

## Step by Step Procedure

### Before the Mobility:

1. Host Organization Consent Form: according to which the Employer accepts the Traineeship period.
2. Advisory Form for Traineeship. The document should be completed only if the traineeship period is embedded in the curriculum of your degree. It should be signed by the Erasmus Academic Coordinator of your School.
- 3.
4. Enrollment Department Consent Form. Your Enrollment Advisor and the Director of the Enrollment Department must sign the form. Health insurance contract/European Health Card. You should submit a copy of your European Health Insurance Card and/or a copy of a Private Health Insurance, as it is mandatory for your participation in the Program. In either case, the following areas must be covered:
  - wherever relevant, travel insurance (including damage or loss of luggage);
  - third party liability (including, wherever appropriate, professional indemnity or insurance for responsibility);
  - accident and severe illness (including permanent or temporary incapacity);
  - death (including repatriation in case of projects carried out abroad).
5. Learning Agreement for Traineeship-Before the Mobility part: Please complete all fields of this part accordingly. The document should be signed and stamped by the Host Organization and you and then be sent to [e.michale@euc.ac.cy](mailto:e.michale@euc.ac.cy) to be signed on behalf of EUC as well.
6. Results of the Online Linguistic 1st Assessment
7. Bank Account details. The bank account should be in your name.
8. The air ticket and boarding pass. Please note that the travel support will be given to applicants departing from Cyprus (sending Institution's location) to the mobility destination and not from any other country. The grant for the traveling support will be given only if the air tickets and boarding passes (departing & arriving) are submitted.
9. Grant Agreement. As soon as all of the above are submitted to the Erasmus Office the Grant Agreement will be sent to you to sign.

#### In addition, for graduate applicants:

10. *Graduation Letter* (study completion letter) or a copy of your Degree. The Enrollment Department of EUC will issue the letter upon request.

### During the Mobility

1. *Arrival Certificate*. The document should be signed as soon as you are at the Host Organization and be sent to [e.michael@euc.ac.cy](mailto:e.michael@euc.ac.cy). The form is important for the payment procedure.
2. *Learning Agreement for Traineeship-During the Mobility part*: this should only be completed if there are exceptional changes to the Traineeship program at the Host Organization.
3. *In addition, for graduate applicants:*
4. Erasmus+ Traineeship Logbook: this should be sent to [e.michael@euc.ac.cy](mailto:e.michael@euc.ac.cy), by the end of each month of your mobility period.

### **After the Mobility**

1. *Departure Certificate*. It should be signed by the Host Organization by the end of your Erasmus Traineeship. Both original documents of Arrival and Departure Certificates should be submitted upon your return to Cyprus.
2. *Learning Agreement for Traineeship-After the Mobility* part: this is the Traineeship Certificate which should be completed, signed and stamped by the Host Organization.
3. *Erasmus+ Traineeship Certificate*, signed and stamped by the Host Organization.
4. *Transcript of Works/Employer Evaluation Form*: It should be completed by the end of your Traineeship by the Host Organization, evaluating your work performance. It is important to have the signed original document after your return.
5. *Tickets and Boarding Passes*. Both arrival and departure should be submitted to the Erasmus Office upon your return to Cyprus.
6. *The online EU Survey*. The online survey will be sent to your email from the European Commission. You should complete and submit the online EU Survey after the mobility abroad within 30 calendar days upon receipt of the invitation to complete it. If you fail to complete and submit the online EU Survey, according to the European Commission, you may be required to partially or fully reimburse the financial support received.
7. *Erasmus+ Traineeship Report*: the report should be completed by you and submitted to the Erasmus Office by the end of your mobility, together with some photos of your experience.
8. *Europass Mobility* <http://www.kepa.gov.cy/europass/>.
9. *Photos and videos* of your experience abroad

### **General information**

- In case you would like to terminate your Traineeship Mobility, the Erasmus Office at EUC should be informed immediately in writing.
- The booking of tickets and accommodation is your responsibility.
- It is very important that the beginning and ending dates of your mobility would be the same in all documents.
- Some suggestions on internet insurance providers: <http://www.dr-walter.com/en/index.html> & <http://www.protrip-world.com/>
- The Online Programme Guide is for your information. ([http://ec.europa.eu/programmes/erasmus-plus/programme-guide/introduction/how-to-read-programme-guide\\_en](http://ec.europa.eu/programmes/erasmus-plus/programme-guide/introduction/how-to-read-programme-guide_en))