



EÖTVÖS LORÁND TUDOMÁNYEGYETEM — EÖTVÖS LORÁND UNIVERSITY

NEPTUN GUIDE



Call for Erasmus+ Student Mobility Programme

for students of Eötvös Loránd University for the
2024/2025 Academic Year



ELTE
EÖTVÖS LORÁND
UNIVERSITY



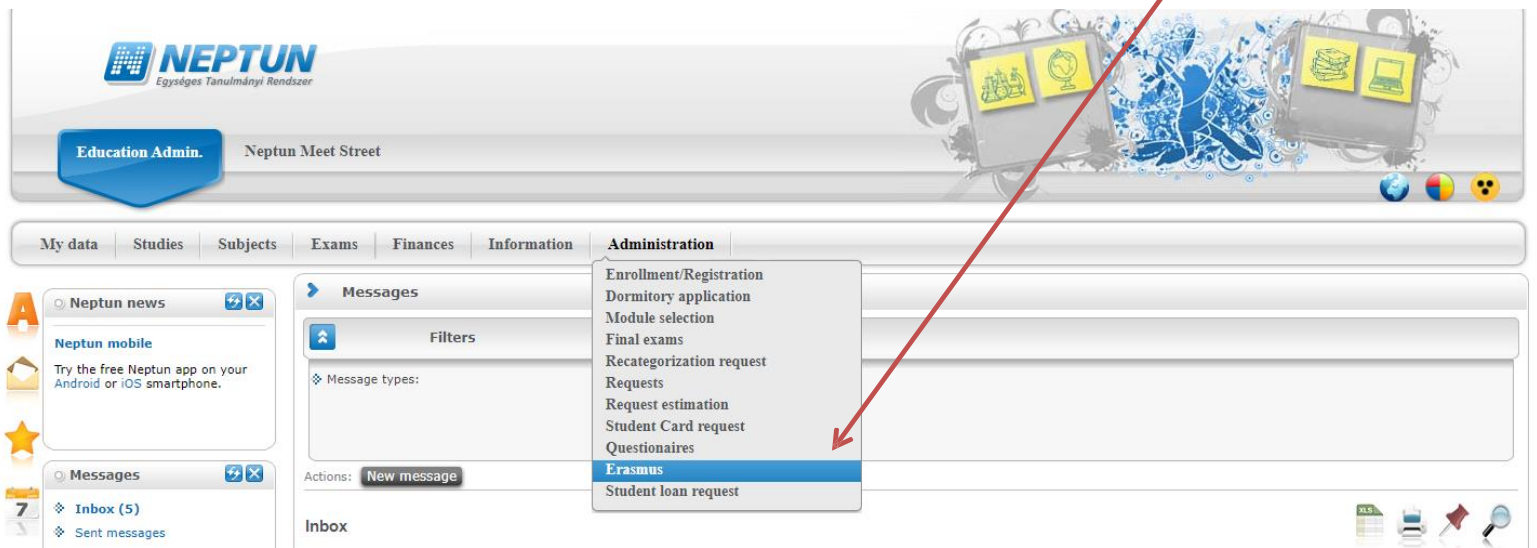
Erasmus+



ERASMUS+ APPLICATIONS MUST BE SUBMITTED VIA NEPTUN

1st Step

Log in to the Student web interface of Neptun, and in the **Administration** menu you will find the word **Erasmus**



