



CAREER



EXPERIENCE



TRAVEL

ERASMUS+ TRAINEESHIP



GRANT



CONNECTIONS



GRADUATION

For every information needed: <https://www.elte.hu/en/outgoing-mobility/erasmus/traineeship>



ELTE EÖTVÖS LORÁND
TUDOMÁNYEGYETEM

Traineeship Night

International traineeship opportunities
at ELTE

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International coordinator, Department of Erasmus+ and
International Programmes

Erasmus+ mobility (ELTE)



Structure



Opportunities



**Application
information**



Finances



**Planning the
traineeship**

Benefits

1. International work experience

- Professional development
- Development of language skills (professional language)
- International (and personal) working relationships
- A competitive resume

PROFESSIONAL ADVANTAGE

2. Financial benefits

- Benefits over study mobility

3. Flexibility (continuous application)

4. Cultural assimilation
5. Personal development, self-knowledge
6. Networking opportunities
7. International perspective



Continuous application. During the **application period** in the NEPTUN system, otherwise at your **Faculty/Academic international coordinator**. **Decision within two months of submission.**

In order to be informed of the application decision in time and to receive your scholarship before the start of the mobility, you must submit your application no later than the first of the third month before the planned date of departure. If the student submits their application at a later date, they are responsible for the consequences of the delay. **Applications for internships that have already started cannot be submitted retrospectively.**

minimum of 60 days, maximum of 150 days*

*Please note that a **maximum of 5 months** per mobility for traineeships is expected to be financially supported, **the extension of awarded Erasmus+ mobilities will only be possible subject to the available budget.** Further information regarding this regulation is expected in September. If you would like to stay longer than the mobility period stated in your grant agreement at your own expense, you can extend your Erasmus+ status, but you will not receive a grant for the duration of the extension (zero grant status). The documentation required for the extension must be submitted in the same way, and the zero grant status will be confirmed in the contract amendment.

Students **apply during the studies.**

The mobility is completed during the studies.

During the mobility period students have active student status at Eötvös Loránd University.

(The student status lasts until the last day of the examination period of the last semester. So the mobility can last until then, but the recognition of the mobility must take place before graduation. It is the student's responsibility to initiate the mobility recognition process.)

You can also do your internship or work placement within 12 months post completion of your degree!

Students **can apply until the end of the last active semester (the last day of the exam period)**

The traineeship starts after graduation / absolutorium and end no later than 1 year (360 days) from the date of graduation / absolutorium.

It is especially recommended for those who do not have compulsory traineeship in their curriculum or would find it difficult to implement during their studies.

Students **independently seek an internship** (no university partnership required). Applications may be submitted to any organization or institution located in an Erasmus + program country (see the list of countries in the detailed call for applications), with the exception of the institutions and bodies of the European Union.

Application information

+ Faculty specifics!

FOR STUDIES	FOR TRAINEESHIPS
motivation letter and study plan	motivation letter and work plan
	CV
	Gradebook of the previous terms printed from Neptun (For Master students, the Bachelor grades should be also attached)
	copy of the diploma (in case of Master or Phd Studies)
	for non-Hungarian students: copy of the registration of permanent residence permit <i>or</i> the copy of the residence permit <i>or</i> the copy of the refugee status
	Optional: certificate of active participation in the Student Union or any other organization (HÖK, ESN, OTDK stb.)
	For students applying to North-Macedonia, Serbia, Turkey or Switzerland (please check section X.: „Mobility opportunities in Switzerland“): Consent to data transfer to third country
---	For students applying to traineeships: Letter of Acceptance / Letter of Admission (the host institution/company issues to the student): <i>If the host institution is not a university, the precise postal address, e-mail address and telephone number of the host institution must be included in the document as well.</i>
---	In case you would like to apply for the additional financial support for students with fewer opportunities, documentation according to our call for application . <i>Please note that the application for additional financial support must be submitted at the same time as the mobility application.</i>



Finances

DESTINATION	MONTHLY GRANT/SCHOLARSHIP
Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxemburg, the Netherlands, Norway, Malta, Portugal, Spain, Sweden	600 Euros per month in the case of studying abroad (even with combined mobility) and 750 Euros for work placement / internships
Bulgaria, Croatia, the Czech Republic, Estonia, Latvia, Lithuania, North-Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey	540 Euros per month in the case of studying abroad (even with combined mobility) and 690 Euros for work placement / internships.

