

# **STUDENT TRAINEESHIPS, FUNDED BY THE ERASMUS+ PROGRAM**

/Procedure and documentation /

## **I. Before the traineeship**

1. From the rubric *ERASMUS* + on the web-site of TU-Varna /switch to the English version by clicking on the British flag at the top right corner/ select Student Mobility for Traineeships.

The student reads in detail about all the steps that have to be taken- Requirements, Application, Departure, Reporting and the procedures for each step.

2. By clicking on the the green button "DOWNLOAD APPLICATION FILES", the student downloads the following documents:

- Letter of intent SMP.docx,
- Acceptance Letter.docx;
- Learning Agreement\_Erasmus + \_SMP.docx;
- Transcript of Works.doc

/The abovementioned documents have to be submitted before the signing of the grant agreement/

The student also downloads the document

- CONFIRMATION OF ERASMUS + MOBILITY.doc,

which has to be submitted to the ERASMUS+ Office after the completion of the traineeship in order for it to be reported.

3. The student has to find a company with an official address of registration in a European Union member country other than Bulgaria which is willing to accept him/her to a traineeship with a duration of 3 months. This company has to agree to fill in and sign a letter of intent to cooperate with TU-Varna and an acceptance agreement under which the student is accepted to do a traineeship with a duration of 3 months.

4. The student has to hand over to the ERASMUS+Office of TU-Varna the following documents, which have to be completed and signed by the company (the original documents or scanned copies of the documents):

- Letter of intent SMP.docx, AcceptanceLetter.docx – 1 copy.
- AcceptanceLetter.docx – 1 copy.
- Learning Agreement\_Erasmus + \_SMP.docx- in triplicate.

The document Learning Agreement\_Erasmus+ \_SMP.docx has to be completed in the "Before Mobility" part and has to be signed by the student and the Dean of faculty at which the student studies. One copy of the Learning agreement is for the student, another copy the student submits to the company, and the third copy has to be submitted to the ERASMUS+ Office.

5. With the assistance of the ERASMUS+Office, the student has to complete his/her application for participation in the ERASMUS+ Programme and a Declaration for Personal Data Protection and signs both documents. Then he/she has to have the application certified by the Front Office (situated on the first floor of the New Building of the University also referred to as NUC). The Front Office officer has to write down the average academic achievement of the student and sign the document. Then the document has to be given back to the ERASMUS+Office.

6. The student has to hand over to the ERASMUS+Office a document certifying the IBAN of his/her account at a Bulgarian bank to which the grant will be transferred. This certificate must be of a type that is issued by his bank free of charge, i.e. the student should not pay any money to the bank for issuing the document.

7. An officer of the ERASMUS+ Office has to complete on behalf of the student the form of his grant agreement, print it in 4 copies and the student has to sign the grant agreement. After 3 to 4 days the student has to visit the ERASMUS+ Office to receive one copy of the document after it has been signed by the Rector and registered at the Documentation Office of the University.

8. Within 30 days after the signing of the grant agreement, 80% of the grant will be transferred to the student's account. The amount of the grant for 90 days may be between € 2010 and € 2160, depending on the country in which the training will be done.

- If the duration of the traineeship of the student is more than 90 days, the amount of the grant is not higher than the one specified above.

- If the duration of the of the traineeship of the student is less than 60 days, then he/she has to return the full amount of the grant.

- If the duration of the of the traineeship of the student is more than 60 but less than 90 days, then the students will receive less than the amount specified in the agreement, proportionally to the number of days of the traineeship which were not done by her or him.

9. The student has to print out in two copies the document Transcript of Works. He /she has to fill in his/her details, as well as the details of the University and the host company. The student has to keep the document during the traineeship. At the end of the traineeship, the student's mentor has to assess the student's performance and has to complete and sign the document.

## II. After the traineeship

1. Immediately after the completion of his/her traineeship the student has to fill in and submit his/her report as an online survey. The questionnaire is contained in a link to a message from the ERASMUS+ Programme, which the student receives to his/her email address immediately after the end of the period of the traineeship set out in the grant agreement. The student should always keep this report (the survey) as a **pdf** file so that he or she is able to prove that he/she completed and submitted it (in case a technical problem arises).

2. The student has to visit the ERASMUS+ Office and hand over the following documents:

- The signed document Transcript of Works
- CONFIRMATION OF ERASMUS + MOBILITY.doc in original, which has to be completed, signed and stamped by the company;
- The "After Mobility" part of the document Learning Agreement Erasmus+\_SMP.docx, in original, which has to be completed, signed and stamped by the company;
- all airplane or other tickets, with which the student travelled in connection with this traineeship;
- the student's international passport, stamped by the border checkpoint of the country to which he/she travelled to do his/her traineeship (if the country is outside the European Union).

3. Within 3 weeks the remaining 20% of the grant will be transferred to the bank account of the student if he/she provided the ERASMUS+ Office with all of the abovementioned documents and completed the ERASMUS+ survey.

Should you have any questions, please contact

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