GUIDE FOR USING THE MOBILITY-ONLINE INTERFACE
ERASMUS+ STUDY MOBILITY AND ALL FIELDS APPLICATIONS

3 NOVEMBER 2025

ELTE

Version 1.9

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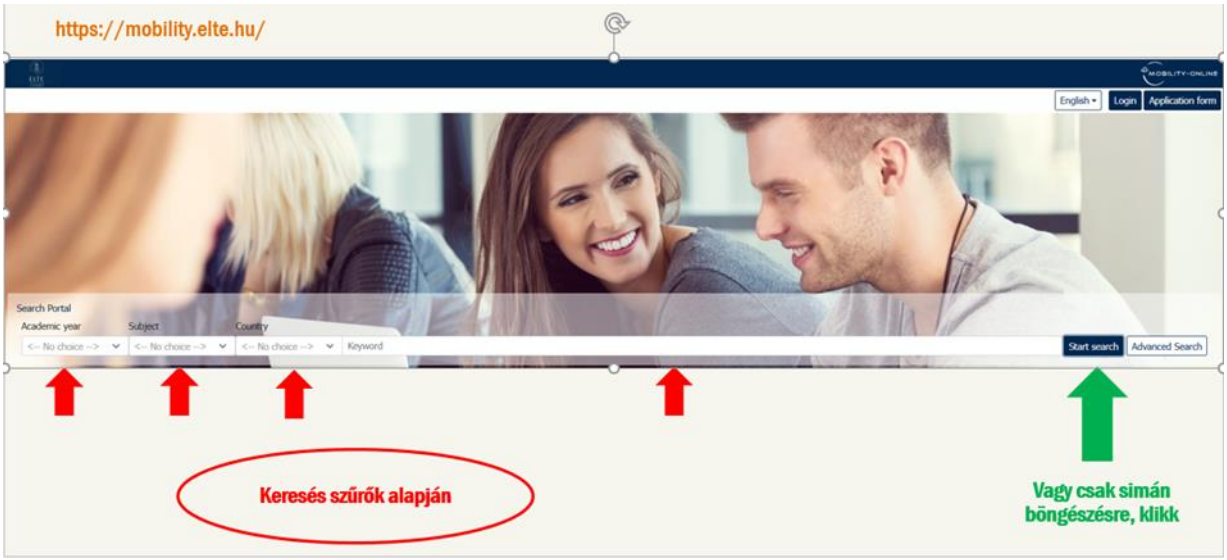
Guide for using the Mobility-Online interface

The purpose of this guide is to introduce and familiarize you with the Mobility-Online mobility management system for **Erasmus+ study mobility and Erasmus+ study abroad programme within the framework of agreements for all subject fields**. Information about traineeships is detailed in a separate guide.

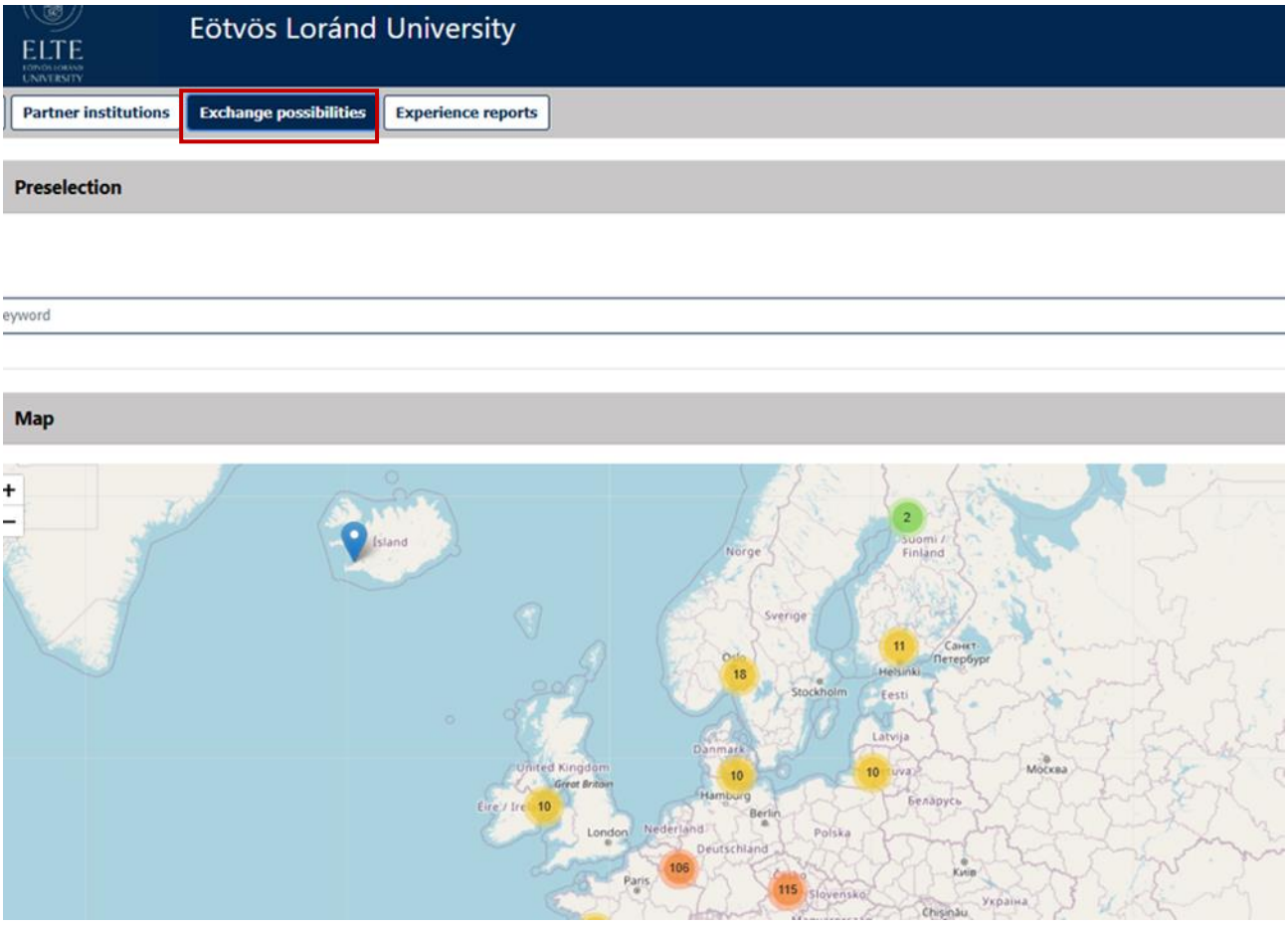
The interface is currently available in English, if you encounter any problems, please contact your faculty's Erasmus+ coordinator.

Information about the partner institutions

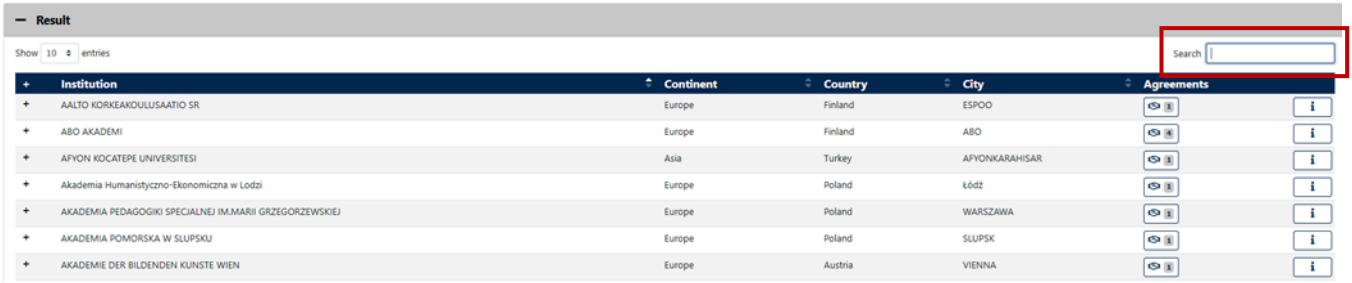
Before applying, you can also find information about available exchange possibilities on the **Search Portal** available on the Mobility-Online homepage (mobility.elte.hu). On the homepage, you can even enter search parameters so that the system shows you exchange possibilities that match your interests:



On the **Search Portal**, you can refine your search by clicking on the "Exchange possibilities" tile and then either clicking on the tile + Show further fields or searching for institutions on the map view.