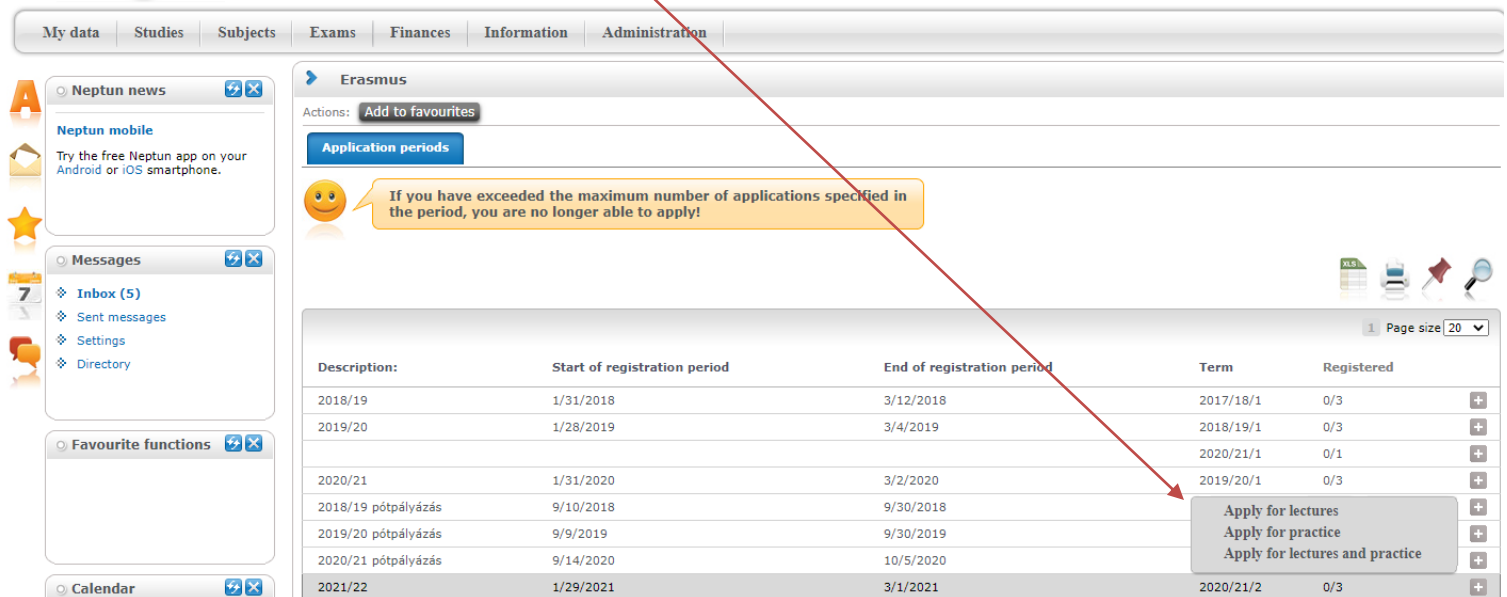
The screenshot displays the Neptun web interface. At the top left is the NEPTUN logo with the tagline "Egységes Tanulmányi Rendszer". Below it, a blue button labeled "Education Admin." is visible. The main navigation bar includes tabs for "My data", "Studies", "Subjects", "Exams", "Finances", "Information", and "Administration". The "Administration" tab is active, and its dropdown menu is open, listing various options: "Enrollment/Registration", "Dormitory application", "Module selection", "Final exams", "Recategorization request", "Requests", "Request estimation", "Student Card request", "Questionnaires", "Erasmus", and "Student loan request". A red arrow points to the "Erasmus" option. On the left side, there are widgets for "Neptun news", "Neptun mobile", and "Messages". The "Messages" widget shows "Inbox (5)" and "Sent messages".



2nd step

Choose the active registration period and click the plus sign at the end of the line.

There you can choose if you want to apply for **lectures** (exchange studies), **practice** (traineeship) or **both**.



My data | Studies | Subjects | Exams | Finances | Information | Administration

Erasmus

Actions: Add to favourites

Application periods

If you have exceeded the maximum number of applications specified in the period, you are no longer able to apply!

Description:	Start of registration period	End of registration period	Term	Registered	
2018/19	1/31/2018	3/12/2018	2017/18/1	0/3	+
2019/20	1/28/2019	3/4/2019	2018/19/1	0/3	+
2020/21	1/31/2020	3/2/2020	2020/21/1	0/1	+
2020/21	1/31/2020	3/2/2020	2019/20/1	0/3	+
2018/19 pótpályázás	9/10/2018	9/30/2018			+
2019/20 pótpályázás	9/9/2019	9/30/2019			+
2020/21 pótpályázás	9/14/2020	10/5/2020			+
2021/22	1/29/2021	3/1/2021	2020/21/2	0/3	+

