



**ELTE**  
EÖTVÖS LORÁND  
UNIVERSITY

## ERASMUS+ CALL FOR APPLICATION

**Eötvös Loránd University now accepts applications from PhD students who would like to participate in an Erasmus+ Short-term Mobility (5-30 days) as a traineeship**

### **The aim of the call:**

**Within the framework of the Erasmus+ mobility programme, accepted students will receive the opportunity until 30 September 2025 to complete a short-term doctoral mobility as a traineeship (either **during studies** or **after absolutorium**) at a university, professional institution, or non-profit organization abroad in an Erasmus+ programme country<sup>1</sup>.**

### Eligible activities:

- receiving training for transversal skills
- receiving work/non-academic experience,
- developing research skills;
- thesis (dissertation) research.

*Participation in a conference is NOT eligible for funding.*

Applications may be submitted to any organization or institution located in an Erasmus + program country with the exception of the institutions and bodies of the European Union.

Please note that host institutions are not obligated to provide student status to the applicants for the period of the short-term mobility. However, the student status might be needed for certain services, e.g. access to the library, which must be agreed upon with the host party.

The mobility can only be implemented if the planned activity of the applicant is **approved by the student's dissertation supervisor**, and if it is **recognized in the student's progress** – with converted ELTE credit numbers and grade – (with the exception of 'Short-term doctoral mobility as a traineeship after absolutorium'). **You can read about the credit recognition procedure [here](#)**, at article I./1.4.

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<sup>1</sup> Austria, Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, the Netherlands, Northern Macedonia, Norway, Poland, Portugal, Romania, Spain, Serbia, Slovakia, Slovenia, Sweden, Turkey.

### **Erasmus+ scholarship winners:**

- spend min. 5 days, max. 30 days abroad for their short-term doctoral mobility. If required, the academic cooperation can be extended with online, collaborative elements before or after the physical mobility. The virtual part of the mobility is optional, and the Erasmus grant can only be paid for the physical part of the mobility.
- do not pay tuition fee at the host university;
- have an active student status<sup>2</sup> at the home university (ELTE) with receiving associated grants from and paying necessary costs to the home university;
- The short-term doctoral mobility as a traineeship is partially or as a whole accepted by the home university upon arrival (the programme is adjusted, planned, and signed in the Learning Agreement for Traineeship together with the dissertation supervisor of the student at the home university).
- might receive an Erasmus+ mobility grant for the period physically spent abroad (completing the minimum duration of the mobility, 5 days). The awarded period can be extended during mobility.

### **Who can apply?**

#### Doctoral students

- who have student status at Eötvös Loránd University at the time of the application;<sup>3</sup>
- with Hungarian nationality *or* registration of permanent residence permit *or* residence permit
- who have at least 1 completed semester;
- with active student status at Eötvös Loránd University in the semester of the planned mobility (except in the case of traineeship after absolutorium);
- who meet the criteria of the faculty's published call

can apply for Erasmus+ short-term doctoral mobility as a traineeship.

### **Further instructions in connection with the call:**

- The language proficiency of the student is assessed by European Union's expectations (on-line test after being selected). However, filling out the OLS assessment is not obligatory for physical mobilities shorter than 14 days.
- In order to be informed of the application decision in time and to receive your scholarship before the start of the mobility, you must submit your application no later than the first of the third month before the planned date of departure. If the student submits their application at a later date, they are responsible for the consequences of the delay. Applications for short-term doctoral mobilities as traineeships that have already started cannot be submitted retrospectively.
- Students doing Erasmus+ short-term doctoral mobility as a traineeship during their last active semester (before absolutorium): the mobility may last until the last day of the last active semester<sup>4</sup>, but must be [recognized](#) by the university before absolutorium. It is the student's responsibility to initiate the mobility recognition process.
- Students who have just obtained an absolutorium can also take part in a short-term doctoral mobility as a traineeship in the year after absolutorium. In this case, they can apply until the last day of the last active semester, i.e. as long as they have an active student status.

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<sup>2</sup> Except students on short-term doctoral mobility as a traineeship absolutorium.

<sup>3</sup> For applicant for traineeship after absolutorium: the student status is terminated on the last day of the last active semester, so make sure you submit your application before that.

<sup>4</sup> For doctoral studies, the semester is from 1 September to 31 January and from 1 February to 31 August each year.

- It is possible to apply for a short-term doctoral mobility as a traineeship in the first year of studies (the specifications of the sending faculties may vary).

**About the amount of scholarship and terms:**

The duration of the short-term doctoral mobility as a traineeship must be minimum 5 days. The amount of scholarship depends on the number of mobility days.

