

ADMINISTRATIVE INFORMATION SESSION
FOR OUTGOING



STUDENTS

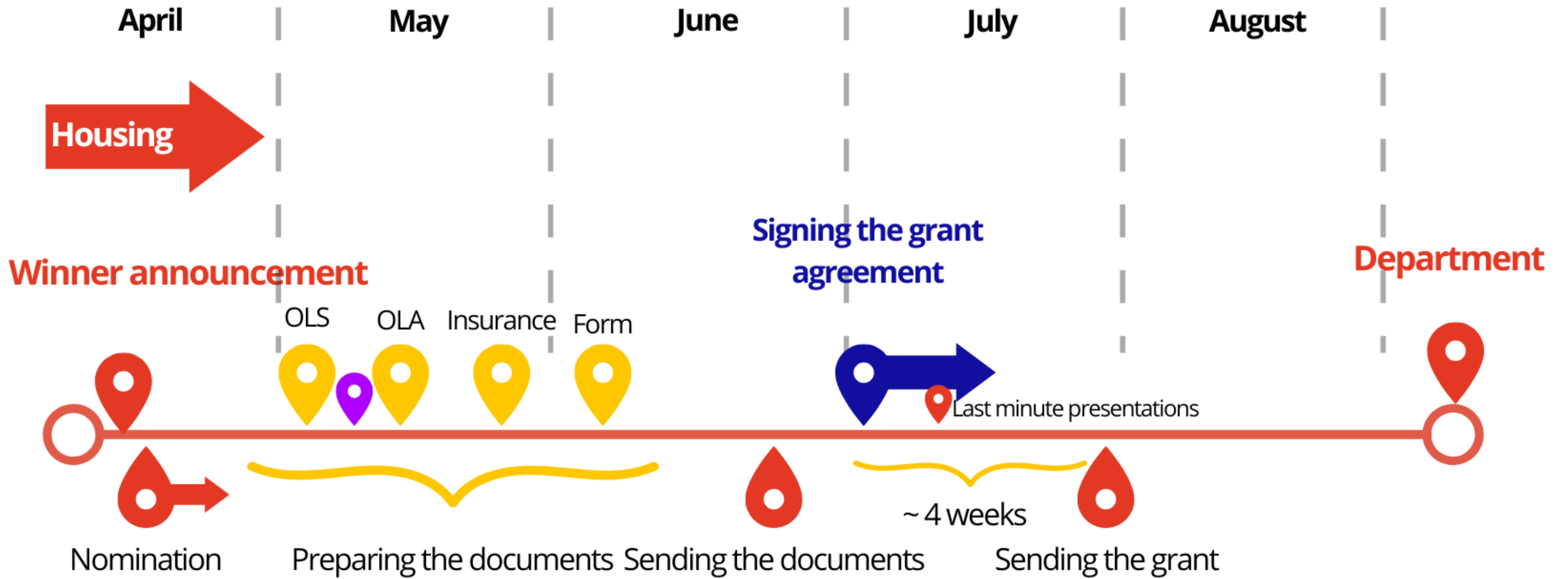
ELTE DEPARTMENT OF ERASMUS+ INTERNATIONAL PROGRAMMES


www.elte.hu/en/outgoing-mobility/erasmus/winners

- **To-do before mobility:**
 - Planning and information
 - Preparing the documents
 - Handing the documents
 - Finances
 - (Housing)
- **Arrival, to-do during mobility**
- **Closing the mobility**
- Other resources
- Questions



TIMELINE FOR THE OUTGOING STUDENTS FOR THE FALL SEMESTER



 : Additional financial support for students with fewer opportunities application deadline (may 7)

The above mentioned are the earliest dates, it may change, depending on when the student arranges, and it may slip differently depending on the partner

TO-DO BEFORE MOBILITY: PLANNING AND INFORMATION

WWW.ELTE.HU/EN/OUTGOING-MOBILITY/ERASMUS/WINNERS/LONG-TERM/BEFORE_THE_MOBILITY

Planning

- **Housing** (separate session)
- **Finances**
 - Cost calculation
 - Opening a devisa account
 - Additional support
- **Planning of studies**



