

YOUR ERASMUS + PARTNER IN SPAIN



AM TRANSNATIONAL



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Erasmus+

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OUR TEAM

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FIRST STEPS

MOBILITY BASIC INFORMATION:

Send an e-mail to incoming@amt-spain.com and let us know the dates for the programme, the professional profiles of your participants and the services needed. (number of participants, transfers, type of accommodation, Spanish classes, local transport, cultural visits, etc) so we can send you a customised budget.

APPLICATION FORM; Each participant has to complete: European Cv, Presentation Letter and AMT's Excel file with personal data. It's mandatory that they all bring their European Health card as well as a private insurance that covers them during their internships.

We organise individual online interviews with participants to know their background and motivation so that we can match professional profiles with companies.

ADDITIONAL DOCUMENTS TO BE READ BY PARTICIPANTS BEFORE ARRIVAL:

WELCOME, MEDICAL INFO, TRAINING INFO, LOCAL TRANSPORT, TOURIST INFO, RULES, TERMS & CONDITIONS. You can check them using this link: <https://www.dropbox.com/scl/fo/ro1es7xiunpmtfwjf7tb/h?dl=0&rlkey=ros2c0w75t4mgmikkg90dsr57>



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ARRIVAL

PROJECT DOCUMENTS: Each student will have to arrive to the WELCOME MEETING with two original documents (learning agreement, quality commitment, monitoring papers, eventual certifications, etc.) with their institution stamp and signature already affixed. If the Original Learning Agreement is not completed and signed, your placement in the company will not start.

ATTENTION: Other documents to be completed or signed during the project or at the end of the project, should also be presented on the WELCOME MEETING.



SEVILLA

WELCOME MEETING: It will be the first working day after the arrival. When possible, the welcome meeting will be held in Spanish, (French/English if needed). We will inform participants about their programme, their companies, our city (local transport, culture, etc) and our Social Security system, so that they are ready if they need to go to a doctor.

COMPANY INTERVIEW: Participants will be accompanied by a tutor from AMT. In this first meeting with the company, they will sign the Learning agreement and we will set up their internship timetable.

NO PAPER POLICY: We will share all important information online with our participants.



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SEVILLA .- FOLLOW UP



FOLLOW UP MEETINGS: Regular meetings with participants during their stay in Seville.

24/7 FOR EMERGENCIES: AMT is open from Monday to Friday from 08:00 to 15:00h. For the rest of the time, we have a mobile number to be used only in case of emergency.

FINAL MEETING: Two days before the end of the programme, we will have a meeting with participants and we'll check that all ERASMUS+ documents are completed. In case there is something missing, participants will still have 2 working days to get all the documents corrected.

DOCUMENTS: Participants will take back originals so that they can justify the program has been done.

The EUROPASS MOBILITY VALIDATION: The 5A section is filled in by sending organizations. AMT will validate it. Just send it to Sevilla@amt-spain.com on the platform. We will manage it.



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