

# ERASMUS+ STEP-BY-STEP FOR OUTGOING STUDENTS

1. Handing in the application.
2. Notification about the application with the decision (approval or rejection) of the International Committee is sent out through Dream Apply.
3. Nomination of student is sent out per e-mail by the Erasmus+ Administrative Coordinator to the partner institutions.
4. Online registration on the website of partner institution. Your Erasmus+ application becomes valid only if you complete the online registration procedure before the deadline specified by your receiving institution. Deadlines can be found on the website of the receiving institution, students need to make sure to meet this deadline!
5. Completing the Learning Agreement as the preparation of credit acceptance procedure.
  - Prior to your mobility you need to fill out a Learning Agreement including the list of courses you intend to study at the receiving institution. You will find the course selection on the website of the receiving institution.
  - Please consult with the Erasmus Coordinator of partner university, the Student Information Center at METU, the head of your institute regarding the courses you intend to take, since these need to be relevant to your current study program at METU.
  - If there is any changes to the original Learning Agreement, it needs to be done 2 weeks after the beginning of your semester abroad and by filling out the During Mobility part of the Learning Agreement and by getting it signed by the 4 parties again.
  - The courses taken and completed at the receiving institution need to be transferred (minimum 20 ECTS, language courses are not calculated) to METU at the end of the semester by using the Learning Agreement and the Transcript of Records issued by the host university.
  - Learning Agreement is valid only if it is signed by the Erasmus+ Institutional Coordinator of the receiving institution, the sending institution and by the student.
  - The Learning Agreement needs to be signed first by you, then by the Head of Institute at METU, then the METU Erasmus+ Institutional Coordinator, Denissza Blanár. Following the signature of Head of Department student must hand in the document at: International Office, Nagy Lajos király útja 1-9. F110. or send us via e-mail ([erasmus@metropolitan.hu](mailto:erasmus@metropolitan.hu)).
  - When you have collected all the necessary signatures, you need to send the document to the Erasmus+ Coordinator of the receiving institution. This can be completed per email. Please mind the correct order of collecting the signatures!!!
  - The establishment of Scholarship Contract and the transfer of the scholarship is only possible when the Learning Agreement is completely filled in and signed by all parties! (Those applying for 2 semesters to spend abroad receive the scholarship for the first semester, when it is proved to be successfully completed can receive the funding for the second semester. – not available for spring semester)
6. Prior to Scholarship contract students need to complete an Online Language Test in the language of instruction. (Online from home, link will be provided). This test will be done again upon arrival back to sending institution for comparison.

7. Complete your enrolment at METU for the 2019/2020 autumn semester and take at least 1 subject at METU, so you gain an active student status. In case you want to complete a practical course at METU while you are on Erasmus, you need to get the written approval of your teacher for that subject. However, course should not be on the list of forbidden courses to complete in individual study schedule. List is available in NEPTUN.

8. If you received scholarship with a condition you need to submit a proof of meeting the condition before signing the contract.

9. For the signature of your Scholarship Contract you need to upload ([outgoing.metropolitan.hu](http://outgoing.metropolitan.hu)) these documents:

- Learning Agreement signed by all parties. In case this procedure is not completed due to the receiving institution, students need to inform the Erasmus+ Administrative Coordinator of METU (Krisztina Kilián-Gadácsi: [erasmus@metropolitan.hu](mailto:erasmus@metropolitan.hu)) in advance.
- European Health Insurance Card/valid health insurance
- Certificate of bank account stating your name and bank account number in IBAN form (printed version from e-banking site is OK) and SWIFT code;
- Acceptance Letter from the receiving institution stating the exact starting and ending dates of your planned studies (signed and stamped);

The following documents have to be valid during your mobility:

- ID card or for foreign students residence card
- Valid visa in case it is necessary, European Health Insurance Card/valid health insurance

To establish the contract you will also need your official student number and your EHA/Neptun student code. Scholarship Contract should be signed at least 2 weeks prior to the departure.

10. Upon arrival to your chosen institution please send back the followings: Certificate of Arrival, declaring that you have arrived to your institution, exact address of your accommodation and your phone number, in case you change subjects the change form (during mobility section of your Learning Agreement). During Mobility section also needs to be approved by the Head of Department at METU and Erasmus+ Institutional Coordinator!

When completing your Erasmus semester, the following ORIGINAL documents need to be forwarded to the Erasmus Coordinator at METU within 30 days upon your arrival:

- Transcript of records,
- Certificate of Study Period (make sure the dates are synchronised with the ones in your Scholarship Contract)
- Handing in a two pages long summary (signed by you) of your experience to the Erasmus Office as well as filling out an online EU Survey and the second language assessment (link will be provided).
- The courses taken and completed at the receiving institution need to be transferred (minimum 20 ECTS, language courses are not calculated) to METU at the end of the semester by using the Learning agreement and the Transcript of records.

PLEASE MIND THAT WE ARE UNABLE TO ESTABLISH THE SCHOLARSHIP CONTRACT AFTER YOUR DEPARTURE. IN CASE YOU DEPART WITHOUT THE ESTABLISHMENT OF THE CONTRACT WE KEEP OUR RIGHTS TO WITHDRAW YOUR SCHOLARSHIP.

TODAY I GOT EVERY IMPORTANT INFORMATION ABOUT THE NECESSARY DOCUMENTS, RULES AND REGULATIONS. I GIVE MY CONSENT THAT THE UNIVERSITY CAN USE MY REPORT AFTER MY ERASMUS MOBILITY.

Please be informed that your data will be treated confidentially and shall not be given to third party during the application process and Erasmus+ contracting period. Your data will only be transferred to the responsible body for the implementation of the program: the Tempus Public Foundation. The data uploaded by the candidate is stored on METU's online application site, which is only accessible by METU's Institutional Coordinator, Erasmus Administrative Coordinator, and the applicant through their own e-mail address, password, username. The Applicant allows METU to store their data for a period of 3 years after submission for the purpose of fulfillment of the contract and proof of the terms of the contract.

Signed ..... (student's EHA/Neptun code: .....),

as the student of METU hereby I declare and undersign under full substantive and criminal liability, that I have understood all the steps leading to the realisation of the Erasmus+ Scholarship. I take full and sole responsibility for the consequences in case I fail to complete any of the above specified steps.

Budapest, ..... (day) ..... (month) ..... (year)

.....  
student signature

# DOCUMENTS

## BEFORE MOBILITY:

- Acceptance Letter
- Learning Agreement
- Online Language Test
- Agreement about courses completed in individual study schedule
- Scholarship Contract

## DURING MOBILITY:

- Certificate of Study Period (first part)
- Change Form (learning agreement – during the mobility part)

## AFTER MOBILITY:

- Certificate of Study Period (consists of certificate of arrival; certificate of departure)
- Transcript of Records to SIC and to the Erasmus administrative coordinator
- Online Survey
- Written Summary (2 pages)
- Online Language Test (for comparison)
- Credit Transfer Form to SIC and to the Erasmus administrative coordinator