Apply for lectures
Apply for practice
Apply for lectures and practice



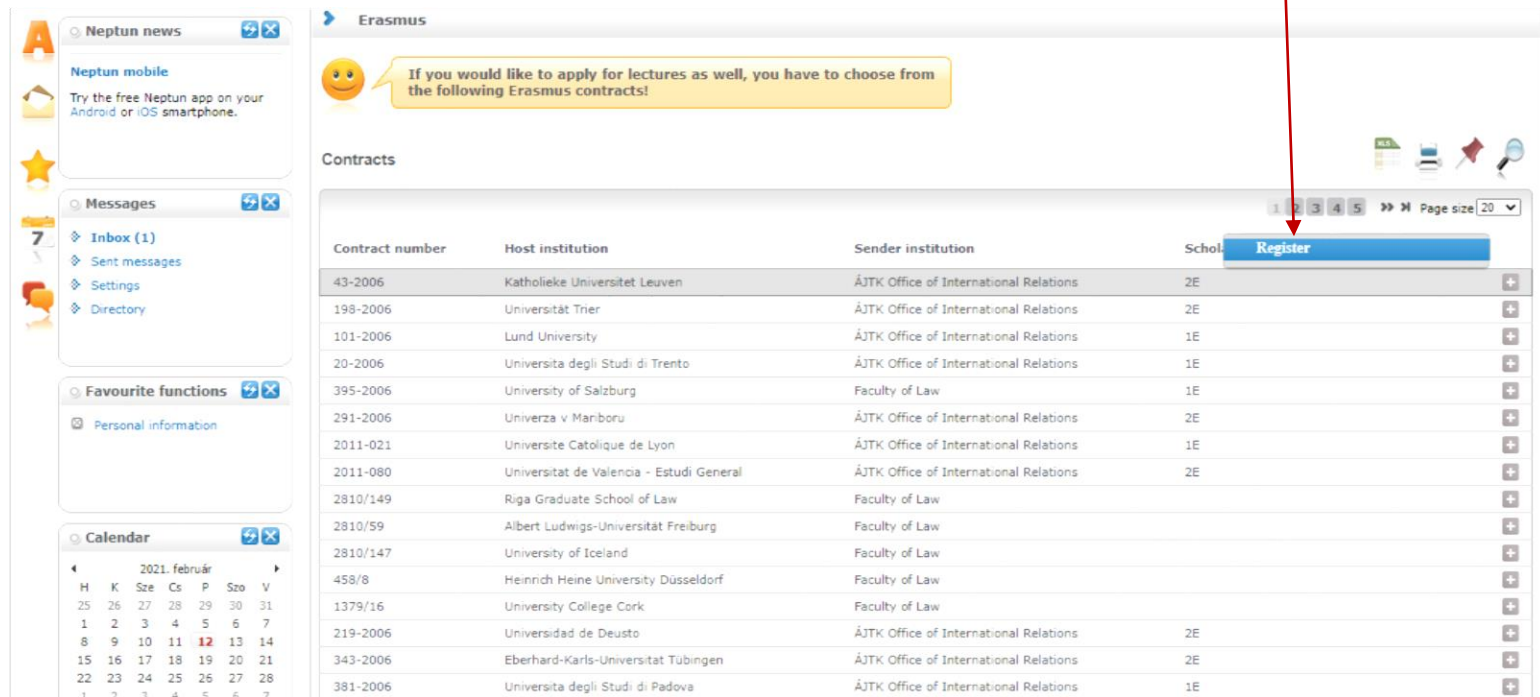
3rd step A

For those applying for exchange studies

Here you can see which partner universities you can apply to from your department.

- Choose the host university you would like to apply to. Before making your choice please read through the courses offered at the partner universities.
- By clicking on the plus sign at the end of the row you need to click **Register** to start your application.

If you know that your department has more partner institutions, contact your faculty coordinator. <https://www.elte.hu/en/international-offices/faculty-international-offices>



The screenshot displays the Erasmus portal interface. On the left, there is a sidebar with navigation options: Neptun news, Neptun mobile, Messages (Inbox (1), Sent messages, Settings, Directory), Favourite functions (Personal information), and Calendar (2021. február). The main content area is titled 'Erasmus' and features a yellow notification box: 'If you would like to apply for lectures as well, you have to choose from the following Erasmus contracts!'. Below this is a table of 'Contracts' with columns for Contract number, Host institution, Sender institution, and Schol. A blue 'Register' button is positioned above the table, with a red arrow pointing to it from the text above. The table lists various partner universities and their corresponding sender institutions.

Contract number	Host institution	Sender institution	Schol.
43-2006	Katholieke Universitet Leuven	ÁJTK: Office of International Relations	2E
198-2006	Universität Trier	ÁJTK: Office of International Relations	2E
101-2006	Lund University	ÁJTK: Office of International Relations	1E
20-2006	Università degli Studi di Trento	ÁJTK: Office of International Relations	1E
395-2006	University of Salzburg	Faculty of Law	1E
291-2006	Univerza v Mariboru	ÁJTK: Office of International Relations	2E
2011-021	Université Catholique de Lyon	ÁJTK: Office of International Relations	1E
2011-080	Universitat de Valencia - Estudi General	ÁJTK: Office of International Relations	2E
2810/149	Riga Graduate School of Law	Faculty of Law	
2810/59	Albert Ludwigs-Universität Freiburg	Faculty of Law	
2810/147	University of Iceland	Faculty of Law	
458/8	Heinrich Heine University Dusseldorf	Faculty of Law	
1379/16	University College Cork	Faculty of Law	
219-2006	Universidad de Deusto	ÁJTK: Office of International Relations	2E
343-2006	Eberhard-Karls-Universität Tübingen	ÁJTK: Office of International Relations	2E
381-2006	Università degli Studi di Padova	ÁJTK: Office of International Relations	1E

3rd step A (cont.)

After clicking on **Register** (previous step) you need to give the **planned start of lecture** and **planned length of lecture** (which is usually 5 months) and click **Register** again.

