**QUESTIONS FOR THE ERASMUS+ „INTERNATIONAL CREDIT MOBILITY” ELTE APPLICATION 2024**

**(Erasmus+ KA171)**

**To correctly fill out this form, please read our instructions available at this** [**link**](https://www.elte.hu/munkatarsaknak/nemzetkozi/erasmus-europan-kivul/icm/partnersegi-palyazat)

**All fields are mandatory to fill!**

**DEADLINE: 13th NOVEMBER 2023**

**(To be submitted at the** [**Faculty Erasmus+ Coordinator**](https://www.elte.hu/nemzetkozi-irodak/kari-nemzetkozi-irodak)**)**

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# SECTION I. Filled out by the applicant from ELTE, Budapest, HU

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| **NAME OF THE FACULTY (ELTE)** |  |
| **NAME OF THE DEPARTMENT/INSTITUTION (ELTE)** |  |
| **NAME OF ACADEMIC COORDINATOR (ELTE):** |  |
| **CONTACT INFORMATION OF ACADEMIC COORDINATOR (ELTE) e-mail & tel.:** |  |

**BY SUBMITTING THIS FORM I CONFIRM THAT ALL DATA GIVEN IN IT ARE VALID AND BASED ON REAL INFORMATION FROM MY UNIT AND THE PARTNER INSTITUTION.**

**PLANNED MOBILITY NUMBERS**

*If the project is awarded a grant, our Department/Institute/Faculty will be able to implement the following mobilities with the partner university in the project cycle of* ***2024 fall – 2027 spring****:\**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DIRECTION OF MOBILITY** | **TYPE OF MOBILITY** | **LEVEL OF STUDIES**  **(BA, MA, PhD)** | **NUMBER OF PARTICIPANTS** | **LENGTH OF ONE MOBILITY** |
| **INCOMING (from partner to ELTE)** | **STAFF MOBILITY** |  |  | **……. (DAYS)** |
| **OUTGOING (from ELTE to partner)** | **STAFF MOBILITY** |  |  | **……. (DAYS)** |
| **INCOMING (from partner to ELTE)** | **Student mobility for studies** |  |  | **……. (MONTHS)** |
| **Student mobility for training** |  |  | **……. (MONTHS)** |
| **Short-term doctoral mobility**  **(5-30 days)** |  |  | **……. (DAYS)** |
| **OUTGOING (from ELTE to partner)** | **Student mobility for studies** |  |  | **……. (MONTHS)** |
| **Student mobility for training** |  |  | **……. (MONTHS)** |
| **Short-term doctoral mobility**  **(5-30 days)** |  |  | **……. (DAYS)** |

\*Due to the numerous administrative tasks of launching a funded project, the actual period of implementing mobilities will presumably be ***2025 fall – 2027 spring*.** Please plan mobilities accordingly.

**QUALITY QUESTIONS to ELTE Academic Coordinator**

1. **Please present the history of the cooperation with the partner. How and when did it begin? What happened since? (Joint conferences? Exchange mobilities? Shared publications or researches? Etc. Please include date, venue, topics, results of the events as well.) Please be as specific and detailed as possible. (min. 700 characters)**
2. **Why is the cooperation relevant and important from an academic point of view? How does it add to the teaching/academic activities of your department/institute or faculty (in case the partnership is faculty-wide)? Please be as specific and detailed as possible. (min. 700 characters)**

1. **How will the required mobility types in the required number, length and study level serve and advance the cooperation? Please explain in detail what justifies your mobility request from an academic or practical or any specific point of view!**

**A) Student mobilities on the above specified 1) level(s) of study (BA/MA/PHD), 2) directions (incoming/outgoing), 3) number and 4) length?**

1. **Staff mobilities in the above specified 1) direction (incoming/outgoing), 2) number and 3) length?**

**(min. 700 characters)**

**If outgoing mobilities to the partner country are not or scarcely supported in the ICM program, please also indicate whether you plan to apply for the 20% grant and with what kind of mobilities (student/staff, level of study, number, length). Please explaine your request. (min. 700 characters)**

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| --- | --- | --- | --- | --- |
| **DIRECTION OF MOBILITY** | **TYPE OF MOBILITY** | **LEVEL OF STUDIES**  **(BA, MA, PhD)** | **NUMBER OF PARTICIPANTS** | **LENGTH OF ONE MOBILITY** |
| **OUTGOING (from ELTE to partner)** | **STAFF MOBILITY** |  |  | **……. (DAYS)** |
| **OUTGOING (from ELTE to partner)** | **Student mobility for studies** |  |  | **……. (MONTHS)** |
| **Student mobility for training** |  |  | **……. (MONTHS)** |
| **Short-term doctoral mobility**  **(5-30 days)** |  |  | **……. (DAYS)** |

