

PRESENTATION ABOUT THE CALL FOR APPLICATION FOR ERASMUS+ MOBILITY



Co-funded by the
Erasmus+ Programme
of the European Union



ERASMUS+ CALL FOR APPLICATION

29/01/2024 - 26/02/2024

ELTE.HU/EN/OUTGOING-MOBILITY/ERASMUS



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INTRODUCTION

WHAT IS ERASMUS?

- **Exchange abroad** (1 semester in another Erasmus country)
 - Part of the study program
- **Traineeship abroad** (curricular or voluntary traineeship in another Erasmus country)
 - Traineeship during studies*
 - Traineeship after graduation*
 - Relevant to the study programme
 - Opportunity + grant

WHERE?

Bulgaria, Croatia, the Czech Republic, Estonia, Latvia, Lithuania, North-Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey
Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxemburg, the Netherlands, Norway, Malta, Portugal, Spain, Sweden

OVERVIEW OF MOBILITY TYPES

Exchange Studies (No SH, SPCYP students)	Traineeship	Traineeship after graduation
Framework: 12 months/study cycle (BA, MA, PHD) 24 months/undivided one-tier studies		
<p style="text-align: center;">Activity:</p> <p>Studies at an Erasmus+ partner institution No tuition fee at the partner university.</p> <p>The student choose from the list of the partner universities.</p>	<p style="text-align: center;">Activity:</p> <p>curricular or voluntary traineeship Students independently seek a placement (Help on the website and/or at the faculty/academic international coordinators additional allowances are accepted</p>	
<p>Applications for Erasmus+ mobility in the UK can be submitted in the Erasmus+ International Credit Mobility call.</p>	<hr/>	
<p>For information regarding mobility opportunities in Switzerland, please check section X.: „Mobility opportunities in Switzerland” of the call.</p>		
<p style="text-align: center;">Time frame:</p> <p>min. 60 days, max. 1 semester (adjusted to the time frame of the semester at the receiving university!*)</p>	<p style="text-align: center;">Time frame: 2-5 months*</p> <p>Under the current call applications are accepted to traineeships closed until the 30 September 2025</p>	
<p style="text-align: center;">Application deadline:</p> <p>26 February 2024 (8 pm) (Neptun) Students apply during their studies.</p> <p>For students at BGGYK and TÓK from 5 February via Mobility-Online</p>	<p style="text-align: center;">Continuous application:</p> <p>Until 26 February 2024 in NEPTUN, after 26 September at your Faculty/Academic international coordinator.</p> <p>The student can apply until the end of the last active semester (the last day of the exam period).</p>	
<p style="text-align: center;">Implementation:</p> <p>during studies Active student status is needed during the mobility. (tuition fee is paid at ELTE)</p>	<p style="text-align: center;">Implementation:</p> <p>In 12 months after the completion of studies/graduation. (An active status is only required at the time of application.)</p>	
<p style="text-align: center;">Decision: First half of April</p>	<p style="text-align: center;">Decision:</p> <p>Applications until 26 February: First half of April Applications after 26 February: within 2 months of submitting the application</p>	

APPLICATION

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WHO CAN APPLY?

Special faculty requirements might occur!

Students

SH and SCYP!

- who **have student status at Eötvös Loránd University** at the time of the application;
- with Hungarian nationality *or* **registration of permanent residence permit *or* residence permit**
- in case of studying in a bachelor (**BA**) **or undivided one-tier studies:** already have **at least 1 closed semester;**
- with **active student status** at Eötvös Loránd University **in the semester of the planned mobility** (except of internship of post graduate students);
- who **meet the criteria of the department's** or institute's published **call**
- *SH and SCYP:* If you apply to Erasmus studies and win it, you will lose your entitlement to participate in the SH/SCYP programme.

HOW TO APPLY?

Special faculty requirements might occur!

DURING THE CALL FOR APPLICATION (29 JANUARY - 26 FEBRUARY 2024)

FOR STUDIES	FOR TRAINEESHIPS
Applications should be submitted in the NEPTUN	
In case of technical problems in Neptun, fill the application form electronically and hand it to your Faculty/Academic international coordinator until the deadline of the call for application.	

AFTER THE CALL FOR APPLICATION (FROM 26 FEBRUARY 2024, 8 PM)

FOR STUDIES	FOR TRAINEESHIPS
The application is closed.	Applications are still accepted. The applications must be submitted your Faculty/Academic international coordinator . Decision within two months of submission.