INFORM YOURSELF*

- **Nomination:** The international coordinator of the sending institution sends the list of their nominated students to the host institution.
- The sending institution sends an **application package** (e-mail) to the nominated students (formal, aim: registration). Students apply to the host institution according the steps written in that e-mail.*

IMPORTANT: check the website of the host institution > **application deadline** > if there is no e-mail within two weeks till the deadline> contact your international coordinator at ELTE if you were nominated!*



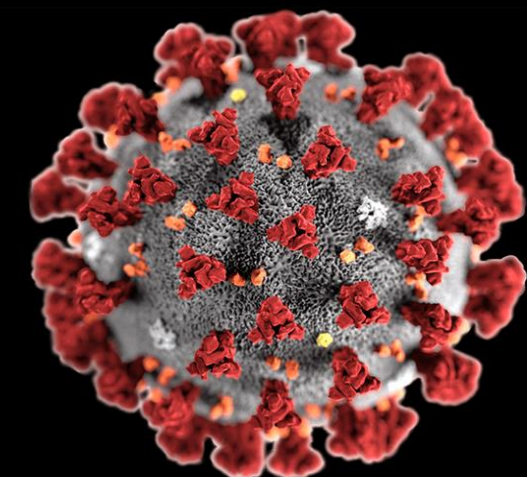
General vis maior situation

- **Frequent communication** with the sending and home institution during the whole mobility period.*
- **Any changes** in the planned mobility (you cannot travel abroad, you have to come back earlier, you will travel later) **needs to be communicated** to the international coordinators of both institutions.

If your mobility fails or shortened due to the epidemic situation, financial settlement is implemented through a **vis maior equity claim**. More info: <https://www.elte.hu/en/outgoing-mobility/erasmus/force-majeure>*

IMPORTANT

- Save the invoices and open a **EURO BASED** bank account



TO-DO BEFORE MOBILITY:
PREPARING THE DOCUMENTS

TO DO BEFORE MOBILITY PREPARATION OF THE DOCUMENTATION

1. OLS assessment (https://www.elte.hu/en/ols_assessment)

Compulsory language test and optional language course

2. (ONLINE) LEARNING AGREEMENT and planning the mobility programme– Learning Agreement

for Studies/Traineeships

Fill and sign(ed) ONLINE!

In case of studies (except Phd) minimum 20 ECTS

3. INSURANCE

Health Insurance is obligatory for everyone (EU blue card or any private insurance)*

Has to be valid for the whole physical mobility period.

Traineeship: Accident and liability insurance is not obligatory, but recommended.*

TO DO BEFORE MOBILITY PREPARATION OF THE DOCUMENTATION

4. FORM

Declarations and datas for the personal **Grant Agreement**.

In case of any mistake, please do not fill it again, but write to erasmus.out@dep.elte.hu *

5. GRANT AGREEMENT

Financial agreement between the student and ELTE.

Prepared by the answers given in the form. It is sent to the student by e-mail, who has to read and sign it. CHECK CAREFULLY

If you spot any mistake, write back to the e-mail. *

ONLINE LEARNING AGREEMENT

www.learning-agreement.eu

OLA ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

My Learning Agreements

See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university.

You have not created any Learning Agreements yet

[Create New](#)

OLA ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

1 Student Information 2 Sending Institution Information 3 Receiving Institution Information 4 Proposed Mobility Programme 5 Commitment

Academic year *
2019/2020

Student

First name(s) * Gréta Last name(s) * Kövecses

Email * outgoing@ppk.elte.hu

Date of birth * 2020. 10. 22. Gender * Female Nationality * Hungary (304)
Country to which the person belongs administratively and that issues the ID card and/or passport.

Field of Education * Psychology (0313) (761) Study cycle * Bachelor or equivalent first cycle (EQF level 6)
Field of education: The ISCED-F 2013 search tool available at http://ec.europa.eu/education/international-standard-classification-of-education-isced_en should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.
Study cycle: Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

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OLA ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

1 Student Information 2 Sending Institution Information 3 Receiving Institution Information 4 Proposed Mobility Programme 5 Commitment

Academic year *
2020/2021

Sending

Sending Institution

Country * Hungary x

Name * EOTVOS LORAND TUDOMANYSZAG x

Faculty/Department
Faculty of Education and Psychology

Address * Budapest Erasmus Code * HU BUDAPE01

OLA ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

Name of the institution

Receiving Responsible Person

First name(s) * Katalin

Last name(s) * Felvinczi

Position * Vice dean

Email * international@ppk.elte.hu

Phone number

Responsible person at the Receiving Institution: the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

[Previous](#) [Next](#)

Receiving Administrative Contact Person

First name(s) Gréta

Last name(s) Kövecses

Position Faculty mobility coordinator

Email outgoing@ppk.elte.hu

Phone number

it.auth ESN EUF European Foundation for the Improvement of Living and Working Conditions

Privacy Policy and Terms and Conditions
We encourage you to review the documentation and let us know if you have any questions.