1. **What kind of academic, social, cultural or political impact might the cooperation have a) on participating students and staff members, b) on your institution, c) on the wider community (at local/national/regional level)? Please answer all three questions. Please provide fact-based, exact, detailed, research-field-specific explanations. (min. 700 characters)**
2. **How is recognition of credits gained abroad a at your Department/Institute? Do you have a mobility window integrated in the curriculum? If you do not, have the curricula of the two partner institutions been compared and can you guarantee that the courses attended abroad will be incorporated and recognized in the students’ ELTE curriculum? If you can, please, with your partner, provide a table of equivalent courses of your respective institutions’ syllabi.**
3. **How will you indicate staff mobility achievements in the portfolio of the faculty members? Is there an already existing practice for recognizing professors’ work done at the partner university?**
4. **How will you disseminate the results of the cooperation? What are the usual dissemination practices at your department/institution/faculty? If possible, please present examples of reporting results of earlier projects (e.g. lectures/seminars of visiting professors, students’ presentations on mobilities, joint publications). (min. 700 character)**
5. **Beyond implementing mobilities what other results do you plan to achieve with the partner during the project (e.g. joint research, publications, launching a joing degree program)?**
6. **At the end of each project cycle the beneficiary university (ELTE) is obliged to submit a final report to the National Agency (Tempus Public Foundation). Will you contribute to this final report by presenting all relevant results of the cooperation in a „Partnership Report”?**

DATA OF THE PARTNER UNIVERSITY (EU Partner Country)

# SECTION 2. Filled out by the Academic Coordinator of the Partner

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| **COUNTRY AND CITY WHERE THE PARTNER INSTITUTION IS SITUATED:** |  |
| **NAME and OID CODE\* OF THE PARTNER UNIVERSITY:**  \*Eligible Partner Universities must have an OID code. Should you do not have an OID number yet, please read [this guide](https://erasmusplus.rs/applications/oid-pic/) on how to register your organization. |  |
| **NAME AND POSITION OF THE ACADEMIC COORDINATOR AT PARTNER UNIVERSITY:** |  |
| **CONTACT INFORMATION OF ACADEMIC COORDINATOR (AT PARTNER) e-mail & tel.:** |  |

**QUALITY QUESTIONS TO THE PARTNER ACADEMIC COORDINATOR**

1. **Please describe the history of the cooperation with your ELTE partner. (Even if this is the first time you apply for Erasmus+ ICM funding together.) (min. 700 character)**

1. **What is the academic relevance of this cooperation? How does it contribute to the teaching/academic work at to your Department/Institution? How does it help the work of your academic colleagues, and the progress of your students? (min. 700 characters)**
2. **Please explain in detail why, in your point of view, it is necessary to implement the required mobility types in the required number, length and study level serve? How will these benefit the participating students and staff members, and your Department/Institute/Faculty? How will these advance the cooperation? (min. 700 characters)**
3. **What kind of academic, social, cultural or political impact might the cooperation have a) on participating students and staff members, b) on your institution, c) on the wider community (at local/national/regional level)? Please answer all three questions. Please provide fact-based, exact, detailed, research-field-specific explanations. (min. 700 characters)**
4. **How do you plan to disseminate the results of the cooperation? Please present the usual dissemination practices and platforms at your Dapertment/Institution and how do you plan to use these for disseminating the project results. What impact do you expect from your dissemination practices at a departmental/institutional level and beyond?**
5. **Beyond implementing mobilities what other results do you plan to achieve with the partner during the project (e.g. joint research, publications, launching a joing degree program)?**

# SECTION 3. Filled out by the Administrative Coordinator of the Partner

|  |  |
| --- | --- |
| **NAME AND POSITION OF THE PARTNER ADMINISTRATIVE COORDINATOR:** |  |
| **CONTACT INFORMATION OF ADMINISTRATIVE COORDINATOR (AT PARTNER) e-mail & tel.:** |  |
| **Name and email address of the responsible person for International Affairs (vice rector/vice president/provost etc.):** |  |

