**II. ERASMUS+ “To dos” for students on scholarships for internships**

**Before departure:**

1. Host company search / Apply to host company:

* Select field of study/unit
* Submit CV, letter of motivation / portfolio
* Questions:
* Reception time, arrival/departure times (to the day!)
* accommodation
* Practical plan, tasks
* Apply for Erasmus+ additional support, if available.

2. After the reply letter/interview:

* Fill in the Learning Agreement for Traineeship (LAT), agree with course coordinator and send to host institution for completion and signature. Period of study must be entered to the day.

3. on receipt of the Learning Agreement for Traineeship (can also be sent by e-mail):

* To be signed by LAT coordinator
* Obtain and send certificate to Centre for International Programmes (CIP), downloadable from the website (Certificate for students awarded internship): have it signed by Head of Section and sending Section Coordinator

4. Study in Hungary:

* Enrol as active student for current semester
* individual timetable (if required) to be organised in time at the Study Department!
* For more information on how to apply, deadline for applications: TO/NEPTUN
* Approval of internship by relevant department (if the internship is compulsory)

5. Before departure (approx. 1 month):

* European Health Insurance Card and/or sickness, accident and luggage insurance
* **Liability insurance** for the internship if host company does not insure trainee
* Conclusion of grant contract in CIP for the grant received (Administration building, room 103)
* submission of a Learning Agreement signed by both institutions
* submission of a signed course supervisor/coordinator permission
* transfer of the grant (student can decide to which account):
* in HUF to the scholarship holder’s account
* in euros to the scholarship holder's foreign currency account

**During the stay abroad:**

* In the case of a change (e.g. extension), agree with the course coordinator, sign the LAT amendment and send it to host institution for signature

**After arrival home:**

* Report on-line to the EU (you will receive an automatic e-mail)
* Submission of "Letter of participation" to the NCP
* Submit copies of certificates to CIP (Learning Agreement for Traineeship "After Mobility")
* Preparation of an individual report on the website

Students who receive a scholarship are required to take out insurance for the duration of the scholarship trip. In addition to the recommended sickness, accident and luggage insurance**, liability insurance** (if not taken out by the host institution) is compulsory to cover any unfortunate event that may occur during the work placement. Several insurers already provide cover for international students, and it is up to each student to decide which one to use.