Duration of physical mobility	Daily grant (all programme or partner country)
5 – 14 day	79,00 € / day
15 – 30 day	56,00 € / day

*An additional 1-1 travel day may be granted before and after the mobility.*

**Please note that the Erasmus grant can only be paid for the physical part of the mobility.**

*Those granted an additional financial support can also receive travel support based on the travel [distance](#):*

DISTANCE	TRAVEL SUPPORT
10–99 km	23,00 €
100–499 km	180,00 €
500–1999 km	275,00 €
2000–2999 km	360,00 €
3000–3999 km	530,00 €
4000–7999 km	820,00 €
8000 km <	1500,00 €

Those students who were nominated by the host university but were not granted financial support can also travel to participate in the Erasmus programme, but they need to fully cover their costs. These students are named “zero grant students”.

Awarded students (including “zero grant students”) are exempt from paying tuition fees to the host institution, or from any fees (such as registration fees, exam fees, laboratory use fees, or library visit fees) that students at the host university do not have to pay separately. They have the same rights and obligations as the students of the host university.

We would like to call the students’ attention that *the financial support does not cover all the costs that arise during their stay abroad; some costs must be covered - sometimes with pre-financing- from other sources.*

### **Students in need can apply for additional supports:**

- Erasmus + Additional financial support for students with fewer opportunities: Students eligible for the grant can receive top-up support of €100 in one amount for physical mobilities up to 14 days, and €150 for physical mobilities between 15 and 30 days. Students applying for the additional support may apply for additional financial support for students with disabilities or long-term illnesses at the same time (if eligible).
- Erasmus+ Additional financial support for students with disabilities or long-term illnesses: For short-term student mobility, the support is a one-off amount of €100 (for mobility of 1-14 days) or €150 (for mobility of 15-30 days).
- Erasmus+ Additional support for green travel: Students may receive additional support for green travel (confirmed sustainable means of transport). The amount of the grant: a single contribution of €50 (only for green travel in both directions) and an additional grant for 1-1 travel days before and after the mobility.

For detailed conditions please see [Additional supports for Erasmus+ mobility](#).

According to the regulations of the Erasmus+ programme, every student have the opportunity to get 12 months of Erasmus+ status (studies, traineeship and short-term mobility), even if it is 'zero grant' mobility. For students participating in an undivided one-tier programme, this period is 24 months. It is possible to apply with previous Erasmus+ mobility as well in the same study cycle if the 12- month-time frame (24 months in case of students of an undivided one-tier programme) has not been used. It is possible to apply for those PhD students who had Erasmus+ mobility on previous study cycles.

### **How to apply?**

The application must be submitted to the Faculty international coordinator according to the faculty regulations (in the case of the Faculty of Humanities: to the secretaries of the doctoral schools) after consulting with the student's supervisor. The application is continuous, decision is within two months of submission.

The downloadable application form must be filled out preferably electronically and submitted to the international coordinator of the faculty (in the case of the Faculty of Humanities: to the secretaries of the doctoral schools).

If the faculty call for applications contains other regulations as well, they have to be taken into consideration.

The exact documents and annexes to be attached to the application are included in the faculty call for application.

False, incomplete, ineligible, illegible, or late applications will not be accepted.

In order to be informed of the application decision in time and to receive your scholarship before the start of the mobility, you must submit your application no later than the first of the third month before the planned date of departure. If the student submits their application at a later date, they are responsible for the consequences of the delay. *Applications for short-term doctoral mobilities as traineeships that have already started cannot be submitted retrospectively.*

Students independently seek a host institution (no university partnership required).

## **Evaluation**

Submitted applications are evaluated by a professional board/council, stood up by the faculty/Doctoral School. The evaluation criteria are published in the faculty call for application. The student might be required to participate at a personal interview after receiving the written evaluation.

General criteria of the evaluation (the list is not in a priority order, there might be other aspects as well according to differing Faculty regulations):

- Language proficiency at the study field,
- Academic achievement,
- Professional awareness,
- Academic excellence or other significant professional achievement,
- Participation in Student Union activities or others at related organizations,
- Participation in a Student Mentor/Buddy System, supporting students.

Those students who have never participated in the Erasmus+ Programme have priority during the evaluation process, however, we strongly encourage the re-application of former Erasmus + students too.

Based on the above points, the professional boards (in the case of the Faculty of Humanities, the Councils of the Doctoral Schools) propose the applicants who are eligible for short-term mobility and nominate students for the Erasmus+ Scholarship.

**The list of the accepted students will be approved by the Students and Staff Mobility Committee within two months of submission (the evaluation time might be extended during the summer and winter holidays.) Supported students will be informed by e-mail no later than 1 week after the Committee's decision.**

The faculty international coordinators (in administrative matters) and the dissertation supervisors (in academic matters) are available in case of any questions or problems related to the application process.

11 January 2024

Department of Erasmus+ and International Programmes