RELEASE NOTES PRIVACY POLICY TERMS AND CONDITIONS

ONLINE LEARNING AGREEMENT

www.learning-agreement.eu

Receiving Institution

Country *
Portugal x

Name *
UNIVERSIDADE DE LISBOA x

Faculty/Department
[fogadó kar/tanszék neve]

Address *
Lisbon

Erasmus Code *
P LISBOA109

Receiving Responsible Person

First name(s) *
[fogadó adata]

Last name(s) *
[fogadó adata]

Position *
[fogadó adata]

Email *
[fogadó adata]

Phone number
[fogadó adata]

Responsible person at the Receiving Institution; the name and email of the Responsible person must be filled in only in case it differs from that of the Contact

Receiving Administrative Contact Person

First name(s)
[fogadó adata]

Last name(s)
[fogadó adata]

Position
[fogadó adata]

Email
[fogadó adata]

Phone number
[fogadó adata]

Preliminary LA

Planned start of the mobility *
2021. 02. 01.

Planned end of the mobility *
2021. 07. 01.

Table A - Study programme at the Receiving institution *

Component to Table A	Remove	
Component title at the Receiving Institution (as indicated in the course catalogue) *		
Introduction to Learning Agreement		
<small>An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.</small>		
Component Code * KINTIKÖD	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion * 4	Semester * Second semester (Summer/Spring)
<small>ECTS credits (or equivalent): in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.</small>		

Add Component to Table A

Web link to the course catalogue at the Sending Institution describing the learning outcomes; [web link to the relevant info]

- Course catalogue: detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them. Show less
- This must be an external URL, such as <http://example.com>.

The main language of instruction at the Receiving Institution *
The level of language competence *

ONLINE LEARNING AGREEMENT

www.learning-agreement.eu

The screenshot shows the OLA web application interface. At the top, there is a navigation bar with the OLA logo and links for 'ABOUT', 'FAQ', 'ELDER OLA', 'FOR TRAINEES', 'MY LEARNING AGREEMENTS', 'MY ACCOUNT', and 'LOG OUT'. The main content area is titled 'Add Component to Table A'. It includes a text box for 'Web link to the course catalogue at the Sending Institution describing the learning outcomes: [web link to the relevant info]'. Below this, there are dropdown menus for 'The main language of instruction at the Receiving Institution' (set to 'English') and 'The level of language competence' (set to 'B2'). A 'Table B - Recognition at the Sending institution' section is visible, showing 'No Component added yet.' and an 'Add Component to Table B' button. The footer contains logos for it.auth, ESN, EUF, and the European Union, along with a privacy policy link.

This screenshot displays the 'Table B - Recognition at the Sending institution' form. It features two identical component entry sections. Each section has a 'Component title at the Sending Institution' field, a 'Component Code' field (e.g., 'PSZB-PÉLDA1'), a 'Number of ECTS credits' field (e.g., '3'), and a 'Semester' dropdown menu (e.g., 'Second semester (Summer/Spring)'). A 'Remove' button is located at the top right of each component entry. The footer includes the same navigation and branding elements as the previous screenshot.

The screenshot shows the 'Commitment Preliminary' form. It starts with an 'Academic year' dropdown menu set to '2020/2021'. Below this is a large text area for a commitment statement, followed by a 'Clear' button. At the bottom, there is a 'Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review' button. The footer contains the same navigation and branding elements.

This screenshot shows the 'My Learning Agreements' dashboard. It features a header with the OLA logo and navigation links. A prominent red banner contains the text: 'See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university.' Below this is a 'Create New' button and a table listing existing agreements. The table has columns for 'Sending Institution', 'Receiving Institution', 'Status', 'Created **', and 'View or Edit'. The footer includes the same navigation and branding elements, plus additional links for 'RELEASE NOTES', 'PRIVACY POLICY', and 'TERMS AND CONDITIONS'.