GUIDELINES ON HOW TO APPLY ARE IN NEPTUN IN THE CALL

WWW.ELTE.HU/EN/OUTGOING-MOBILITY/ERASMUS

MORE HELP

- [Detailed call for application](#)
- [Application form](#)
- [Erasmus App](#) For the renewed Erasmus application, click on the linked page or download it from the Google Play Store / App Store!
- [Privacy notice](#)
- [Consent to data transfer to third country](#)
- [Guidelines for Neptun application](#)

DOCUMENTS FOR THE APPLICATION

Special faculty requirements
might occur!

V. REQUIRED DOCUMENTS FOR THE APPLICATION ▲

(The list informative only. Please contact your [Faculty/Academic international coordinator](#) for the required documents to your application).

FOR STUDIES	FOR TRAINEESHIPS
motivation letter and study plan	motivation letter and work plan
	CV
Gradebook of the previous terms printed from Neptun (For Master students, the Bachelor grades should be also attached)	
copy of the diploma (in case of Master or Phd Studies)	
for non-Hungarian students: copy of the registration of permanent residence permit <i>or</i> the copy of the residence permit <i>or</i> the copy of the refugee status	
Optional: certificate of active participation in the Student Union or any other organization (HÖK, ESN, OTDK stb.)	
For students applying to North-Macedonia, Serbia, Turkey or Switzerland (please check section X.: „Mobility opportunities in Switzerland“): Consent to data transfer to third country	
----	For students applying to traineeships: Letter of Acceptance / Letter of Admission (the host institution/company issues to the student): <i>If the host institution is not a university, the precise postal address, e-mail address and telephone number of the host institution must be included in the document as well.</i>
----	In case you would like to apply for the additional financial support for students with fewer opportunities, documentation according to our call for application

STUDIES IN SWITZERLAND

„Swiss-European Mobility Programme“ (SEMP)

- Applications to ELTE SEMP partners: via **Neptun**
- **Grant: from the host institution**, approx. 2300 CHF per semester (~ approx. 2430 EUR).

You cannot apply for Erasmus+ additional support with SEMP mobility!

- **Documentation:** according to the regulations of the host university
- **The credit recognition process** is identical to the Erasmus+ mobility.

PLANNING

PLANNING: ERASMUS STUDIES

- **Where can I go?**

Faculty lists are in the call, the universities listed in the Neptun (Erasmus menu),

For information on the availability of partner universities, please follow the central call.

- **You can give 3 universities by order of preference**

- **20 ECTS** must be fulfilled per semester (BA, MA and undivided one-tier studies)

PhD: There is no minimum credit expectation in the case of research activity at the partner university.

- **Conscious choice** of Host Institution

- **Compare** the ELTE **course catalog (curriculum)** to the the partner university course catalog (curriculum) **(study cycle/level, language, courses)**

- **Recognition of credits/courses:** as an elective or compulsory (elective) subject

- **Consultation with the course instructors, academic international coordinators about the courses!**

- Erasmus/individual course schedule (can vary by faculties)*

- **Germany** (due to longer semesters it is not recommended in the last semester)

PLANNING: ERASMUS TRAINEESHIP

- **Where can I go?**

Students independently seek a placement (no partner list)

To any organization or institution located in an Erasmus + program country except EU bodies

Tips and database: <https://www.elte.hu/en/outgoing-mobility/erasmus/traineeship>

Conscious choice of Host Institution

- Write to companies/institutions where you would want to work and explain that you would go with the Erasmus+ programme. Try to ask a **Letter of Acceptance** that you can attach to your Erasmus application. Minimum 30 hours/week
- **Consultation with the course instructors, academic international coordinators** about the traineeship programme.
- **Recognition of the traineeship: For credits or in the diploma supplement**
- **SH and SCYP students:** traineeship during summer **DATES!** *
- **Traineeship after graduation has to end in 1 year after graduation.**

FINANCES

FINANCES

GRANT/SCHOLARSHIP:

DESTINATION	MONTHLY GRANT/SCHOLARSHIP
Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxemburg, the Netherlands, Norway, Malta, Portugal, Spain, Sweden	600 Euros per month in the case of studying abroad (even with combined mobility) and 750 Euros for work placement / internships
Bulgaria, Croatia, the Czech Republic, Estonia, Latvia, Lithuania, North-Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey	540 Euros per month in the case of studying abroad (even with combined mobility) and 690 Euros for work placement / internships.

