Secondary criteria: In the application form, please select the beneficiary settlement from the drop-down list, if you are a permanent resident of the given settlement (*your address will be checked in Neptun*).

- 1.5.5.** Please complete the application form electronically, print it, date and sign it in blue ink. In the case of the primary criteria included in point 3, please obtain the necessary confirmation (details of the certifying person, signature + stamp).
- 1.5.6.** The printed, signed (*by you and if necessary by the competent organization*) and color scanned (in PDF format) application form, as well as the electronic, excel version of the application form shall be sent via email to [corvinus.erasmus@uni-corvinus.hu](mailto:corvinus.erasmus@uni-corvinus.hu)
- 1.5.7.** In the electronic, excel version of the application form, please indicate all the data, which is also included in the printed, signed version: data of the student + certifying person, date of signature, etc.
- 1.5.8.** Deadline for submission: The application for social support must be submitted together with the Erasmus+ internship application material.

## 2. Supplementary grant for students living with a permanent illness or disability

Erasmus+ participants living with a permanent illness or disability can apply for support for special needs within the Erasmus+ program.

### Deadlines to submit applications:

- **January 18<sup>th</sup>, 2021** (in case of mobilities starting after February 2021)
  - **May 28<sup>th</sup>, 2021** (in case of mobilities realized during Summer & Fall 2021)
  - **October 8<sup>th</sup>, 2021** (in case of mobilities realized during Winter 2021-2022)
  - ***Further deadlines will be announced later, upon information received from Tempus Public Foundation.***
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- The amount awarded may vary by student.
  - The decision is taken by Tempus Public Foundation involving a medical expert group.
  - Applications may be submitted usually 2-3 times a year, around the 24-25th of May and of October and perhaps in January (based on the decision of TPF).
  - Calls for applications are shared beforehand, however, concerned students should inquire about it with the Erasmus+ coordinator in due time.
  - Decisions are usually taken by the end of March / July / December for applications submitted in January / May / October.
  - It is recommended to apply only if there is time to amend the Erasmus+ grant contract upon the decision (end of March / July / December) because the supplementary support becomes valid by the amendment of the grant contract and may only be transferred following it. The modification of the contract may take 3 to 4 weeks since the amended contract shall be sent



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by post from abroad and then signed by the representatives of Corvinus, too. So this support is worth applying only if the grant contract is in force by the end of April / August / January at least so that sufficient time will be left to the amendment following the decision.

- At the end of the mobility, the amount won must be itemized, supported by documents, therefore invoices and receipts of each expenditure incurred in relation to the illness shall be kept.

## V. Information for participants

***Congratulations on your Erasmus+ scholarship! Let's sign your grant contract and discover the world!***

***Below you can read about the documentation process. Please read all sections of this guide very carefully.***

***The templates for each document can be downloaded from the website.***

### 1. Information before the mobility

It is very important that you start your pre-mobility duties at least 30 days before the start of your mobility! Corvinus University shall not be liable for any adverse consequences arising from non-compliance with the deadlines, which may lead to the shortening of the granted period and the reduction of the scholarship.

- 1.1. If you complete your Erasmus+ internship before graduation, don't forget to **enroll for an active semester** at Corvinus University in every semester that overlaps with your mobility for even just one day. More information on this can be found in section I.6.4 above.
- 1.2. Complete the **datasheet** (*excel file - downloadable from the website*) and send it to the Erasmus+ Internship Coordinator by e-mail.
- 1.3. Completing an **online language test** in the working language of the internship. A link will be sent from the [Online Linguistic Support system](#) by your coordinator after submitting the datasheet. You will receive it by email. It is recommended to check the 'Spam' and 'Promotional letters' folders because your e-mail client might put the invitation e-mail there. It is important to complete the online language test as soon as possible as the test result must be included in the grant contract.
  - In case the working language of your internship is your mother tongue, there's no need to complete the online test.
- 1.4. Please send a color copy/photo of your **Letter of Acceptance** to the Erasmus+ internship coordinator via e-mail. It must be printed on company letterhead, stamped & signed in blue ink by the host organization. (*Template can be downloaded from the website.*)

**1.5. European Health Insurance Card:** Please take a photo of that part of the blue plastic card that shows its validity and your personal data and send it to the Erasmus+ coordinator via e-mail. *(This duty does not apply to non-EU citizens.)*

**1.6.** Please effect an **accident and personal liability insurance** covering the whole period of your mobility and valid in the host country. The insurance policy must be sent to the Erasmus+ coordinator via e-mail showing the following data: Name of the insured person, start and end date of the insured period *(it must cover the whole mobility!)*, terms and conditions *(they must contain accident + liability insurance)*, contract/policy/client number. The main goal of the liability insurance: Compensation for any material damage caused by the student at the internship site (e.g. the trainee accidentally breaks a 1,000 € asset at the company) is covered by the insurer. It is very important that the liability insurance covers the abovementioned kind of damages.