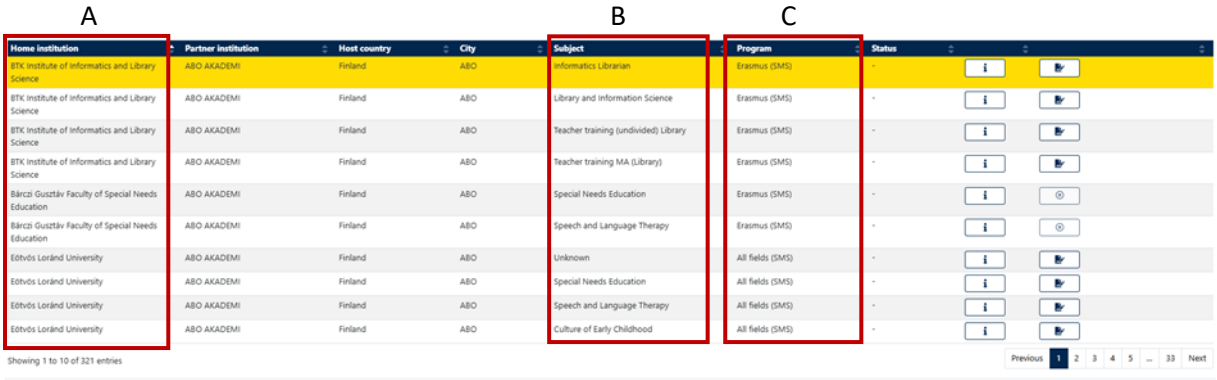
Under the map view, you can also find a list of partner institutions, where you can search for the name of the institution:



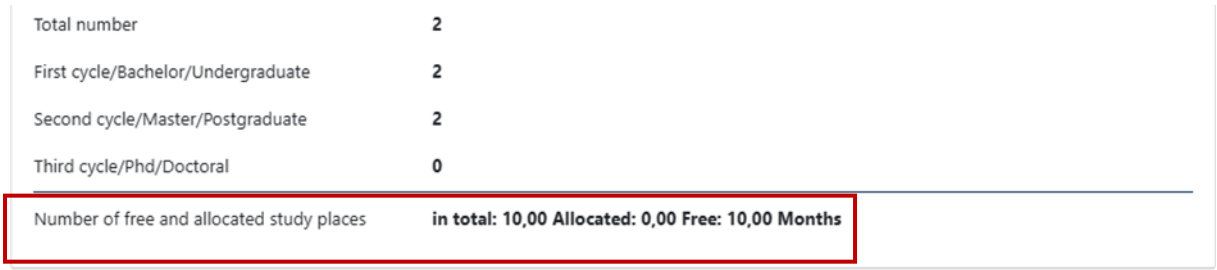
Information about available exchange possibilities can be obtained as follows:

1. Click on the Agreements:

2. Within the Agreements, you can search by A) the home institution, B) the subject, and C) the program:

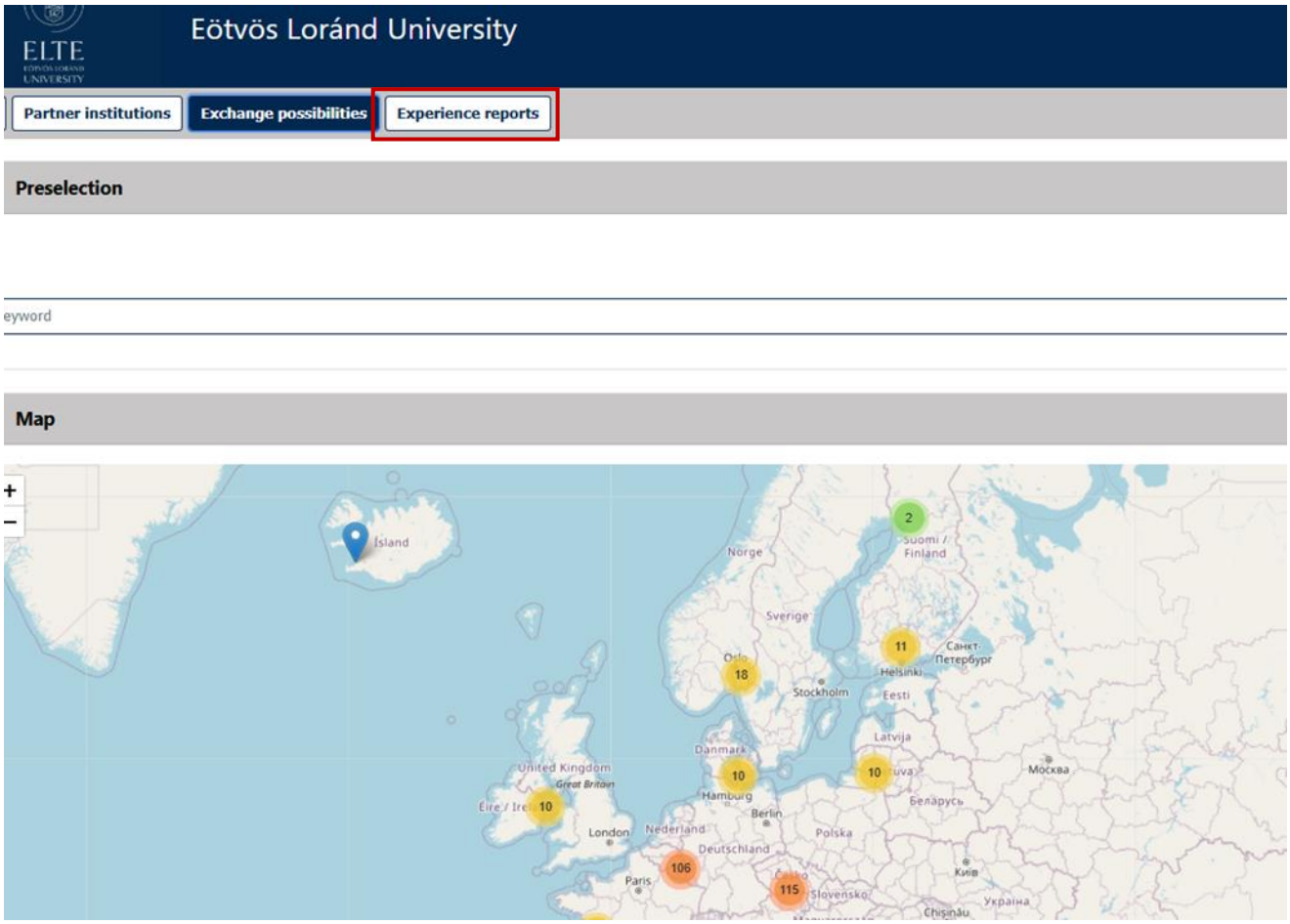


You can find out more about the details of the Agreement by clicking on the icon . Here you will find, among other things, information about exchange possibilities that are still available, which can be particularly useful during the supplementary application period:

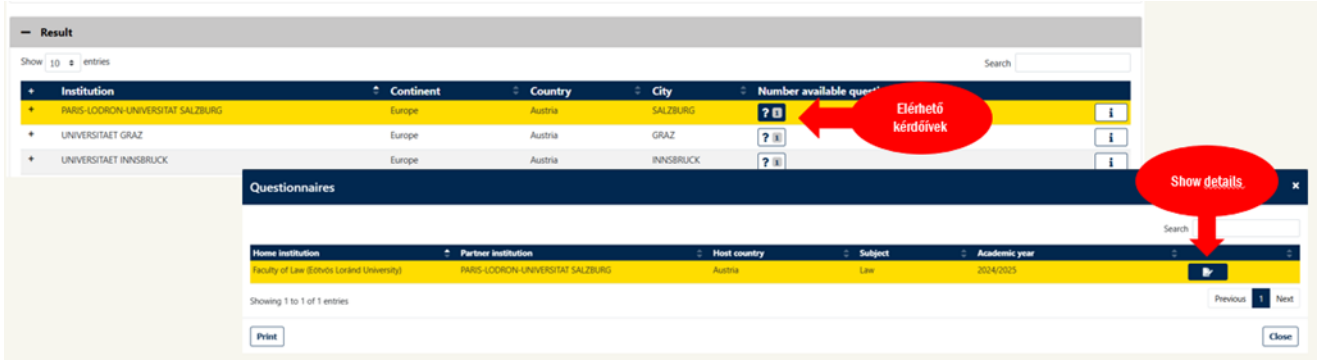


If you are using the **Search Portal** during the application period, click on the icon to access the active application form. If you see the icon next to the Agreement, there are no more exchange possibility available for that Agreement in the supplementary application round.