Lecture

To be filled

- Topic area: Jog
- Lecture coordinator: Anna Harmathy dr.
- Planned start of lecture: 09 2021
- Planned length of lecture in month: 5

Filed by the institution

- Contract number: 43-2006
- Contract description: automatikusan meghosszabbítva
- Contract coordinator: Harmathy Anna dr., Somorvendi Pál dr. Vá
- Foreign partner organization: Katholieke Universiteit Leuven
- Description of foreign partner organization:

Ösztöndíj kategória	II.
Megnevezés	Katholieke Universiteit Leuven
Honlap	http://www.kuleuven.ac.be/
Gyakorlat	<input checked="" type="checkbox"/>
Ciklusok	őszi szemeszter: augusztus 16-tól, tavaszi szemeszter: február 11-től kezdődik
Kiutazóknak e-mail	Elke.Timmermans@int.kuleuven.be
Szállásfoglalás honlap	http://www.kuleuven.be/accommodation/index.htm
Jelentkezési dokumentáció	http://www.kuleuven.be/english/interrelations/application07-08.rtf

Scholarship category

- Scholarship category: ZE
- Lecture start:
- Length of lecture in month:
- Number of supported month of lecture:

Register **Cancel**

Print

- Print practice certificate of completion
- Print practice contract
- Print certificate of the duration
- Print educational certificate of completion
- Print learning contract
- Print grant contract
- Print registration



3rd step B

For those applying for traineeships

Answer all the questions below to the best of your knowledge. Give special attention to the **planned start of practice** and **planned length of practice**.

You can find the name of your practice coordinator by ticking **every lecturer** at the end of the line.

Click **Register** to validate your application.

'. The form includes sections for 'Practice' (To be filled) and 'Filled by the institution'. The 'Practice' section has fields for Practice coordinator (Dániel Károly Dobos), Country (Austria), Description, City, Homepage, Contact name, Contact phone, Contact email, Planned start of practice (01.08.2021), and Planned length of practice in month (6). The 'Filled by the institution' section has fields for Start of practice, Length of practice in month, and Number of supported month of practice. At the bottom, there are buttons for 'Register', 'Cancel', and several 'Print' options: 'Print practice certificate of completion', 'Print practice contract', 'Print certificate of the duration', 'Print educational certificate of completion', 'Print learning contract', 'Print grant contract', and 'Print registration'."/>

Letelepedési engedély		Kötelező, ha nem magyar állampolgár			
Opcionális	Munkaterv	a tervezett tevékenység leírása a munka nyelvén		Not obligatory	Obligatory
Kötelező	Munkaterv	a fogadó intézményben tervezett tevékenység leírása		Hungarian obligatory	Obligatory
Kötelező	Önéletrajz	szakmai önéletrajz, nyelv: a tanszéki felhívásnak megfelelően		Obligatory	Obligatory
Kötelező	Tanulmányi terv	nyelv: magyar és a tanszéki felhívásnak megfelelő nyelven is; Tartalma: tanulmányi és kutatási terv, személyes tudományos érdeklődés és terv		Obligatory	Obligatory
Kötelező	Tudományos életrejt	magyarul és a tanulmányok vagy a munka nyelvén is kötelező, de összefüggésbe az önéletrajzzal		Obligatory	Obligatory
Kötelező	Erasmus pályázatát támogató egyéb dokumentum	az előző két félév vizsgaeredményei; a Neptunból kinyomtatva; nyelv: a fogadó intézmény (ok) másolatai		Obligatory	Obligatory
Opcionális	Motivációs levél	nyelv: a tanulmányok nyelve		Not obligatory	Obligatory
Kötelező	Motivációs levél			Hungarian obligatory	Obligatory
Nyilatkozat		Hozzájárulás adattovábbításhoz ún. harmadik országba történő adattovábbítás esetén: az Egyesült Királyságba, Észak-Macedóniába, Szerbiába vagy Törökországba pályázó hallgatóknak kötelező.		Obligatory	Obligatory

Number of results: 1-11/11 (31 ms)

Practice

To be filled

Practice coordinator: Dániel Károly Dobos Every lecturer:

Country: Austria

Description:

City:

Homepage:

Contact name:

Contact phone:

Contact email:

Planned start of practice: 01.08.2021

Planned length of practice in month: 6

Filled by the institution

Start of practice:

Length of practice in month:

Number of supported month of practice:

Register **Cancel**

Print

Print practice certificate of completion **Print practice contract** **Print certificate of the duration**

Print educational certificate of completion **Print learning contract** **Print grant contract**

Print registration

4th step

By clicking the Register button section [**Declaration**] will pop up.

- Fill it to the best of your knowledge. Then click the **Next** button at the bottom.