**You can manage or verify your insurance in the following ways:**

**1.6.1. Effect an insurance at an insurance agency:** E-mail your policy to the Erasmus+ coordinator.

**1.6.2. The host organization provides insurance to you:** It has to be indicated in the Before the mobility part of the Training Agreement (section Table C). It is enough to include it in the TA, no additional confirmation is needed.

**1.6.3. Your bank provides insurance to you:** Please obtain a confirmation about it from your bank which includes all the abovementioned data (name of the insured person, start and end date of the insurance period *(it must cover the whole mobility!)*, terms and conditions *(they must contain accident + liability insurance)*, contract/policy/client number). Please note that insurances offered by banks are usually valid for only a 30/60/90-day-long uninterrupted stay abroad. If this does not cover your full mobility, please attach a statement in an official form (dated, signed in blue ink, color scanned) and also send it by e-mail with the certificate issued by the bank. *(The statement template can be downloaded from the website.)*

**1.6.4.** Recommended partners of the The ESN (Erasmus+ Student Network) are Dr. Walter and Educare24 insurance agencies:

[Dr. Walter accident and liability insurance](#)

[Dr. Walter liability insurance](#)

[Educare24 accident and liability insurance](#)

**1.7.** Filling in, signing (with blue pen!) the **Before the mobility part of the Training Agreement** (page 1-2 of the document), then get it signed (with blue pen!) and stamped by the host organization. After this, please send it to the Erasmus+ internship coordinator via e-mail. Only a color photo / scanned image can be accepted to display the original blue pen signature + stamp.

The signature within Corvinus is arranged by the Erasmus+ coordinator. The Training Agreement is not a prerequisite for contracting but is one for the scholarship transfer, so please conclude it as soon as possible.

- 1.7.1.** Data at the top of the first page shall be completed.
- 1.7.2.** Table A and Table C shall be completed by the employer.
- 1.7.3.** Table B shall be completed by you. The sending institution (Corvinus) does not provide either accident or liability insurance so please put "No" everywhere.
- 1.7.4.** In Table B, you shall complete only the sub-tables 1 or 2 or 3 depending on whether you complete an obligatory internship(1) or a voluntary internship(2) or an internship after graduation(3) abroad. In the case of an obligatory traineeship, please use the dedicated TA template (*downloadable from the website*).
- 1.7.5.** How it is recommended to manage the TA:

- 1. Download the template from the website. Make sure to use the proper template (academic year + voluntary/compulsary traineeship)!
- 2. Fill in every point of the Word document that you have to fill out.
- 3. E-mail the half-completed Word document to your employer to fill in the missing sections.
- 4. After filling, the host company has to print the document, sign & date it with a blue pen and stamp it.
- 5. The host organization shall send its color scan back to you via e-mail.
- 6. Print out in color the TA and sign & date it with a blue pen.
- 7. Make a color scan of the document and send it via e-mail to the Erasmus+ coordinator.
- 8. Signature within the Corvinus University will be arranged by your coordinator.

- 1.8. Grant contract:** Prerequisites for the grant contract are excel datasheet, online language test, accident + liability insurance, Letter of Acceptance. Following their submission, your coordinator prepares your grant contract and sends it to you by e-mail. Please read it carefully and check the data. Please indicate any necessary corrections in due time. 3 original copies of the contract printed, attached together, dated and signed in blue ink by you shall be submitted to your coordinator at least 2 weeks before your travelling. Since no contract may be concluded with a retroactive effect, the contract must be signed by you and the responsible persons of the University on the starting day of the mobility at the very latest. Please remember that signature by the University may take one or two weeks so please start performing the above tasks not later than 30 days prior to the start date of your internship indicated in the Erasmus+ grant contract.

