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B

Bank account information

If you want to do a traineeship abroad, you will need to provide METU with an official document, issued by your bank, containing your billing information. That way, we can provide you with the scholarship that you applied for, for your traineeship.

C

CareerCentre

The CareerCentre is an office within METU that helps students with anything related to their future careers. This means that they're also part of your compulsory internship application, no matter if you're doing it in Hungary or abroad. You can contact the CareerCentre about internships at intern@metropolitan.hu. If you want to book an appointment at the CareerCentre for personal internship consultation, you can download and fill in the document called "application form for internship administration consultation" in Coospace, by navigating too Documents/information for students → studies → internship. After you've done that, send an email to intern@metropolitan.hu and attach the filled in form. The CareerCentre is open on Monday, Wednesday and Friday between 10:00 and 15:00. You can find the CareerCentre in room F212 on the main campus. You can also access their website at www.karrier.metropolitan.hu/en.

Certificate of arrival

The certificate of arrival is a document that proves you've arrived at your traineeship destination and that you've started working. The certificate of arrival is issued by METU,

and has to be signed by your traineeship provider.

Certificate of traineeship abroad

The certificate of traineeship abroad proves that you've spent a certain period abroad as a trainee. It shows the date when you arrived at the traineeship provider, and the date when you finished at the traineeship provider. These dates should always match the dates in your invitation letter and your Grant Agreement.

Compulsory traineeship

A compulsory traineeship is part of your curriculum, which means that you have to do it. The compulsory traineeship also has to be relevant to what you're studying. For example: if you're a Tourism & Catering student, a hotel would be a good place for you to do your traineeship. Like the voluntary traineeship, you have the option to do this on an Erasmus+ scholarship.

E

EU-Survey

The EU Survey is a list of questions that will automatically be sent to you after your mobility. This survey contains questions about all aspects of your Erasmus+ mobility period. It is mandatory that you complete this survey.

Extension of traineeship period

If you wish to stay at your traineeship destination for longer than you originally planned, you can do this by extending the period of your traineeship. You can request an extension form from METU at least one month before the end of your traineeship. You will have to motivate the reason why you want to stay longer in your request, and fill in the official document that METU will then send you via email.

H

***H*Health insurance information**

You need to provide your health insurance information, to prove that you are insured in case of any physical damage. This health insurance must be valid in the country that you're going to, so please make sure of that.

I

***I*International traineeship agency**

An international traineeship agency can help you find an traineeship abroad. They have partnerships with companies all over the world, that are offering traineeships to students. Search for "internship abroad" or something like that to find some of these agencies.

***I*Invitation letter/acceptance letter**

The invitation letter (or acceptance letter) is a letter issued by METU that has to be filled in and signed by the traineeship provider, to prove that they're accepting you as a trainee.

L

***L*Learning Agreement after mobility**

The learning agreement after mobility is Table D in the learning agreement. The traineeship provider has to sign the traineeship certificate here, to prove that you completed your traineeship.

***L*Learning agreement for traineeships**

The learning agreement for traineeships is similar to the learning agreement for studies. In the learning agreement for traineeships, you have to specify your tasks at the traineeship provider in detail before the

mobility (table A). In table B, the university will fill in the necessary information from their part. Finally, in table C, the receiving institution has to fill in their part of the agreement.

***L*iability insurance**

A liability insurance is an insurance that protects you from risks in (the unlikely) case you get sued or end up in a lawsuit, that come within the coverage of your insurance policy.

O

***O*nline Language assessment (OLS)**

The OLS (Online Language Assessment) is a test that you have to take before going abroad, to prove again that you have the necessary level of English to go on an Erasmus+ study period. You also have to take the OLS after your mobility, to see whether your English has improved during your mobility period.

T

***T*raineeship Grant Agreement**

Your Grant Agreement is a contract between you and METU that contains all the terms and conditions of your mobility period.

***T*raineeship report**

The traineeship report is a document that you have to make after your study period. Your report should be about how you experienced your traineeship period abroad. The report should be at least 2 pages long, also containing some pictures from your traineeship period.

***T*raineeship provider**

Your traineeship provider is the company that hired you as a trainee

V

Voluntary traineeship

As a student at METU, you have the option to do a voluntary traineeship. This means that the traineeship is not part of your curriculum, and you're doing it purely out of your own interest. You can choose to do this abroad, on an Erasmus+ scholarship.