- Payment schedule: **90% - 10%**
- Currency: **EUR > Euro bank account is suggested**
- The grant/scholarship **does not** cover all the costs that arise during their stay abroad
- Traineeships: allowances are allowed

EVALUATION, NOMINATION

EVALUATION

VIII. EVALUATION OF THE APPLICATIONS ▲

Submitted applications are evaluated by a professional board, stood up by the Institute/Department.

The evaluation criteria are published in the call.

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 Institutes/Departments nominate students to the Erasmus Board (for study tours, internships and financial grants).

Attention! If you have simultaneously submitted other applications in the framework of the following calls: Erasmus+ **study abroad program within the framework of agreements for all subject fields** or **outside Europe**, and one of them will be awarded, **your mobility application for the same mobility period will be considered cancelled.**

Those students, who were nominated by the host university but were not granted financial support by the Erasmus Board, might also travel to participate in the Erasmus programme, but they need to fully cover their costs. These students are named "zero grant students". Thanks to this status, students are free from any payment at the host university, i.e. zero grant students do not need to pay tuition fee and any costs of registration, exams, laboratory and library.

The full list of the accepted students will be approved by the Students and Staff Mobility Committee expectedly in the first half of April 2024. Supported students will be informed via Neptun message and via their e-mail found in Neptun no later than 1 week after the Committee's decision.

(To see the result you have to login to Neptun.)

All the applications for internships submitted later will be approved by Students and Staff Mobility Committee within two months of submission (the evaluation time might be extended during the summer and winter holidays), thus it is still possible to apply for Erasmus+ traineeships after 26 February 2024. Supported students will be informed by e-mail no later than 1 week after the Committee's decision.

NOMINATION

- The evaluation is a multi-stage process. First, the application is evaluated by the faculty professional board. The faculty/academic coordinator might pre-inform about the result, yet only the result announcement sent after **Students and Staff Mobility Committee meeting is considered to be the final decision.**
- **Applications until 26 February (studies and traineeships):** The final decision arrives to the e-mail address given in the Neptun system. The result can be seen under the Erasmus menu item as well. Decision expected in the first half of April.
- **Applications after 26 February 2024 (traineeships):** Decisions within two months of submission (via email).
- **Supported students (for studies) will be nominated to the partner university.**
- **Conditional Nomination:**
Nomination sent by the international coordinator to the receiving university before the final decision about the application. It happens **if the nomination deadline is earlier than the ELTE Students and Staff Mobility Committee meeting.** It is conditional, because it is earlier than the official decision.

NOMINATION

The supported students will be nominated by Institutes/Departments at the partner institution. We would like to call the students' attention that the nomination process and deadlines are varying in every host institution/university, thus we suggest to obtain informations about the nomination deadlines of the host institution and make sure that you are nominated at the right partner institution.

The partner institution always confirm whether or not can receive you for the semester and the programme that you have applied for.

ERASMUS+ STUDY ABROAD PROGRAM WITHIN THE FRAMEWORK OF AGREEMENTS FOR ALL SUBJECT FIELDS

<https://www.elte.hu/en/outgoing-mobility/erasmus/call-for-application/all-fields>

- ELTE has an Erasmus+ agreement covering **all subject areas** with the following universities:
 - Members of the CHARM-EU University alliance
 - Certain member universities of the Coimbra Group Student Exchange Network
 - University of Sheffield

Who we recommend it to?

- Primarily to those students for whom there **are only a few Erasmus host institutions available**, and secondly to those who are specifically interested in a CHARM-EU or Coimbra Group partner institution available for studies. **There are many high-level partner institutions!**
- **Application submission: until 26th of February (on the online form available in the call for applications)***

ERASMUS+ SHORT-TERM MOBILITY FOR PHD STUDENTS (AS A TRAINEESHIP)

www.elte.hu/en/outgoing-mobility/erasmus/call-for-application/short-doctoral

Mobility of 5-30 days

A doctoral student can apply after consulting with the dissertation supervisor. Conditions and application process, downloadable documents are available on the website.