Feedback from students who have already spent an Erasmus+ semester at the partner institution can be helpful in choosing a host institution. These satisfaction surveys can be accessed by clicking on the tile "Experience reports":



These surveys for each host institution can be accessed by clicking on the icon in the column "Number of available questionnaires", then clicking on the icon "Show details".



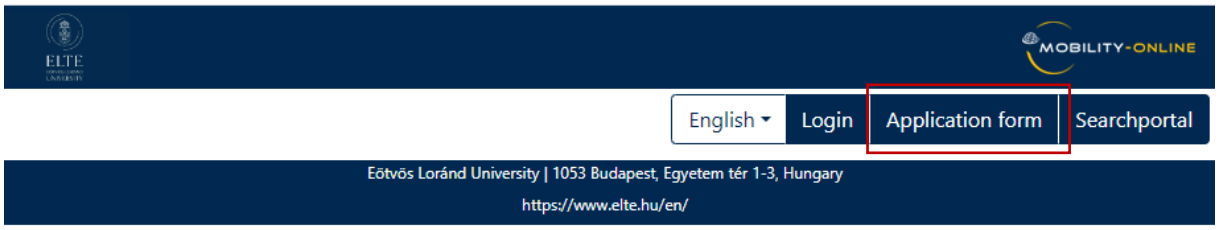
Registration

You can access the Application forms via a direct link:

Erasmus+ study mobility

Erasmus+ study abroad programme within the framework of agreements for all subject fields (all fields),

or by clicking on the Application form button on mobility.elte.hu.



Before filling in the Application form the first step is to enter your **Neptun code** and **password**.

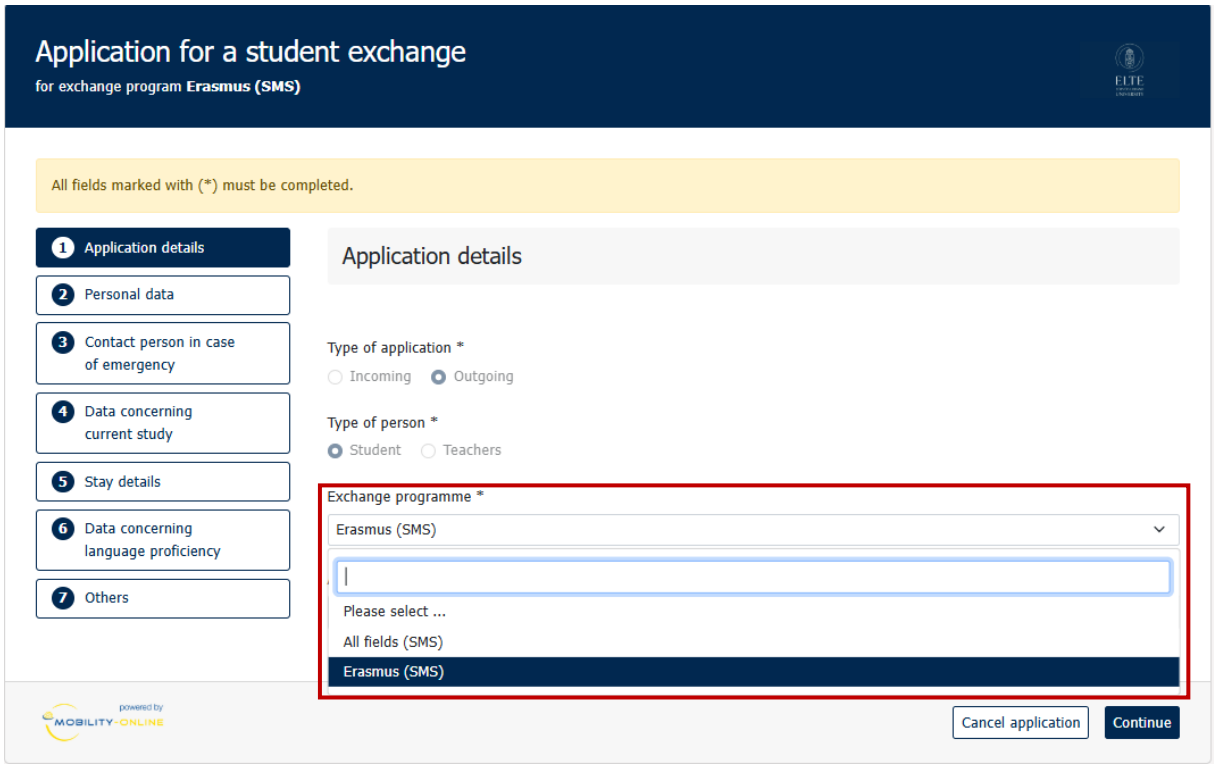
Fill in the Application form

After identification, the Application form opens.

You can move between the different sections of the Application form either by clicking on the tiles in the menu bar on the left, or by clicking on the "Continue" button after completing each section.

Fields marked with * are mandatory.

First, select the type of application you wish to submit from the drop-down menu:



Some fields are based on the data in Neptun – **if the data is incorrect, please correct it in Neptun according to Questura's instructions**: https://qter.elte.hu/Statikus.aspx, and inform your faculty's Erasmus+ coordinator.

For the **Data concerning current study** section of the Application form, please pay particular attention to the following:

To view the available places, please **select the exact faculty you are studying in from the drop-down menu**. If the system offers additional drop-down list(s) to **select institutions and departments** within the faculty, please specify the exact department where you are studying and from which you wish to go for the mobility.

(In the case of All fields applications, specifying the exact organizational unit serves statistical purposes and is not related to the available exchange possibilities.)

The system will then display the programme of study automatically transferred from Neptun or, in the case of several courses, programmes of study. In the **Study programme related to mobility** drop-down menu, select the study programme in which you wish to participate in a mobility. If you have only one study programme at ELTE, please select "Study 1-1" from the drop-down list.

Then select the **study level at the time of your planned mobility period**.

Next, select the **course (study field) you want to study at the host institution** from the drop-down menu.

Finally, in the **Faculty/Departmental coordinator at home institution** field, select the Erasmus+ coordinator at your department, or institute, or faculty.

In the **Data concerning language proficiency** section, the system automatically imports language exam data from Neptun. The system imports 3 language exam data from Neptun. If you have more than three language exam records in Neptun and your planned mobility is related to one of the language exams that has not been transferred, please notify your faculty coordinator and upload the language proficiency certificate related to your mobility at a later date.

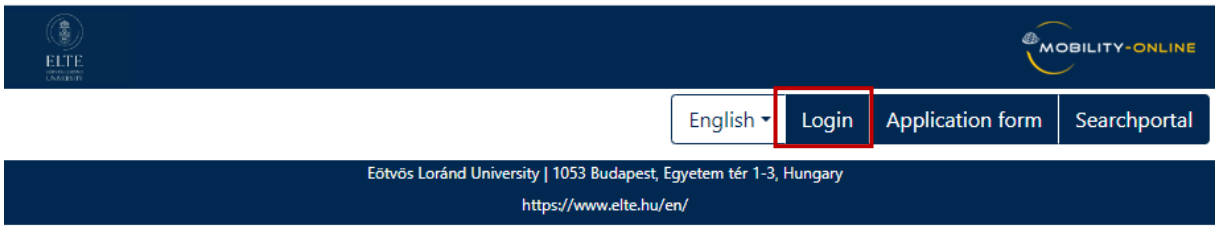
In the **Others** section of the form, you should indicate whether you have previously been on an Erasmus+ mobility and whether you plan to apply for another mobility opportunity in parallel with your current application. If you answer yes to these questions in the Application form, you will find short questionnaires with additional specific questions in the workflow steps as part of your application.

