**GUIDE FOR PARTICIPATION IN THE ERASMUS+ Traineeships PROGRAMME**

Participation in the programme requires the collection and timely submission of all necessary documents. The procedure takes a reasonable amount of time, therefore early preparation is strongly recommended.

**1. Preliminary Actions – Cooperation Agreement**

A necessary precondition is the existence of a **bilateral agreement (Inter-Institutional Agreement)** between:

* the student’s home university (sending institution) and
* G.N.A. KAT / Medical School or the competent Regional Health Authority (receiving institution/organization).

The agreement defines:

* the number of participating students
* the duration of stay
* the training departments (e.g. Surgery, Internal Medicine, Intensive Care Unit)
* the obligations undertaken by each party

**2. Application Submission by the Student**

The student submits an application for participation in the **Erasmus+ Traineeships programme** to their home university.

**A. Nomination Letter**

The home university sends to G.N.A. KAT a **Nomination Letter**, certifying the student’s candidacy.

**B. Submission of Student’s Application File**

The student must send to G.N.A. KAT a complete file including the following documents:

* **Learning Agreement for Traineeships**, signed by the student, the sending and the receiving institution.
* **Curriculum Vitae (CV – Europass format)**.
* **Certificate of Studies** (transcript of records or confirmation of enrolment).
* **Proof of language proficiency** (usually English or Greek).
* **Copy of passport or national ID card**.
* **Health insurance coverage**:
  + For students from **EU countries**: European Health Insurance Card (EHIC).
  + For students from **non-EU countries**: private health insurance covering the entire training period.
* **Professional liability insurance** and **accident insurance** (mandatory for clinical training).

**Note**: Completion of the procedure requires a reasonable amount of time. For this reason, all documents must be submitted **well in advance**.