The student shall be responsible for the consequences of not complying with the deadlines, including the shortening of the covered period and the reduction of the grant in case.

**1.9. Payment of the Erasmus+ scholarship:** The grant may be transferred only following the fulfillment of all the points above. The Erasmus+ scholarship is paid in EUR, in one amount (100% pre-financing). This is why it is important that you meet the above deadlines, because this is the only way we can ensure that your scholarship arrives in your account by the time you travel, if possible. Please calculate the time required for administration and transaction, and, if necessary, be prepared for the need for self-financing in the initial period of your stay abroad.

**1.9.1. In case of internships after graduation:** The Erasmus+ scholarship will be transferred by the financial department of the University in EUR and in one amount. You have nothing to do about it.

**1.9.2. In case of obligatory/voluntary internships before graduation:** The Erasmus+ scholarship will be transferred through the Neptun system in EUR and in one amount (not on a monthly basis).

**1.9.2.1.** The support can only be transferred to a bank account number that is registered in Neptun. It is the student's duty and responsibility to record the correct bank details in Neptun!

**1.9.2.2.** Please make sure to enter the same bank details (account number with IBAN, BIC/SWIFT code of the bank) in Neptun as you provided in the excel datasheet for the grant contract.

**1.9.2.3.** Please enter your bank details in Neptun as soon as possible, as it is beyond our capacities to check them. **IMPORTANT:** 1. The Erasmus+ scholarship can only be transferred to IBAN accounts and it will automatically be transferred to that IBAN bank account which is set as default in Neptun in the time of the payment. 2. If the default one is not an IBAN account, the transaction will be blocked. 3. If you set an other IBAN account as default in Neptun in the time of the transaction you'll receive your Erasmus+ scholarship to that IBAN account even if it is not the one you included in your Erasmus+ grant contract, because Neptun transactions are automatically generated.

**1.9.2.4.** It is important that the account number to which you are requesting the Erasmus+ scholarship to be transferred is set as the default. If you are waiting for another transfer (e.g. a study grant) to another account number, also recorded in Neptun, the default setting must always be changed according to the due date of each transfer.

**1.9.2.5.** The account number must be indicated with the IBAN code and without any special characters (space, dash, etc.)

*It should look like this: HU70123456781234567812345678*

**1.9.2.6.** You can also find a more detailed guide in the website on how to register a bank account in the Neptun system.

**1.9.3.** If you have not opened an account yet / plan to open an account abroad, you can indicate it in the excel datasheet ("Bank account will be opened later."). In this case, the scholarship transfer will not be initiated until you notify your Erasmus+ Internship Coordinator that you have opened the account. After having opened the new bank account, please immediately register it in Neptun (*except if you go on a post-graduate internship*) and notify your coordinator, too. You should inform your coordinator in e-mail by re-submitting the updated version of the Excel datasheet including all the bank details.

**1.9.4.** As the scholarship will be transferred in EUR, it is recommended to have a EUR account.

**1.9.5.** Grant categories are described on the website of [Tempus Public Foundation](#) (*only in Hungarian*).

**1.9.6. Social support (+100 € / month)**

**1.9.7. Supplementary grant for students living with a permanent illness or disability**

- The amount awarded may vary by student.
- At the end of the mobility, the amount won must be itemized, supported by documents, therefore invoices and receipts of each expenditure incurred in relation to the illness shall be kept.

**1.10. Conditions for contracting:**

- Letter of Acceptance
- Accident and liability insurance
- Datasheet (excel)
- Online language test

**1.11. Conditions of transferring the scholarship:**

- Conclusion of the grant contract (signed by you and the representatives of the university)
- Letter of Acceptance
- Training Agreement
- EU health insurance card (except if you are not an EU citizen)

**TIPP: Recommended time for starting to manage all the above listed tasks: At least 30 days prior to the departure and by that time you must already have a host institution, otherwise you may**

**miss the deadlines and lose a part of your scholarship or even the chance to be granted within the Erasmus+ program.**

## 2. Information during the mobility

*First of all let us wish you a great internship mobility full of useful experiences and nice memories! There are just a few administrative tasks to do and then you are free to enjoy your time spent abroad.*