Please note that the **Application form does not save the data entered before submission**, so if you stop filling in the form and exit, you will have to start again the next time. We therefore recommend that you first review the questions on the form, prepare your answers (e.g. check which host institution(s) you wish to apply to and when the semester you plan to go to starts) and start filling in the form with this information.

After successfully completing the Application form, you will receive a system message to your e-mail address with a link to access the platform. Please use the link at the end of the system message to log in for the first time!

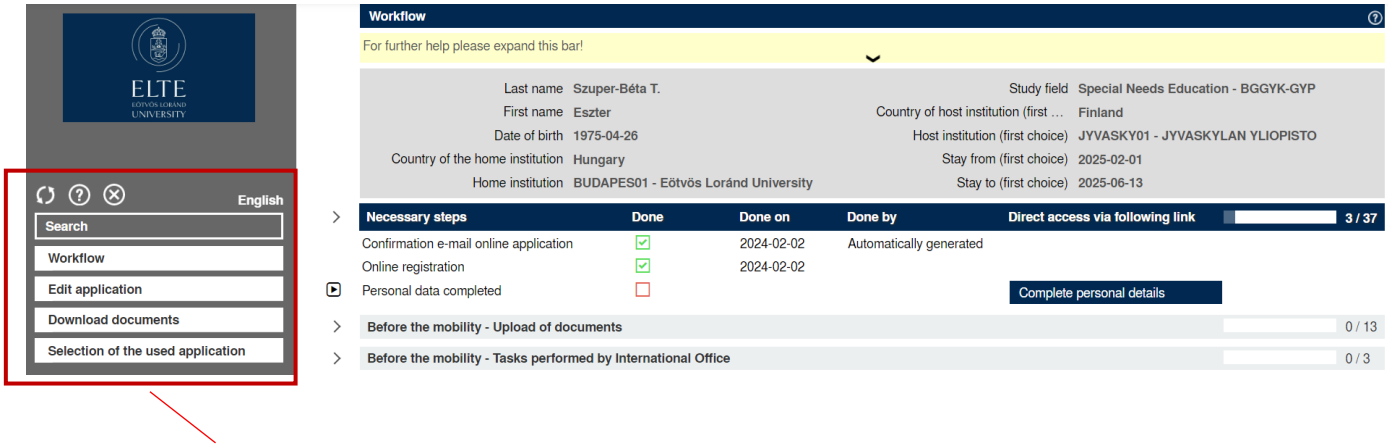
Mobility-Online student interface

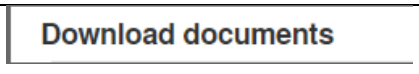
The student interface can be accessed by clicking on the link https://mobility.elte.hu/ and entering your Neptun code and password.



Structure of the student interface

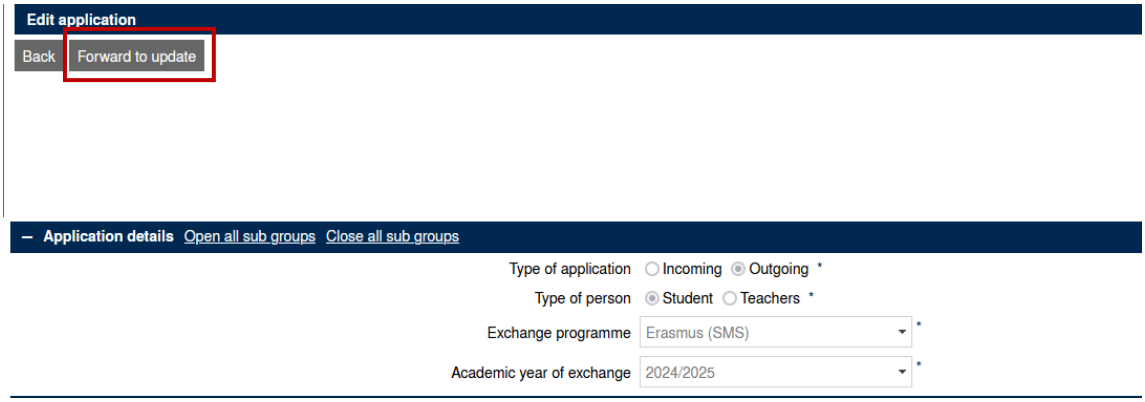
The left menu of the interface contains the following action buttons and icons:



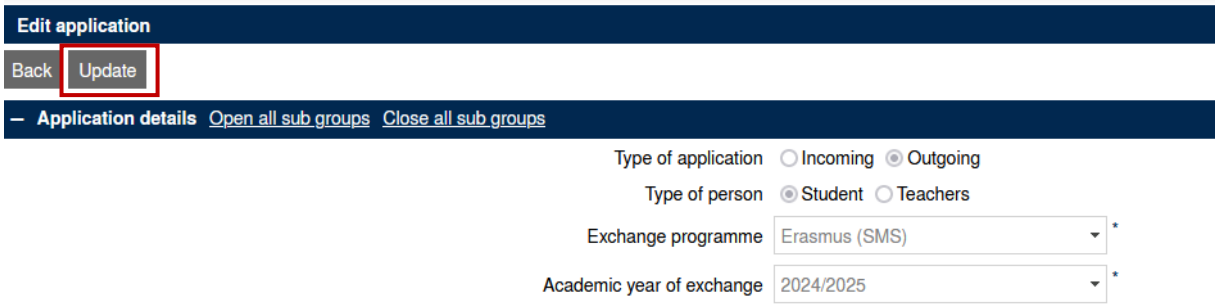
	Workflow update	Workflow	View the application process
	Supporting materials	Edit application	Modification of the application form
	Sign out	 Download documents	Download uploaded documents

The right side of the interface changes according to the action buttons and icons:

The application can be edited until final submission by clicking on the "Forward to update" button.



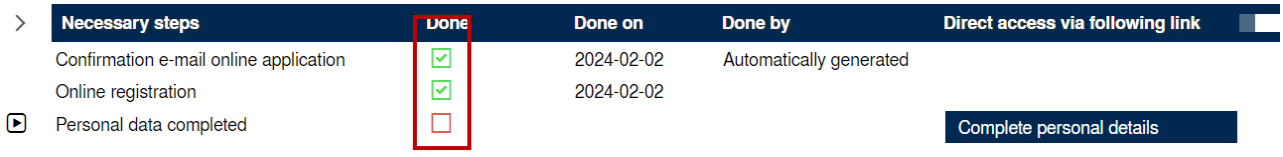
The change can be saved by clicking on the "Update" button.



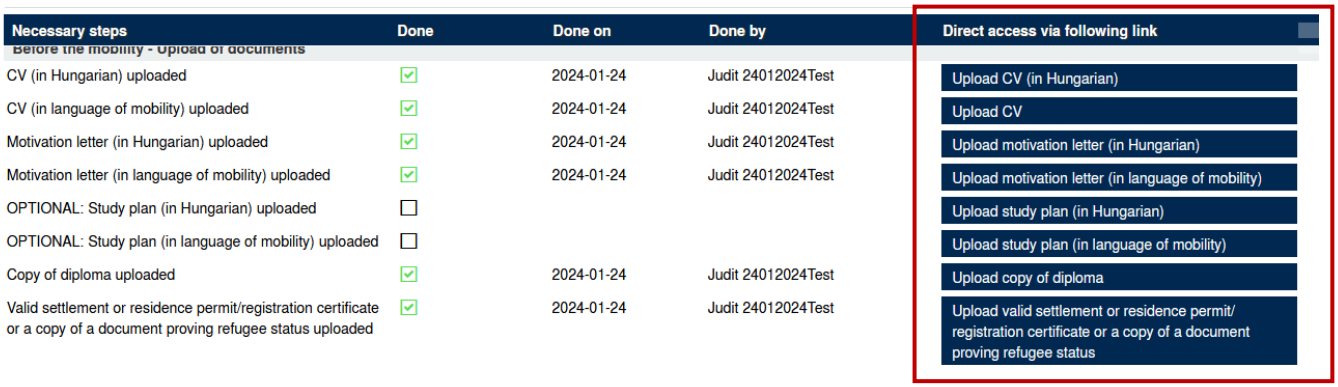
Workflow

The workflow is designed to guide the user through the application process according to the logical structure of the mobility process. The interface provides a clear colour-coding of the before the mobility, during the mobility and after the mobility process steps that the applicant has to go through.