Information

The call for application for Erasmus+ mobility is available here: <http://www.elte.hu/erasmus/palyazat>

Please read the details of the call carefully!

Applications can be registered in Neptun until 20:00 on March 7, 2022, and the attachments can be uploaded by this deadline. You can submit additional documents for your application in paper format to your faculty coordinator by March 7, 2022.

The list of attachments to be uploaded can be found in the faculty call for applications.

Declaration

Name:
Faculty: Faculty of Education and Psychology, Degree Program: Psychology (PPK-PSZ-NMHU),

I. Being aware of my criminal liability I hereby declare that during my previous studies (either on a scholarship or as a self-funded student in label status)

1. In Erasmus studies, as part of another degree program (regardless of the level of the degree program) - Previously or in parallel to the current degree program Psychology - I have ,
2. In Erasmus traineeship, as part of another degree program (regardless of the level of the degree program) - Previously or in parallel to the current degree program Psychology - I have ,
3. In Erasmus studies within the framework of the current degree program Psychology I have ,
4. In Erasmus traineeship within the framework of the current degree program Psychology I have .

II. I declare the following regarding the main language used during my Erasmus+ traineeship / studies:

1. The main language of my Erasmus+ traineeship /studies is .
I hereby declare that if I win an Erasmus + scholarship, I will complete the mandatory OLS test for Erasmus+ scholars in the language indicated here. (On-line language test, www.ols-test.com, information about the test on the On-line platform and I acknowledge it. (If a course is not available in the main language of study, neither the test nor the course is required.)
2. If the awarded student completes the main language test below level B2, they must automatically take the offered On-line language course of the main language of studies/traineeship (Spanish, French, Italian, Dutch, Polish, Portuguese or Swedish).
3. If the student completes the main language test at B2 level or higher, they can choose in which of the available languages they would like to take a language course. Please, indicate the language in which you would like to take the course if you take the OLS test at B2 level or higher:

III. I declare that I will establish an active student status at Eötvös Loránd University from the starting date and throughout my awarded Erasmus+ student mobility/traineeship for the academic year 2022/23. I acknowledge that if my



5th step

After clicking the **Next** button you will be able to submit your request by click the **Submit request**.

III. I declare that I will establish an active student status at Eötvös Loránd University from the starting date and throughout my awarded Erasmus+ student mobility/traneeship for the academic year 2022/23. I acknowledge that if my student status is not active at the start of the mobility, my Erasmus+ student status and scholarship will be revoked immediately. Students who complete their traneeship in the year following their graduation do not need to have active status during the mobility period. Students participating in a traneeship after graduation may submit their application in the last active semester.

I have read and acknowledged the above-mentioned information and the terms and conditions of the application, and I accept their contents. My personal and academic data stored in the the Neptun system is completely accurate. By submitting my application, I agree that my personal and academic data necessary for the assessment and management of my application may be accessed by the persons responsible for the assessment and management of my application.

In case of dispute, the Hungarian version of this text shall prevail.