- 2.1. When starting your internship, please send a color scanned version of the **Certificate of Arrival** containing the date of your starting printed on company-headed paper, signed in blue ink and sealed by your employer to the Erasmus+ internship coordinator via e-mail. Submission deadline: within one week following the arrival to the host organization at the latest.
- 2.2. Please send your **supporting document(s)** (train ticket / bus ticket / flight ticket / boarding pass / other) to your Erasmus+ Internship Coordinator by e-mail. The supporting document(s) shall show the name of the passenger, the exact date of the trip and the destination of the trip.
- 2.3. Please check that your student status complies with the Erasmus+ rules: Students still studying should have an **active student status during their whole mobility** (students having their absolutorium are an exception of course).
- 2.4. **Prolongation of the mobility:** If in the meantime you and your employer agree to continue the cooperation and you wish to prolong your mobility, please indicate your intent of prolongation to your Erasmus+ coordinator by e-mail. Since the amendment of the contract consumes some time, its deadline is one month before the closing date of the mobility determined in the original contract at the latest. If the institution's grant budget and the max. 12 Erasmus+ months available / study cycle make it possible and if the prolongation does not exceed the max. 12 months following the receipt of the absolutorium and the closing date of the Erasmus+ project of the current academic year, Corvinus may provide financial support for the extra period, too.

### **Tasks necessary for prolongation:**

- 2.4.1. A new **Letter of Acceptance** shall be submitted to the Erasmus+ internship coordinator via e-mail (colorful scan/photo), printed on a company-headed paper, signed in blue ink and sealed and by which the employer confirms your further employment. It shall contain the new, prolonged closing date.
- 2.4.2. The **"During the mobility" section of the Training Agreement** (page 3 of the document) shall be completed in agreement with the host organization, printed in one copy and signed

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in blue ink (by you and the host organization which shall seal it; signature by Corvinus will be managed by the Erasmus+ coordinator) and send it to your coordinator via e-mail (colorful scan/photo).

- 2.4.3.** Please prolong your **accident and liability insurance** or effect a new one for the extra period. Either option shall be confirmed by a contract or policy issued by the insurance company. Please send it by e-mail to your Erasmus+ coordinator. In case the host institution provides insurance to you and it has been indicated in the TA Before the mobility part, you do not have to submit a new confirmation about it.
- 2.4.4.** As soon as you completed the above detailed tasks necessary for prolongation, your coordinator prepares your amended Erasmus+ grant contract and sends it to you by e-mail. You shall submit 3 original copies (signed with a blue pen) of it to the Erasmus+ Office by post. Since you shall be abroad by this time, you may submit it by post only which further slows down the process. Contracts may be amended during the validity of the original contract only (and not with a retroactive effect!) which ends on the original closing day of the mobility. It means that you shall have complied with the above tasks, the amended contract signed by you shall have been received by the Erasmus+ Office and the representatives of the University shall have signed the amendment by that time. For completing all this in time, it is imperative to comply with the above deadline (please start the prolongation process at least one month before the original closing date of your mobility). Otherwise we may not be able to consider your application.
- 2.4.5.** Afterwards, if – based on preliminary consultation between you and your coordinator - the institutional grant budget makes it possible, we pay the **supplementary grant** for the prolonged period to you. If you do your internship before graduation, please make sure to have your proper IBAN bank account number set as default in Neptun where you expect to receive your Erasmus+ grant.
- 2.4.6.** Please log in to [Online Linguistic Support system](#) where you completed the online language test before travelling (you may request a new password by e-mail if you forgot the original), and change the closing date of your mobility according to the prolongation so that OLS does not send a language test to you before its due time.



### 3. Information at the end of the mobility

*We hope you enjoyed your stay abroad and could successfully finish your internship. We kindly ask you to fulfill some administrative tasks in order to complete your Erasmus+ documentation:*

**3.1. Certificate of Completion:** Please have the “**After the mobility**” section of the **Training Agreement** (page 4 of the document) completed, signed in blue ink and sealed by your employer and send a color scanned copy to your Erasmus+ coordinator via e-mail.

**Very important:** The date of issuance cannot be earlier than the date confirmed as the last day of the internship.

**Deadline to submit the document:** Within max. 2 weeks following the end of the internship.

**3.2. As proof of the period spent physically in the host country**, please attach **additional documents** (flight ticket / train ticket / bus ticket / boarding pass) to the TA after the mobility by e-mail, proving the exact time of your departure. Make sure to keep them! The supporting document(s) shall show the name of the passenger, the exact date of the trip, and the destination of the trip.

