**Step-by-Step for Implementing an Erasmus+ Staff Mobility for Training/Teaching Activity**

1. Contacting the Partner Institution: Coordinate with the partner institution regarding the visit dates and/or the content of the guest lecture. Mobility can be realized at METU partner institutions within Europe or based on individual agreements. For staff mobility, we recommend checking the announced Staff Weeks: [Staff Week Search](http://staffmobility.eu/staff-week-search).
2. Submitting the Application: Submit your application electronically as specified in the [call for applications](https://forms.office.com/pages/responsepage.aspx?id=IGBHkOj8hUe1OhBaxg0soABnZn-TNWVBr-58tCD0ZzBUMVlPVFVUTE1LUktPWlBOVk9VWEZKR1k4OS4u&origin=lprLink&route=shorturl). The following documentation is required for submission:
	* A **Mobility Agreement for Teaching or Mobility Agreement for Training signed by both the applicant and the host institution**, depending on the type of planned mobility. The application cannot be accepted without a signed Mobility Agreement from the host institution.
	* **Approval statement from your direct supervisor** regarding the mobility.
	* **Business resume/CV in English**
	* **Proof of language proficiency** (C1 level for teaching staff, B2 level for support staff; in English or the language used at the host institution).
	* **Motivation letter with a teaching/training plan** (in Hungarian or English, explaining how the mobility supports your career at METU and METU's internationalization goals, as well as the planned activities, objectives, expected outcomes, and impacts). This also needs to be filled out in the Mobility Agreement.
	* **Bank account statement** – the account number will be checked to ensure accuracy in the contract. The transfer will be made in EUR, so it is advisable to provide an EUR account number. An online bank print screen is sufficient; please cover sensitive datas such as your balance on it.
	* **Insurance name and policy number** – individual insurance is required to sign the grant agreement (European Health Insurance Card alone is not sufficient). A separate declaration needs to be completed for this. Without valid travel, accident, and liability insurance, the contract cannot be signed.
3. Notification: You will be informed whether your application has been accepted or rejected.
4. Signature of the Grant Agreement with the International Coordination Office:

**Please note that we cannot sign a grant agreement after you have already traveled. Traveling without a signed grant agreement will result in the withdrawal of the Erasmus+ scholarship.**

* Requirements:
	+ - Contact the International Coordination Office by email (erasmus@metropolitan.hu ) at least 3 weeks before your trip regarding the contract signing.
		- Fully completed application (e.g., insurance number, proof of bank account number).
		- Mobility Agreement for Teaching/Training signed by all parties.
		- Signature of this step-by-step guide (digital signature is acceptable).
1. Disbursement of the Grant: After signing by the participant and the institutional representative, the Accounting Directorate will disburse the grant to the bank account specified in the contract.
2. Tasks After the Mobility and Reporting:
	* Submit the original Certificate of Attendance (proof of time spent abroad) (e.g. via internal mail to the International Coordination Office). It is attached below, but it is not mandatory to use this; the host institution may also issue its own document.
	* Complete the online EU Survey, which will automatically be sent to the email address provided in the contract (in English).
	* Submit a short field report to METU: send it to erasmus@metropolitan.hu – note that the reports will be uploaded to the INTRANET for METU staff.
3. Document Submission: Participants are required to submit all documents to the International Coordination Office within 7 working days after their return.

I, ................................................................................, an employee of the Budapest Metropolitan University, hereby declare under criminal liability and confirm with my signature that I have understood the steps for implementing the Erasmus+ staff mobility for training/teaching.
I understand that any failure to comply with these points is solely my responsibility.

By signing this document, I consent to the Budapest Metropolitan University publishing my report on the program on the Intranet to promote the program.

Budapest, 20....

...................................................

Signature of employee

Documents:

* Before Mobility:
	+ Mobility Agreement for Teaching/Training
	+ Grant Agreement
* After Mobility:
	+ Certificate of Attendance (attached below)
	+ Online EU Survey
	+ METU Report

**CERTIFICATE OF ATTENDANCE**

PARTICIPANT

|  |  |  |  |
| --- | --- | --- | --- |
| First Name:  |  | Last name:  |  |

SENDING INSTITUTION

|  |  |
| --- | --- |
| Name of Institution: | Budapest Metropolitan University |
| Country: | Hungary | Erasmus Code:  | HU BUDAPES45 |

HOST

|  |  |
| --- | --- |
| Name: |  |
| Country: |  | Erasmus Code (if applicable):  |  |

This is to certify that the above mentioned participant completed the teaching/training activity under the Erasmus+ programme at our institution,

from ………………………. (day/mont/year) to……………………………(day/month/year)

\*Only in case of Mobility for Teaching:

The participant fulfilled the requirements by teaching ……….. hours during the mobility period.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Responsible Person