Sending Institution	Receiving Institution	Status	Created **	View or Edit
EOTVOS LORAND TUDOMANYESYETEM	EOTVOS LORAND TUDOMANYESYETEM	Signed by Student and sent to the Sending HEI	Wed, 10/21/2020 - 16:03	View Download PDF

TO DO BEFORE MOBILITY: SENDING THE DOCUMENTS

www.elte.hu/en/outgoing-mobility/erasmus/winners/long-term/before_the_mobility

TO DO BEFORE MOBILITY: SENDING THE DOCUMENTS

Start the documentation process at least 6-8 weeks before your mobility starts

- 1. To be sent by e-mail to the faculty international coordinator:**
 - A pdf version of the **Online Learning Agreement** signed by all three parties
 - A pdf version (or screenshot) of the results of the OLS assessment
 - Copy of document (s) proving the **existence of insurance(s)** (eg. EU health insurance card)
- 2. Fill the **form**, click on „Elküld”**

THE PERSONALIZED GRANT AGREEMENT WILL BE PREPARED AND SENT TO THE STUDENT ONLY IF THE 1ST AND 2ND STEPS ARE COMPLETED.

3. Grant Agreement

Signed, original copies of the Grant Agreement received by e-mail must be mailed to the Department of Erasmus+ and International Programmes

The scholarship is expected to arrive to the student within 4 weeks of the receipt of the signed Grant Agreement

TO-DO BEFORE MOBILITY: **FINANCES**

**[HTTPS://WWW.ELTE.HU/EN/OUTGOING-
MOBILITY/ERASMUS/CALL-FOR-APPLICATION/LONG-TERM](https://www.elte.hu/en/outgoing-mobility/erasmus/call-for-application/long-term)**

ERASMUS+ SCHOLARSHIP / GRANT AMOUNT

All obligations related to travelling and staying abroad (travel, accommodation, visa, residence permit, etc.) should be managed and paid by the scholarship holder. You need to know the fact that the amount of the Erasmus+ grant may be not enough to cover all costs. *

Receiving country	Monthly grant
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.

Exact personal amount > Grant Agreement

- **Payment** schedule: **for the physical period**
- 90% before the mobility: after fulfilling the administrative requirements, 10% after closing the mobility.
- For additional support, please visit: <https://www.elte.hu/en/outgoing-mobility/erasmus/additional-supports>

BEFORE THE MOBILITY:
HOUSING

HOUSING

Accommodation hunting

We have a Housing information session on the 8th of May (link in the sent mail or on the website)

Most important info:

- It is managed by the scholarship holder.
- Important to start searching on time.
- The best is to ask the host institutions's international coordinator or check their website about housing matters.
- Deal with:
 - Dormitory or private accommodation.
 - Beware of scams, be careful, how to detect?
 - **Pandemic:** Dormitory vs. Private accommodation. Pros and cons.

[HTTPS://WWW.ELTE.HU/EN/OUTGOING-MOBILITY/ERASMUS/WINNERS/INFORMATION_SESSIONS](https://www.elte.hu/en/outgoing-mobility/erasmus/winners/information_sessions)

DURING MOBILITY

**[HTTPS://WWW.ELTE.HU/EN/OUTGOING-
MOBILITY/ERASMUS/WINNERS/LONG-TERM/DURING_THE_MOBILITY](https://www.elte.hu/en/outgoing-mobility/erasmus/winners/long-term/during_the_mobility)**

ARRIVAL

Upon arrival or within 30 days*

OBLIGATORY STEPS

- **Declare your active student status** in Neptun (as in every semester) !!! **Except: Traineeship after graduation/completion**

Send the **Certificate of Arrival/Registration** signed by the host institution to your faculty international coordinator at ELTE.