**3.3.** The Online Linguistic Support system automatically sends you an e-mail including the invitation link to the **2<sup>nd</sup> language test**. Please check your spam and promotion folders, too! If you cannot find the e-mail, please log in directly to [the OLS site](#) (you may request a new password by e-mail if you forgot the original) and complete the 2<sup>nd</sup> language test.

- Please inform your coordinator in e-mail about the completion because the system does not send a notification about it.
- **Deadline:** within 2 weeks following the end of the internship at the latest.
- If you passed C2 level at the first language test, there's no need to complete a second one, therefore the system does not send you a second invitation.
- In case you have not completed the first language test before the mobility because the working language of your internship was the same as your mother tongue, naturally you are exempt from completing the second language test, too.

**3.4.** You will receive a link by e-mail to the so-called **EU survey**. Please complete it and notify your coordinator about the completion. Please check your spam and promotion folders, too!

- The e-mail shall be sent from [replies-will-be-discarded@ec.europa.eu](mailto:replies-will-be-discarded@ec.europa.eu)
- **Deadline:** 2 weeks following the end of the internship at the latest.

**3.5.** Please write a **report on your Erasmus+ internship mobility**, which we can upload to the University website.

- The purpose of the report is to help future Erasmus+ students with ideas, advice, and share useful information and knowledge with the citizens of the University.
- It is worth reading former Erasmus+ trainees' reports in order to gain some inspiration.

- Reports should be sent to your Erasmus+ internship coordinator by e-mail in .doc, .docx or .pdf format.
- You may find the template of the report and a guide to the filling on the website.
- **Deadline for submission:** Within 2 weeks after the end of the mobility.

**3.6. According to the Erasmus + rules, all Erasmus+ internships that took place before obtaining the pre-degree certificate (absolutorium) must be included in the student's diploma supplement.** This call also applies to those who undertake a voluntary traineeship under the Erasmus+ program, i.e. not compulsory for the student's studies at Corvinus. Please contact your study coordinator and / or the person responsible for the traineeship and **please ensure that your Erasmus+ traineeship is included in your diploma supplement.**

**3.7. Repayment obligation:**

- If the length of your stay at the host institution, confirmed by your employer, is more than 5 days shorter than the number of supported days set in your Erasmus+ grant contract, you will be obliged to repay a proportional part of your scholarship after the unused days.
- If the number of certified days does not reach the minimum of 60 days required by the Erasmus+ traineeship program (each month in the Erasmus + program is considered to be uniformly 30 days!), you must reimburse your full scholarship.
- The Erasmus+ scholarship can only be awarded for a period that the participant physically spends in the host country (more information please see below in point I.4.2). For periods physically not spent in the host country the scholarship must be repaid.

***If you consider Erasmus+ internship mobility useful, please spread the word among your friends! Should you still have at least 60 Erasmus+ days left in your actual study cycle, you haven't graduated yet and would like to seek a new adventure abroad, don't hesitate, we look forward to your application.***

***Thank you for participating in the program and sharing your experiences with us in your report. We hope that you will be able to use all experiences of your Erasmus+ internship in your future career.***

## **VI. Contact**

**Coordinator: Zsófia Vattay**, international coordinator

**Phone:** +36 1 482 5402

**Room:** E.140.1 (main building, 1<sup>st</sup> floor)

**E-mail:** [corvinus.erasmus@uni-corvinus.hu](mailto:corvinus.erasmus@uni-corvinus.hu)

- While contacting us via e-mail in the subject field please give your first name, last name, Neptun code, “internship”, topic.

*Example: Lukas Morgan, KHT68L, internship, application*

## **OPENING HOURS**

For personal consultation please write an e-mail to arrange an appointment.

## **USEFUL WEBSITES**

**MOBILITY MANAGER**

**TEMPUS PUBLIC FOUNDATION – ERASMUS+ INTERNSHIP** (IN HUNGARIAN)

**TEMPUS PUBLIC FOUNDATION - CAMPUS MUNDI** (IN HUNGARIAN)

**DR. WALTER INSURANCE**

**ONLINE LINGUISTIC SUPPORT**