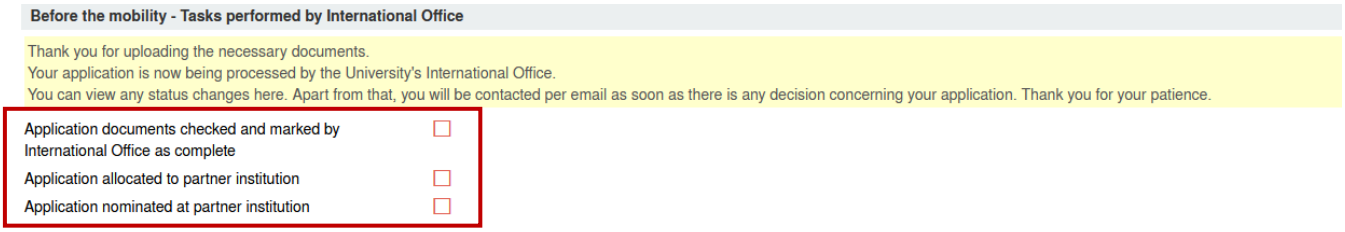
Mandatory tasks are indicated by a blank red square, optional tasks by a blank black square, and completed steps by a ticked green square.



In cases where the process step needs to be taken by the applicant, the action buttons on the right provide links to the steps to be taken.



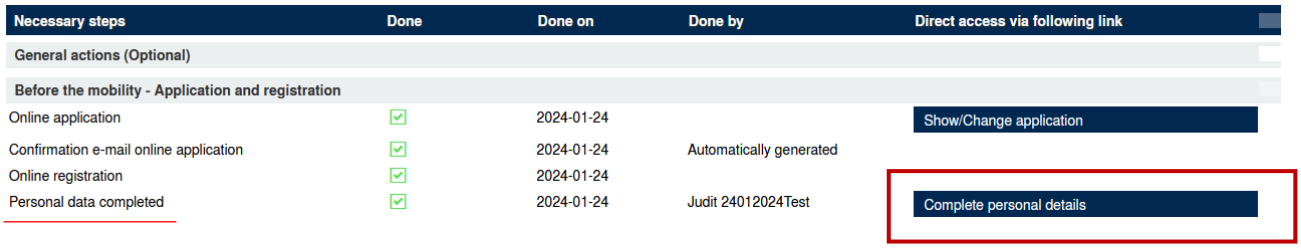
In the case where the faculty's Erasmus+ coordinator has to take the relevant step, the applicant will not see an action button and will have to wait for the coordinator to finalize the step. The square will automatically be ticked and turn green. In addition, an automatic e-mail function is set up for certain steps in the process, informing the applicant about the status of his/her application (e.g. the result of the evaluation).



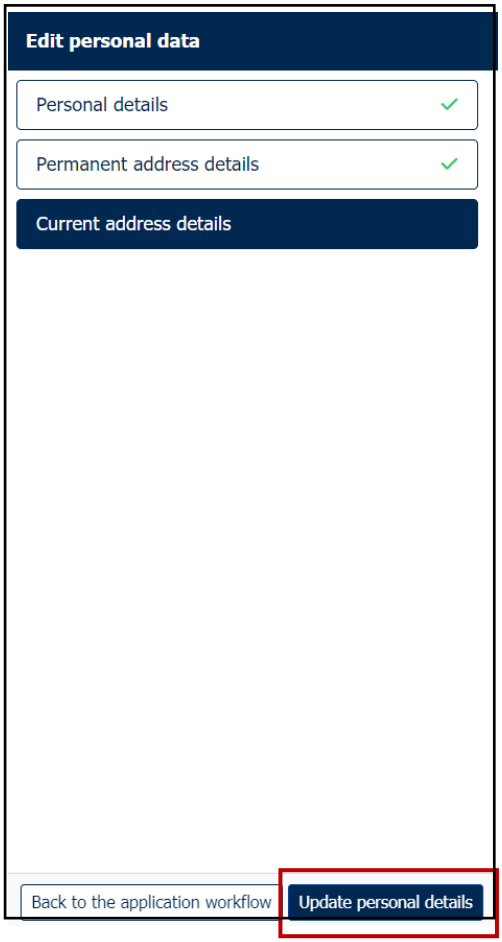
Before the mobility workflow steps

Providing personal data

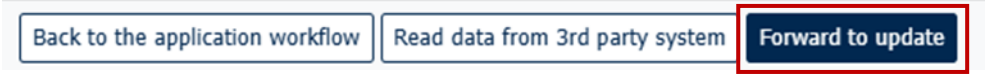
By clicking on the link, please check your personal data.



If your personal data are displayed correctly, you can confirm them by clicking on the "Update personal details" button.



To do this, first click on the button "Forward to update" at the bottom of the page.