- The grant does **not necessarily** cover all costs!
- **In terms of traineeships > potential salary/allowances are also available in addition to the grant!**
- Payment schedule: **90% - 10%**
- www.elte.hu/en/outgoing-mobility/erasmus/additional-supports



Planning the traineeship

- **Where can I go?**
- You have to find a place to host on your own (there is no list of partner institutions)
- You can go to any organization located in an Erasmus+ program country, except:
bodies of the European Union
- **Conscious** search - profession
- **Letter of Acceptance/Letter of Admission**



Planning the traineeship

- **When can I go? (at least 3-6 months before the starting date)**
 - In the semester of compulsory traineeship according to the study plan
 - When I don't have university obligations
 - **FOR STIPENDIUM HUNGARICUM STUDENTS – ONLY THESE TWO OPTIONS**
 - **In the summertime** (minimum 2 months)
 - **After graduation** (voluntary traineeship)
- **Other information**
 - **Minimum** 30 working hours/week



Planning the traineeship

- **Acknowledgment:**

 - Compulsory traineeship - credits

 - Voluntary traineeship - diploma supplement

- **Consultation** with the person responsible for the traineeships in email about the requirements, in the case of a compulsory traineeship

Help to find a host - **ELTE**

- For every ELTE student – [List of traineeship places](#) (where ELTE students worked at)



- [For TÓK students](#)
- [For BTK students](#)
- [For BGGyK students](#)
- [For GTK students](#)
- [For ÁJK students](#)



Help to find a host – **Search engines**

Search engine website

- Erasmusintern.org
- [EUROPA – Traineeships](http://EUROPA - Traineeships)
- GoAbroad
- Globalplacement
- EurActiv JobSite
- iAgora.com
- HigherEd Global Talent Portal
- Praktikum.info
- Graduateland.com

For whom

general, GTK, IK, TáTK, PPK, TÓK

ÁJK, TáTK, GTK, BTK

general (TÓK)

GTK, IK, TTK

ÁJK, TáTK, BTK

general (PPK, TÓK)

IK, GTK, TTK

TTK, IK, GTK

general, GTK, IK, TáTK, PPK

Other help

Contact your faculty coordinator

Other search interfaces recommended by faculty coordinators:

- <https://europe-internship.com/>
- <http://www.tpf.hu/celcsoport/3538/hogyan-talalhatsz-szakmai-gyakorlati-helyet>
- <http://www.internship.muni.cz/>
- <http://www.europlacement.com/>
- <http://placementinportugal.com/>
- <http://www.placementslovakia.com/current-vacancies/long-term-internships>
- [Direktorenhaus in Berlin](#)
- [Erasmus+ Internship opportunity at University of Padua](#)

Erasmus+ faculty coordinators contacts

ÁJK:	Dalnoki Brigitta	brigitta.dalnoki@ajk.elte.hu	+36/1-483-8019/4628
BGGyK:	Kövecses Gréta	erasmus@barczy.elte.hu	+36/1-358-5503
BTK:	Gilián Lilla	outgoing@btk.elte.hu	+36/1-411-6500/5012
GTK:	Siklósi Enikő	outgoing@gtk.elte.hu	- e-mail-es ügyintézés
IK:	Királyné Csizmazia Anikó	csaniko@inf.elte.hu	+36/1 -372-2500 /1937
PPK:	Varga Szilárd	outgoing@ppk.elte.hu	+36/1-461-4500 /3474
TÓK:	Romanoczki Ildikó	international@tok.elte.hu	+36/1-487-8111
TáTK:	Szabó Szandra	international@tatk.elte.hu	+36/1-372-2500/6779
TTK:	Szedmák Orsolya	mobilitas@ttk.elte.hu	+36/1-372-2612
BPKD:	Balogh Eszter Edit	balogh.eszter@sek.elte.hu	94/504-330





ELTE EÖTVÖS LORÁND
TUDOMÁNYEGYETEM

Thank you for the attention!

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