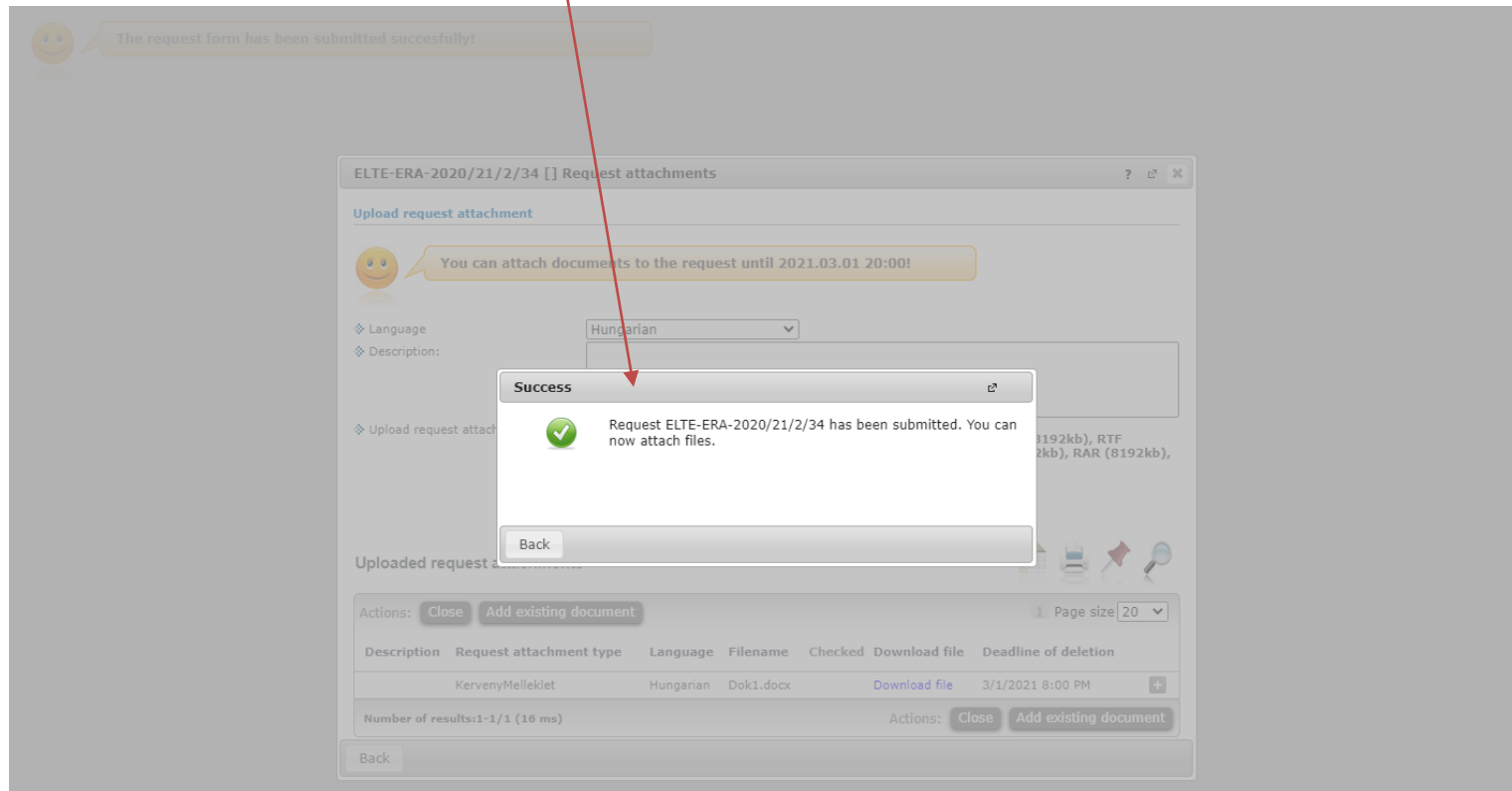
Previous Next **Submit request** Suspend filling in Assign document Back

6th step

After that, a pop-up message appears on the window saying that your request has been submitted and that you can attach files to the request.

When you close the message by clicking **back**, a display serves to attach files will appear. (see: 7th step).

The attachable documents can vary from faculties/departments to faculties/department. Please consult your international coordinator. You can find the list of international coordinators at: <https://www.elte.hu/en/outgoing-mobility/erasmus/call-for-application>



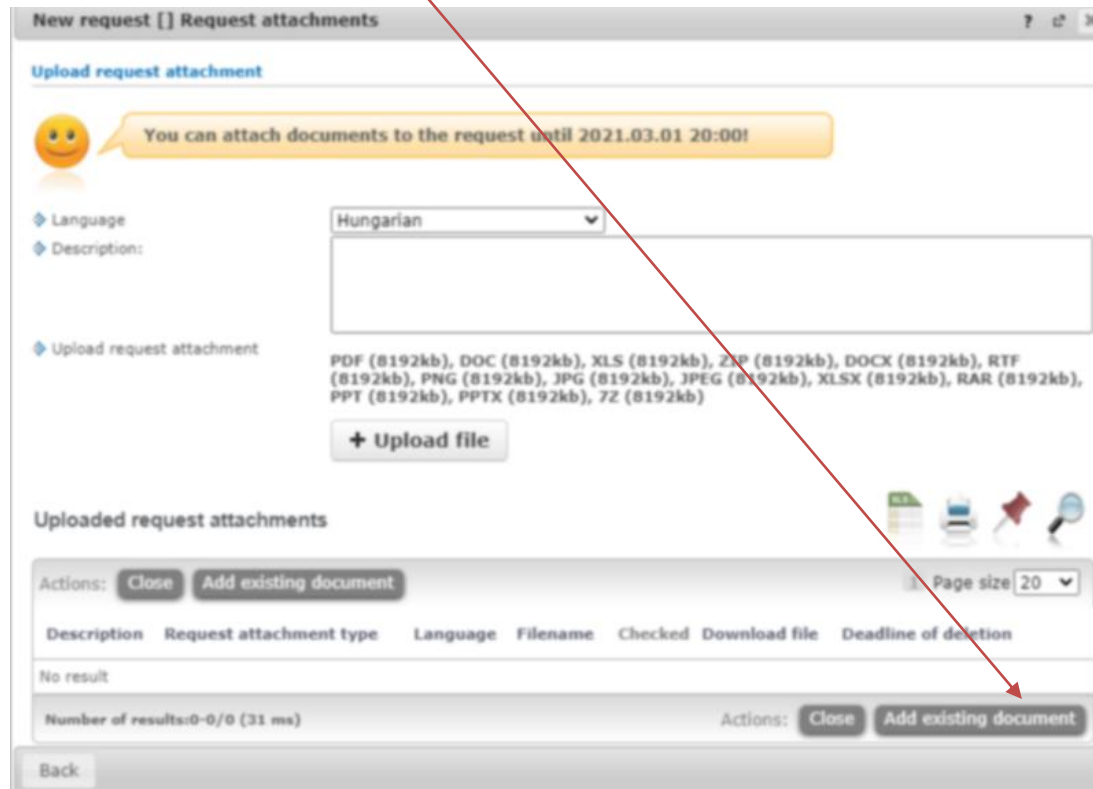
The screenshot shows a web interface for submitting a request. At the top, a message box says "The request form has been submitted successfully!". Below it, a window titled "ELTE-ERA-2020/21/2/34 [] Request attachments" is open. Inside this window, a message box says "You can attach documents to the request until 2021.03.01 20:00!". There is a "Language" dropdown menu set to "Hungarian" and a "Description:" field. A "Success" pop-up message is displayed in the foreground, stating "Request ELTE-ERA-2020/21/2/34 has been submitted. You can now attach files." with a green checkmark icon and a "Back" button. Below the success message, there is a table of uploaded request attachments.