Grant amount

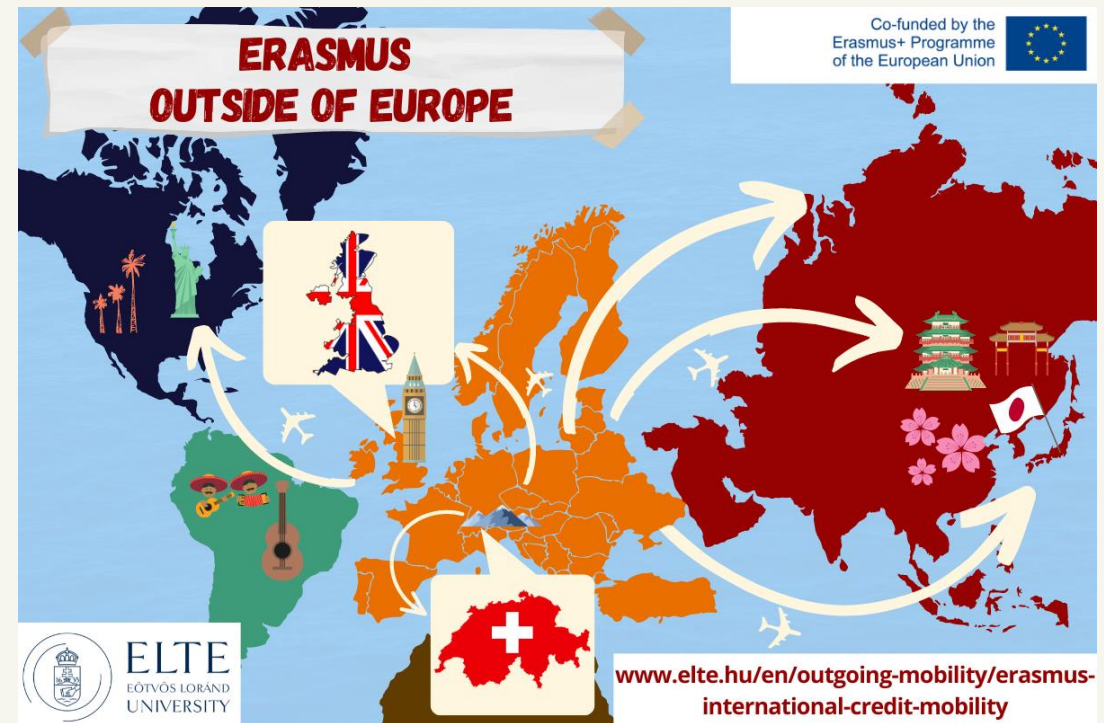
- 5 - 14 days – 79 euros/day
- 15 - 30 days – 56 euros/day

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

ERASMUS+ MOBILITY OPPORTUNITIES OUTSIDE EUROPE

<https://www.elte.hu/en/outgoing-mobility/erasmus-international-credit-mobility>

- It is also possible to apply to **Great Britain** and **Switzerland** within the framework of this call, as well as 18 different non-European destination countries.
- Call for applications: **8th of February**
- Submission deadline: **til 29th of February**
- Eligible activities: studies, traineeship, **short-term doctoral mobility**



I AM AWARDED, WHAT NOW?

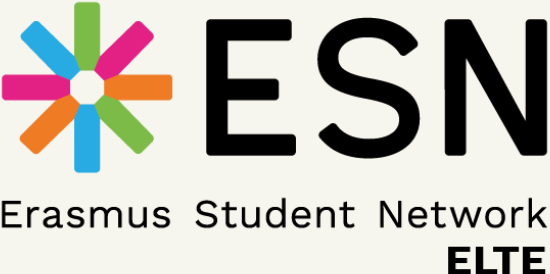
- Administrative to-do, guidelines and workshops for preparation:

<https://www.elte.hu/en/outgoing-mobility/erasmus/winners/before-mobility>

- **Administrative and Housing sessions will be held**

MORE INFORMATION

Eramus+ call for application: www.elte.hu/en/outgoing-mobility/erasmus/call-for-application
Faculty and academic coordinators: **list in the call, and the next slide**



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ERASMUS+

CALL FOR APPLICATION	BEFORE YOU APPLY	FOR SCHOLARSHIP WINNERS	ADDITIONAL FINANCIAL SUPPORTS
ERASMUS+ TRAINEESHIP ABROAD	INSTITUTIONAL AGREEMENTS	COMPLAINTS	CORONAVIRUS (COVID-19) INFORMATION
ERASMUS IN THE UNITED KINGDOM	INTERCULTURAL PREPARATION		



New!



CORONAVIRUS (COVID-19) ERASMUS+ MOBILITY

Dear Student,

For information on the changes regarding Erasmus+ student mobilities affected by the coronavirus, please check the following page: [Coronavirus \(COVID-19\) information](#)

Best Regards,

Department of Erasmus+ and International Programmes

(17.08.2020)

FACULTY INTERNATIONAL COORDINATORS CONTACTS

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THANK YOU FOR THE ATTENTION

If there is any questions, do not hesitate to ask!

THERE IS NO SUCH THING AS A DUMB QUESTION