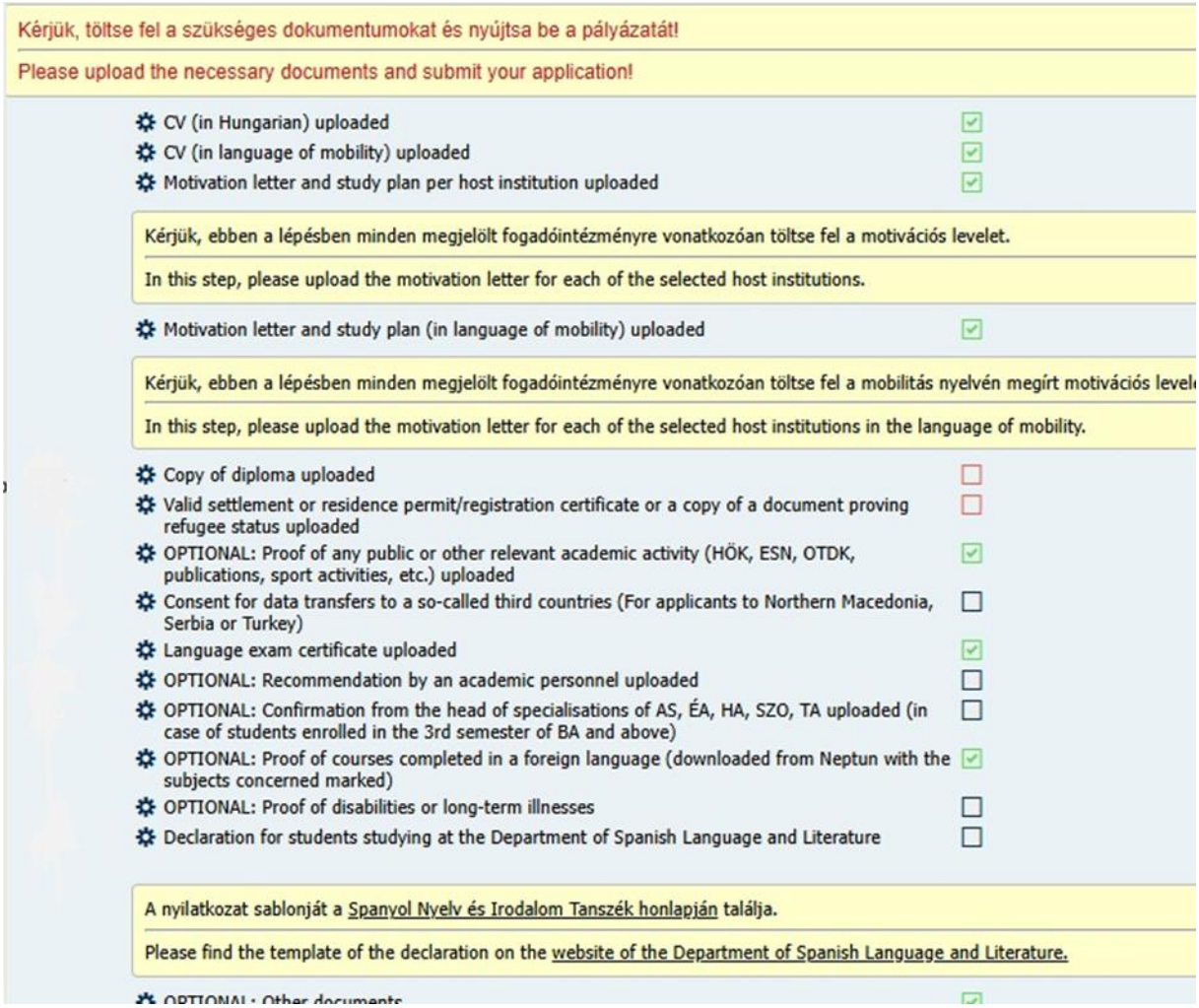


If you notice any inaccuracies in the data, please correct your data in Neptun according to Questura's instructions: https://qter.elte.hu/Statikus.aspx. In case of a correction, you can update your data in the Mobility-Online interface by clicking on "Read data from 3rd system" in the personal data workflow step.

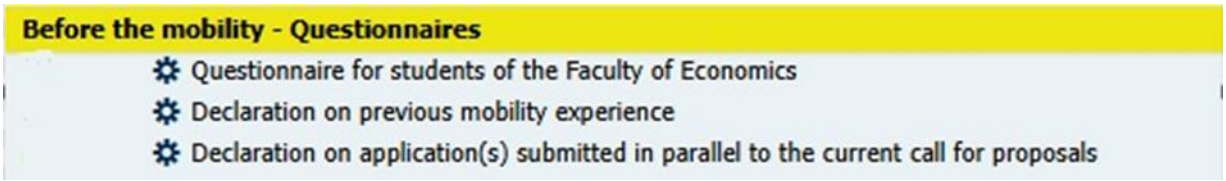
Uploading documents to be attached and finalizing your application

The mandatory and optional attachments to the application are listed in the **Before the mobility – Upload of documents** section; to upload the attachments, please click on the action buttons on the right side.

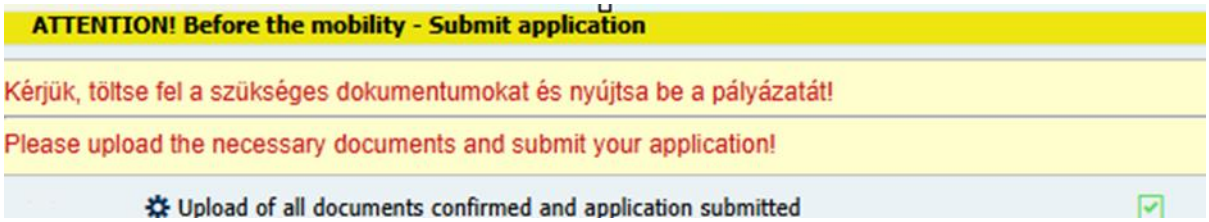
Erasmus+ study mobility (the image shows all possible document types that can be uploaded; the personalized list depends on the level of education and the requirements of the faculty/institute/department offering the program).



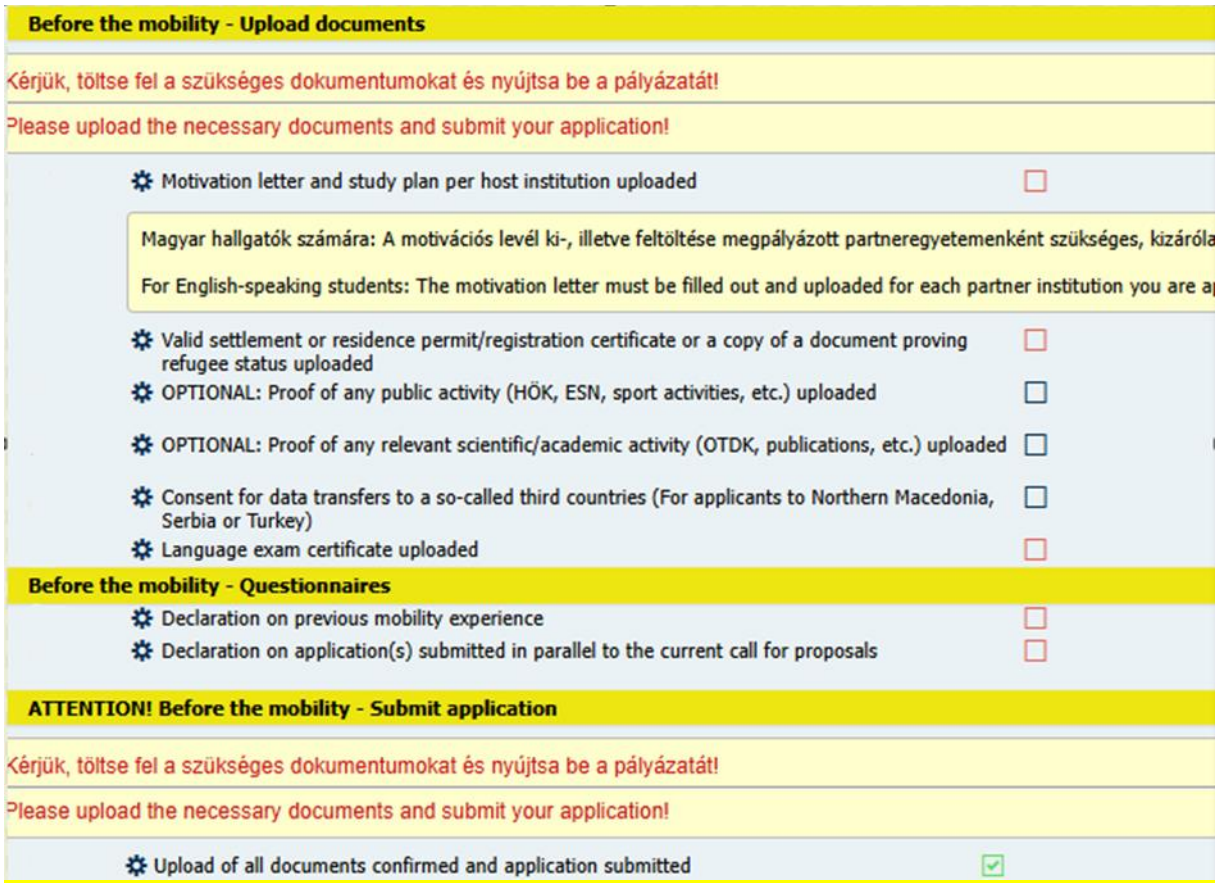
The questionnaires to be filled in depending on your answers in the **Others** section of the Application form can be found in the **Before the mobility – Questionnaires section**.



After uploading the attachments, you must **finalize and submit your application** by clicking on the button "Upload of all documents confirmed and application submitted" in the **ATTENTION! Before the mobility – Submit application** section.