1. **What are the key elements of your University’s internationalization strategy and how will this particular partnership comply with them? If available, please also include a link to your Institution’s internationalization strategy. (min. 700 characters)**
2. **Please describe the selection process of student and staff participants. A) What are the steps of the process? B) What are the main criteria of selection?**

**In an Erasmus+ Inter-Institutional Agreement ELTE agrees with all partners in the following minimum criteria of selection of**

1. **Student participants**

* **Outstanding studies in the relevant study field (preferably among the top 20% students in the HI study programme); preliminary study programme detailed in a motivation letter; English on level B2 according to CEFR; in case of equivalence, priority given to students with fewer opportunities**

1. **Staff participants**

* **Professional CV with a list of publications that are relevant to the fields of education as agreed in the IIA; preliminary teaching or work plan;**

**How does your own selection process relate to and/or add to these minimum criteria? (min. 700 characters)**

1. **How do you ensure the recognition of courses completed by your students during their mobility abroad? Do you have a mobility window integrated in the curriculum? What are the criteria of recognition? What is the process of recognition? If you do not have a current practice for recognizing credits completed abroad how do you plan to incorporate student participants’ studies at ELTE into their home curriculum? If possible, please provide a table of equivalent courses of your’s and your ELTE partner’s syllabi.**
2. **How do you recognize faculty members’ teaching activities during their mobility at the partner institution? (E.g. it counts towards academic advance, or adds to the number of teaching hours taught at the home institution etc. For a collection on good practices please see:** <https://realise-erasmusplus.fr/sites/default/files/REALISE-Handbook_DIGITAL-VERSION-FULL_0.pdf>**)**
3. **How do you plan to disseminate the results of student and staff mobilities? Do you plan to disseminate the experiences and academic results of exchanges among your own staff and students or also among the broader public? What particular practice of dissemination do you have? Please provide examples, links to websites if available, journal/magazine titles if available. (min. 700 characters)**

**Please continue with Practical Questions below.**

**PRACTICAL QUESTIONS**

**Please provide clear, detailed, comprehensive answer at every point below. Please also include links to relevant web pages if available. Your answers below will be annexed to the project application as well as published in ELTE’s internal call for applications to inform students.**

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| --- | --- | --- |
|  | **Your answers** | **Link to relevant web sites if available** |
| **Academic Calendar**  Please provide the typical structure of an academic year at your University. (When do semesters start and end? When do you have exam periods, how long they are? When do you have holidays etc.) |  |  |
| **Housing**  Does your University provide accommodation to incoming students and staff? If yes, in what form? If no, how do you assist participants in finding accommodation? |  |  |
| **Health Insurance**  Does your University require incoming students/staff to have a particular health insurance? Or do they have to arrange insurance individually? In the former case, what kind of insurance it is? |  |  |
| **Visa arrangements (Outgoing)**  Where is the nearest Hungarian Embassy/Consulate? What kind of assistance do you provide to outgoing students *and* staff in visa issues? |  |  |
| **Visa arrangements (Incoming)** What kind of assistance do you provide to incoming students and staff in visa issues? |  |  |
| **Bank account (Outgoing)**  ELTE can pay scholarship to individual participants ***only*** via bank transfer and in euros. Do your students/staff have the means of easily receiving (large amount of) international bank transfer and/or opening a euro account? Is it guaranteed that your students access their bank account from abroad? Please present any possible difficulties with accepting international bank transfer in your country. Please explain how your University can assist outgoing students to resolve these issues. |  |  |
| **Language course/intercultural programme/both**  Do you provide extra support to incoming and outgoing participants in the form of language course and/or intercultural training? Do you organize orientation week for incoming students? |  |  |
| **Do you have an existing mentor system for incoming students or provide individual support for them in possible practical issues?** |  |  |
| **Inclusion (outgoing mobilities)**  In the new program cycle, there is possibility for extra funding for students with fewer opportunities. This extra funding is requested in the application.  Please indicate the number/percentage of outgoing disadvantaged students/students with social needs you expect (from your Institution) as participants throughout the 3-year long project? |  |  |
| **Do you accept incoming participants with fewer opportunities? (Yes/No)** |  |  |
| **Inclusion (incoming mobilities)**  If your answer to the previous question was ‘yes’, what kind of services do you provide for incoming students and staff members with fewer opportunities? |  |  |
| **Green travel**  To make green travel top-ups available to your outgoing participants throughout the project cycle, please indicate the number/percentage of your student and staff participants who would prefer green travel solutions (anything except airplane and boat) – if this aspect can be relevant at all. |  |  |