+ Check if your Erasmus+ status has been set up in Neptun

IF ANY CHANGES IN THE STUDY/TRAINEESHIP PLAN (e.g. subjects, tasks, periods)

- Learning Agreement - **During the mobility**

www.elte.hu/en/outgoing-mobility/erasmus/winners/duringthemobility

The background features a stylized illustration. On the left, a person in a blue uniform holds a large white board with the words 'TO DO' at the top. Below the text are three items, each consisting of a teal checkmark in a square box followed by a grey horizontal bar. On the right, a woman with dark curly hair, wearing a white top and blue pants, holds a large teal pencil. The overall scene suggests a checklist or administrative task.

IF THE BANK ACCOUNT CHANGES:

Fill the form found at https://www.elte.hu/en/outgoing-mobility/erasmus/winners/long-term/during_the_mobility

In case of any changes in the mobility inform the international coordinators of both universities. *

EXTENSION:

Unfortunately, it is not possible at the moment*
only at your own expense

AFTER MOBILITY: **CLOSING THE MOBILITY**

https://www.elte.hu/en/outgoing-mobility/erasmus/winners/long-term/after_the_mobility

CLOSING DOCUMENTATION! It is currently in digital form, but this may change until closing!

By submitting the Erasmus + final documents, students fulfill their obligations under the Grant Agreement regarding the settlement, and at the same time requests the payment of the residual scholarship.

Submit all of the documents to your faculty international coordinator electronically **in 1 e-mail not later than 30 DAYS after your mobility:**

- 1. confirmation e-mail of the filled EU Survey** (If you can't find the confirmation e-mail, please attach the first page of the completed report.)
- 2. Transcript of Records/Traineeship Certificate/[Learning Agreement](#) „After the mobility” section**
Studies: min. **20 ECTS**
- 3. [Certificate of Attendance](#)** Using the form is mandatory (website)



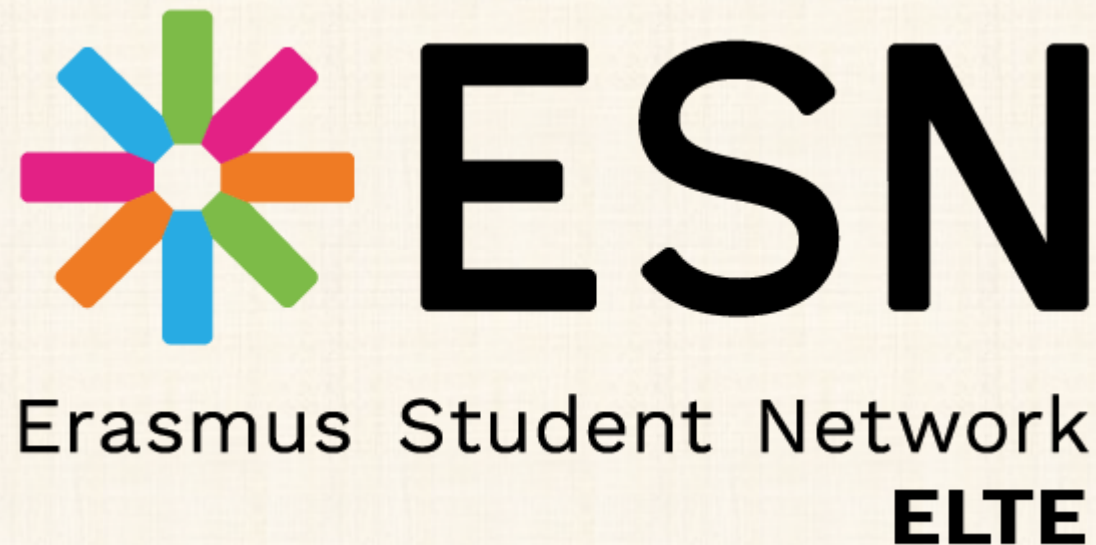
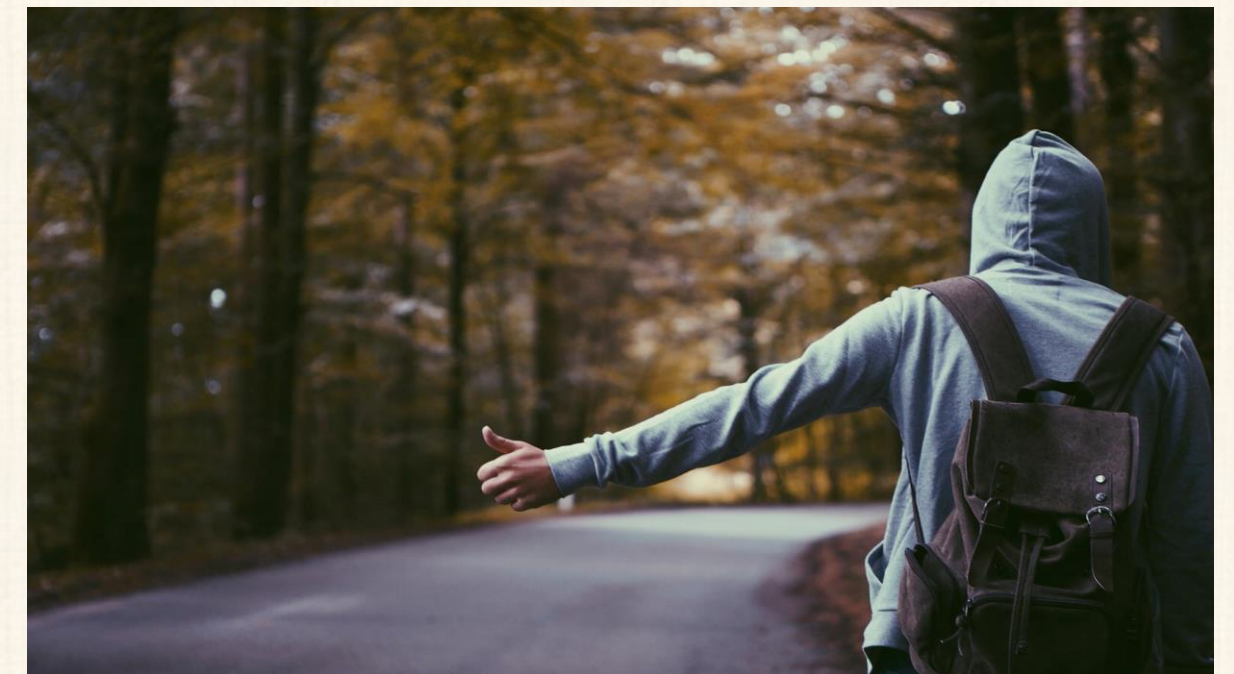
TRANSFER OF 10% SCHOLARSHIP IS ONLY POSSIBLE AFTER SENDING THE DOCUMENTS