Description	Request attachment type	Language	Filename	Checked	Download file	Deadline of deletion
KervenyMelleklet		Hungarian	Dok1.docx		Download file	3/1/2021 8:00 PM

Number of results: 1-1/1 (16 ms) Actions: [Close](#) [Add existing document](#)

7th step

Here you can attach documents to your request until the application deadline. If you have already uploaded a document you might want to add it with by clicking **Add existing document**. To upload new document(s) choose its language, name it in the Description box and click **+ Upload file**.



New request [] Request attachments

Upload request attachment

You can attach documents to the request until 2021.03.01 20:00!

Language: Hungarian

Description:

Upload request attachment

PDF (8192kb), DOC (8192kb), XLS (8192kb), ZIP (8192kb), DOCX (8192kb), RTF (8192kb), PNG (8192kb), JPG (8192kb), JPEG (8192kb), XLSX (8192kb), RAR (8192kb), PPT (8192kb), PPTX (8192kb), 7Z (8192kb)

+ Upload file

Uploaded request attachments

Actions: Close Add existing document Page size 20

Description	Request attachment type	Language	Filename	Checked	Download file	Deadline of deletion
No result						

Number of results:0-0/0 (31 ms) Actions: Close Add existing document

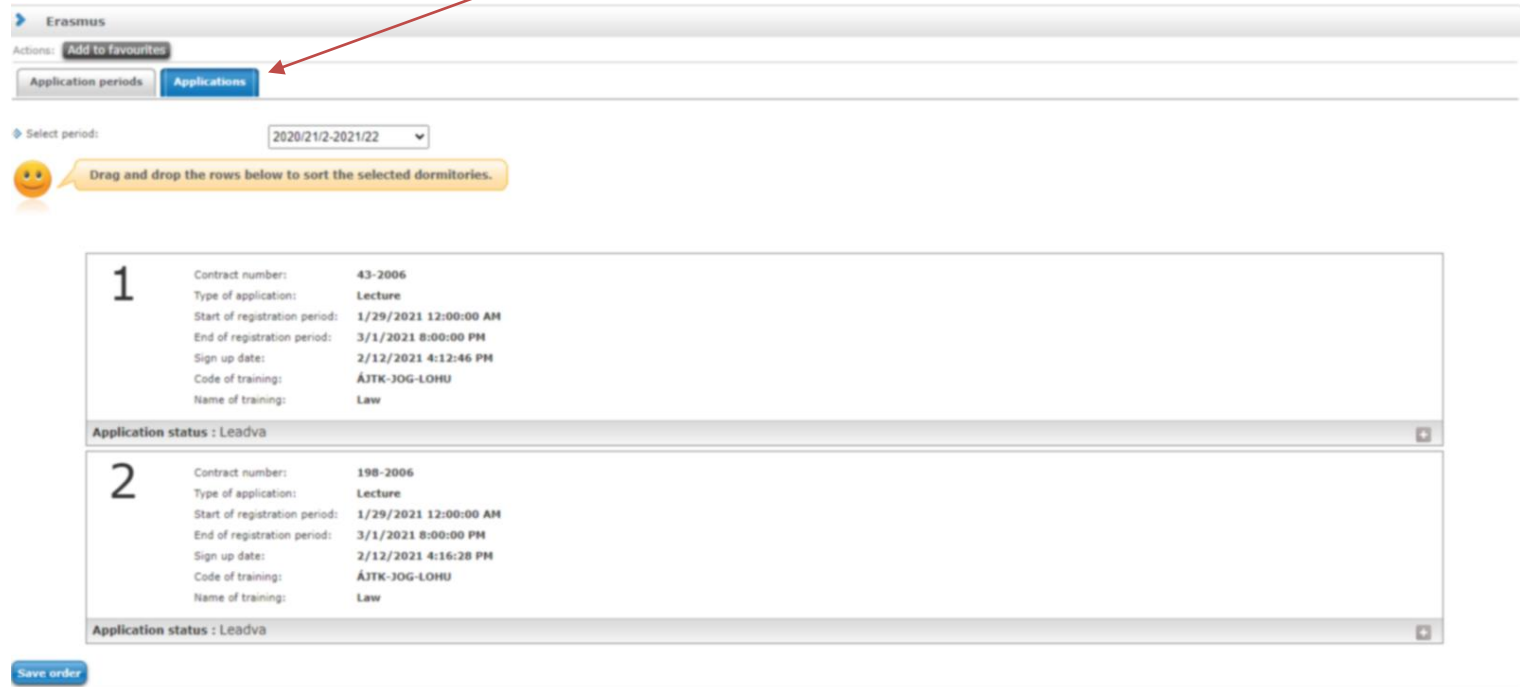
Back



8th step

Your application can be seen at
Administration/Erasmus/Applications.

Do not forget that you can apply up to **3 places by order of preference.**



The screenshot shows the Erasmus application management interface. At the top, there is a navigation bar with 'Erasmus' and an 'Add to Favourites' button. Below this, there are tabs for 'Application periods' and 'Applications', with a red arrow pointing to the 'Applications' tab. A 'Select period:' dropdown menu is set to '2020/21/2-2021/22'. A yellow tooltip with a smiley face icon says 'Drag and drop the rows below to sort the selected dormitories.' Below the tooltip, there are two application entries, each in a separate box. Each entry includes a large number (1 and 2), contract number, type of application, registration periods, sign-up date, code of training, and name of training. The application status for both is 'Leadva'. At the bottom left, there is a 'Save order' button.

Erasmus

Actions: Add to Favourites

Application periods Applications

Select period: 2020/21/2-2021/22