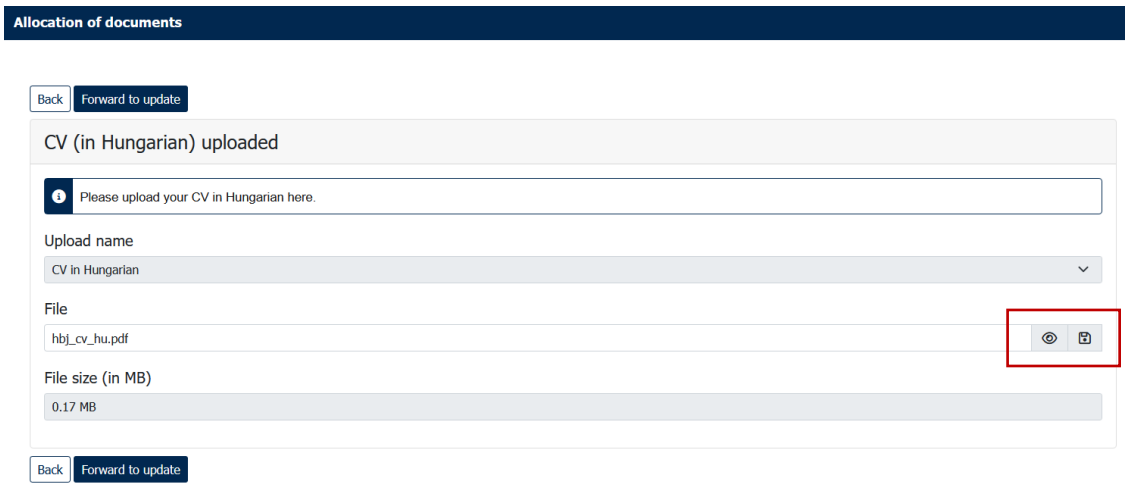


Erasmus+ study abroad program within the framework of agreements for all subject fields



<u>The Application form and the documents to be attached may be amended until the application is finalized.</u>

Once uploaded, you can check or download the documents one by one by clicking on the action buttons.



Document deficiency

If the uploaded documents are deemed incomplete by the staff members responsible for reviewing them (in the case of Erasmus+ study mobility the faculty coordinators; in the case of Erasmus+ study abroad program within the framework of agreements for all subject fields the staff of the Department of Erasmus+ and International Programmes), an email will be sent to the user via the system requesting that the documents be supplemented. In this case, you must supplement the missing attachment in the workflow.

An example:

Subject: Application incomplete

Dear Ms. Judit 24012024Test,

Your application is incomplete due to the following reason(s): **CV missing**.

Please go to the workflow and modify your application.

Best regards,
ELTE Department of Erasmus+ and International Programmes

This is an automatically generated e-mail, please do not reply.

Information on the application results

Following the evaluation, you will also receive a system message notifying you of the acceptance of your application. In this informational email, in the case of an Erasmus+ study mobility application, the faculty coordinator will notify you, and in the case of an application Erasmus+ study abroad program within the framework of agreements for all subject fields, a member of the Department of Erasmus+ and International Programmes will notify you of which of the host institutions indicated in your application you will be nominated to.

The amount of the scholarship awarded to your application will be decided by the Student and Teacher Mobility Committee (HOMB) at a later stage. You will of course also be informed of the decision.

You will also receive a system message notifying you of the rejection of your application, which will include the reason for the rejection.

If your application is placed on the reserve list, meaning that you cannot be nominated to any of the partners you have indicated, the system message will say "Search for host institution in progress." In this case, your faculty's Erasmus coordinator will contact you for further consultation.

A system message example:

***Subject:** Visszaigazolás kimenő részképzési mobilitás-allokációról a partneregyetemre / Confirmation of Allocation to Host Institution for outgoing mobility for studies*

Kedves Hallgató!

Az ELTE Erasmus+ és Nemzetközi Programok Osztálya elfogadta jelentkezését az alábbi partneregyetemre:

TALLINN05 - TALLINN UNIVERSITY

TALLIN

Estonia

Az ösztöndíjjal kapcsolatos végleges döntést a Hallgatói és Oktatói Mobilitási Bizottság (HOMB) hozza meg 2 hónapon belül.

A HOMB döntéséről értesítjük Önt. Ezután bejelentkezhet a Mobility-Online rendszerbe, ahol nyomon követheti jelentkezése további lépéseit.

Kérdés esetén, kérjük, forduljon az ELTE Erasmus+ és Nemzetközi Programok Osztályához az erasmus@elte.hu címen.

Üdvözlettel:

ELTE Erasmus+ és Nemzetközi Programok Osztálya

Ez egy automatikusan generált email, kérjük, ne válaszoljon rá.

Dear Student,

Your application to

TALLINN05 - TALLINN UNIVERSITY

TALLIN

Estonia

has been internally accepted by ELTE Department of Erasmus+ and International Programmes.

The final decision regarding your scholarship grant will be made by the Students and Staff Mobility Committee (HOMB) within 2 months.

You will be informed of the decision of the HOMB, following which you can log in to Mobility-Online to follow the next steps of your application.

Should you have any questions, please contact the ELTE Department of Erasmus+ and International Programmes at erasmus@elte.hu.

Best regards,

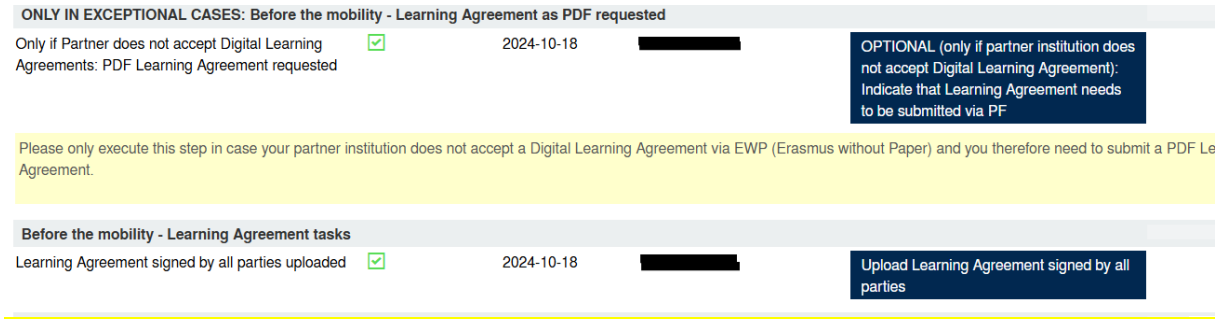
ELTE Department of Erasmus+ and International Programmes

This is an automatically generated e-mail, please do not reply.

Uploading the Learning Agreement (LA) as a PDF file

You should only use this option if your host university only supports a paper Learning Agreement signed by hand.

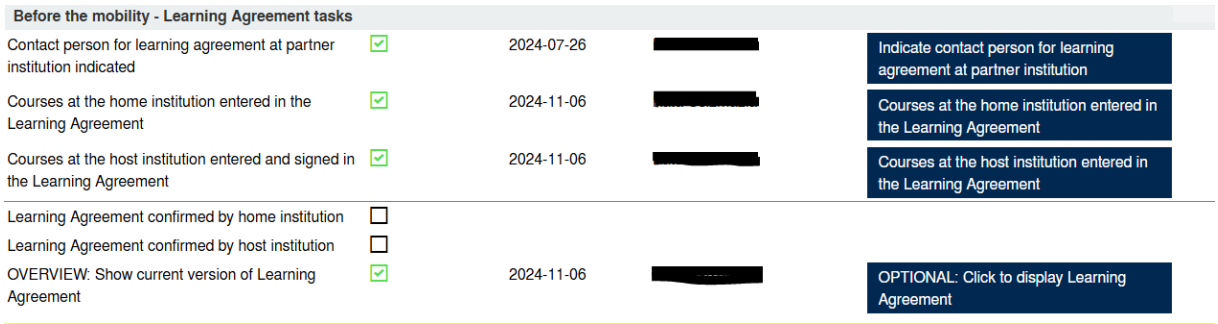
In this case, under the section **ONLY IN EXCEPTIONAL CASES: Before the mobility – Learning Agreement as PDF requested**, first indicate that you can only submit the Learning Agreement in PDF format, then upload the Learning Agreement signed by all three parties (student, home institution and host institution) in PDF format.