It is still possible to change the bank account number > form on the website

+

Consult your faculty coordinator about the credit recognition process / or the inclusion of the traineeship into the diploma supplement. (except after graduation)

WHAT ELSE CAN HELP



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

www.ppk.elte.hu/tanacsado

FACULTY INTERNATIONAL COORDINATORS CONTACTS

ÁJK: Dalnoki Brigitta brigitta.dalnoki@ajk.elte.hu +36/1-483-8019/4628

BGGYK: Kövecses Gréta erasmus@barczy.elte.hu +36/1-358-5503

BTK: Gilián Lilla outgoing@btk.elte.hu +36/1-411-6500/5012

GTK: Siklósi Enikő outgoing@gtk.elte.hu - administration via email

IK: Királyné Csizmazia Anikó csaniko@inf.elte.hu +36/1 -372-2500 /1937

PPK: Varga Szilárd outgoing@ppk.elte.hu +36/1-461-4500 /3474

TÓK: Romanoczki Ildikó international@tok.elte.hu +36/1-487-8111

TÁTK: Szabó Szandra international@tatk.elte.hu +36/1-372-2500/6779

TTK: Szedmák Orsolya mobilitas@ttk.elte.hu +36/1-372-2612

BPDK: Magyar Zsófia magyar.zsofia@sek.elte.hu 94/504-330

[HTTPS://WWW.ELTE.HU/EN/OUTGOING-MOBILITY/ERASMUS/WINNERS/LONG-TERM/BEFORE_THE_MOBILITY](https://www.elte.hu/en/outgoing-mobility/erasmus/winners/long-term/before_the_mobility)

ADMINISTRATIVE INFORMATION SESSION
FOR OUTGOING



Thank you for your attention!
And best of luck! 😊

ELTE DEPARTMENT OF ERASMUS+ INTERNATIONAL PROGRAMMES

www.elte.hu/en/outgoing-mobility/erasmus/winners