Drag and drop the rows below to sort the selected dormitories.

1	Contract number:	43-2006
	Type of application:	Lecture
	Start of registration period:	1/29/2021 12:00:00 AM
	End of registration period:	3/1/2021 8:00:00 PM
	Sign up date:	2/12/2021 4:12:46 PM
	Code of training:	ÁJTK-JOG-LOHU
	Name of training:	Law
Application status : Leadva		

2	Contract number:	198-2006
	Type of application:	Lecture
	Start of registration period:	1/29/2021 12:00:00 AM
	End of registration period:	3/1/2021 8:00:00 PM
	Sign up date:	2/12/2021 4:16:28 PM
	Code of training:	ÁJTK-JOG-LOHU
	Name of training:	Law
Application status : Leadva		

Save order



APPLICATION SUBMITTED

To successful application, please read the call for application carefully:

www.elte.hu/en → Education → Outgoing mobility → Erasmus+ →
Call for application → Long-term mobility
<https://www.elte.hu/en/outgoing-mobility/erasmus/call-for-application/long-term>;

and join our Erasmus+ Information Workshops, which dates can be found in the linked website.

Good luck on your application!



(+ Optional steps)

- Until the deadline for application (26 February 2024 8pm) you can change the order by **drag and drop the boxes**.
- Until the deadline for application (26 February 2024 8pm) you can edit and cancel your application. To do so click the + sign and choose **Edit** or **Cancel application**.
- To check the application click **Inspection**.

The screenshot shows the Erasmus application interface. At the top, there are tabs for 'Application periods' and 'Applications'. Below this, a dropdown menu shows the selected period '2020/21/2-2021/22'. A yellow tooltip with a speech bubble icon says 'Drag and drop the rows below to sort the selected dormitories.' Below the tooltip, there are two application rows. Each row contains the following information:

1	Contract number:	43-2006
	Type of application:	Lecture
	Start of registration period:	1/29/2021 12:00:00 AM
	End of registration period:	3/1/2021 8:00:00 PM
	Sign up date:	2/12/2021 4:12:46 PM
	Code of training:	ÁJTK-JOG-LOHU
	Name of training:	Law
Application status : Leadva		

Row 1 has a '+ sign' button on the right side. A tooltip is visible over this button with the following options:

- Inspection
- Edit
- Cancel application

Row 2 contains the same information as Row 1. Below the rows, there is a 'Save order' button.