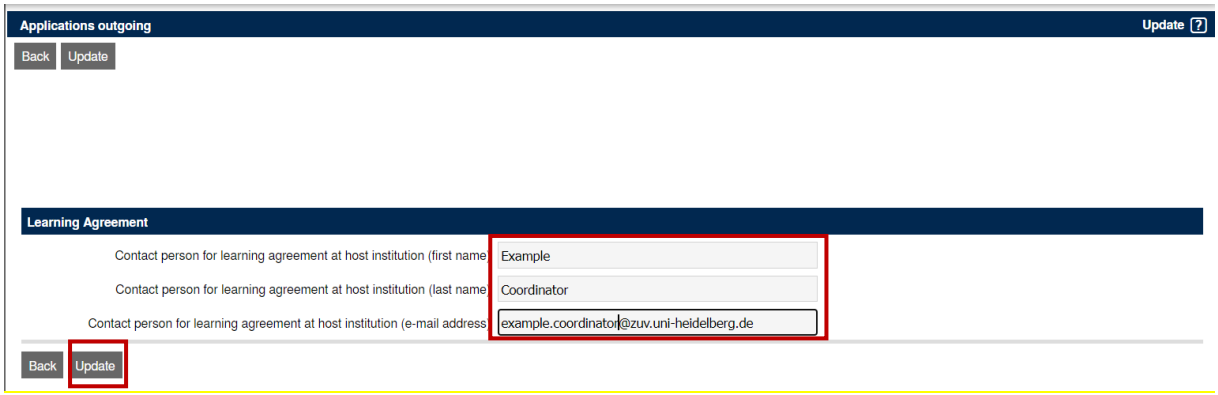
The uploaded document is then reviewed by the faculty's Erasmus+ coordinator, who, if he/she finds an error or any omission, will send a system message to the student, who will have to upload the corrected document again via the interface.

Starting a Digital Learning Agreement (DLA)

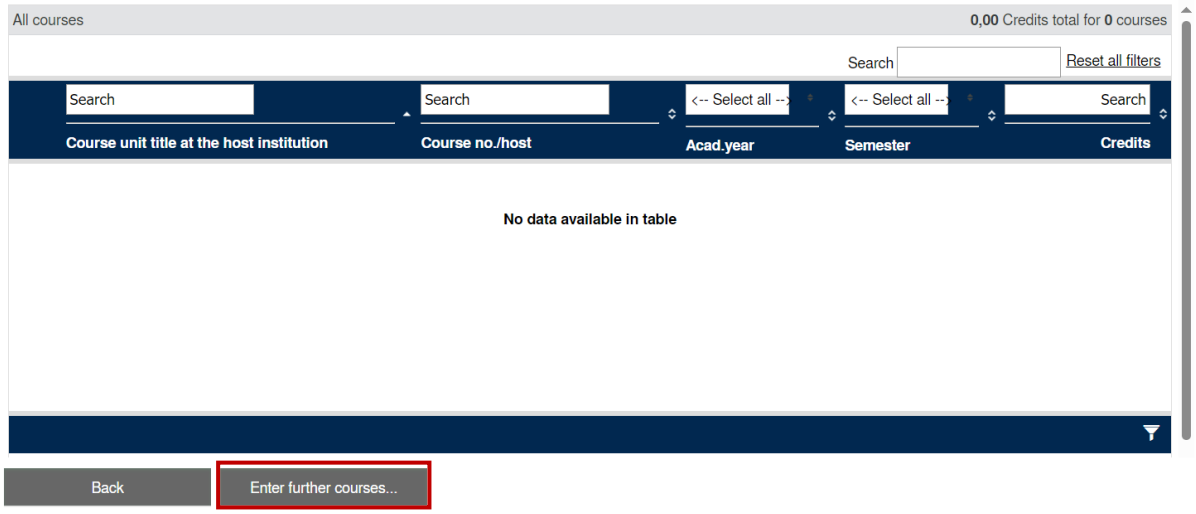
In Mobility-Online you can start your Digital Learning Agreement by following the steps below:



1. First, provide the contact person and email address of the person responsible for signing the DLA at your host institution. This step is essential because the system will send the DLA to this person for signature.

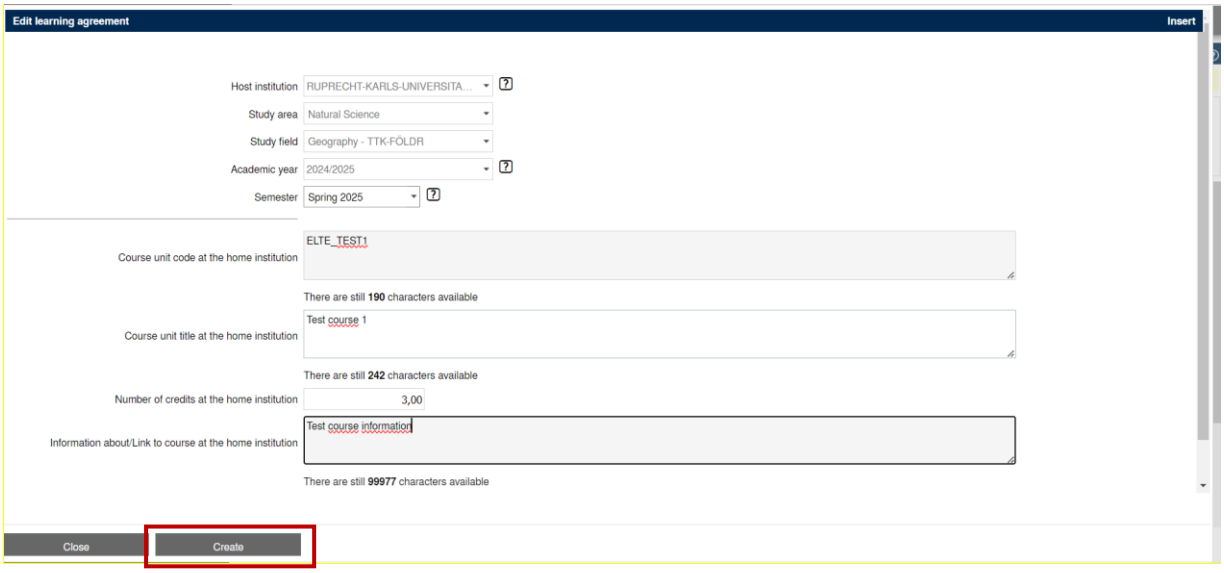


2. Enter the list of subjects for which you want to count courses taken at the host institution. Click on the link *"Courses at the home institution entered in the Learning Agreement"* to see the following screen:

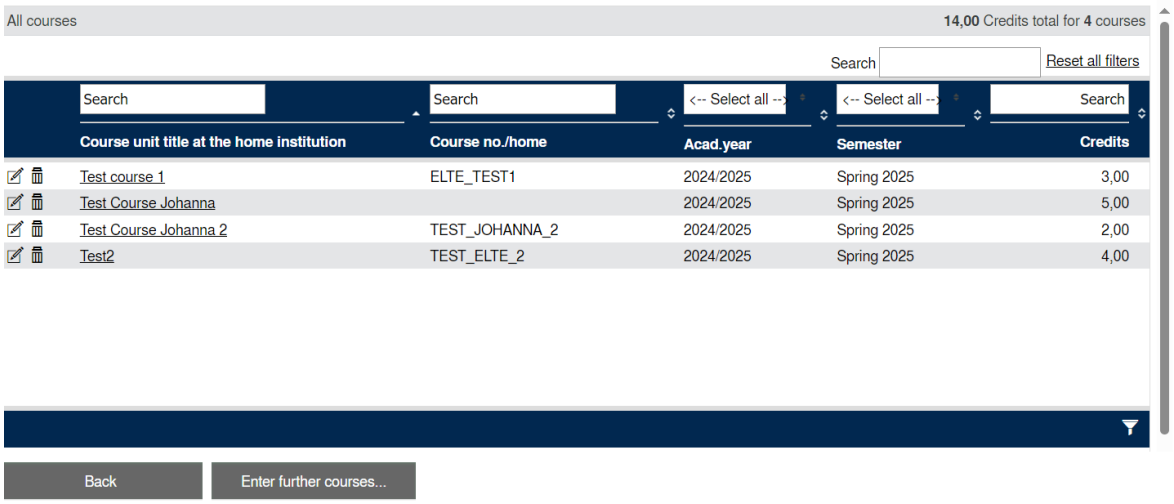


You can add courses manually by clicking on the "Enter further courses" button.

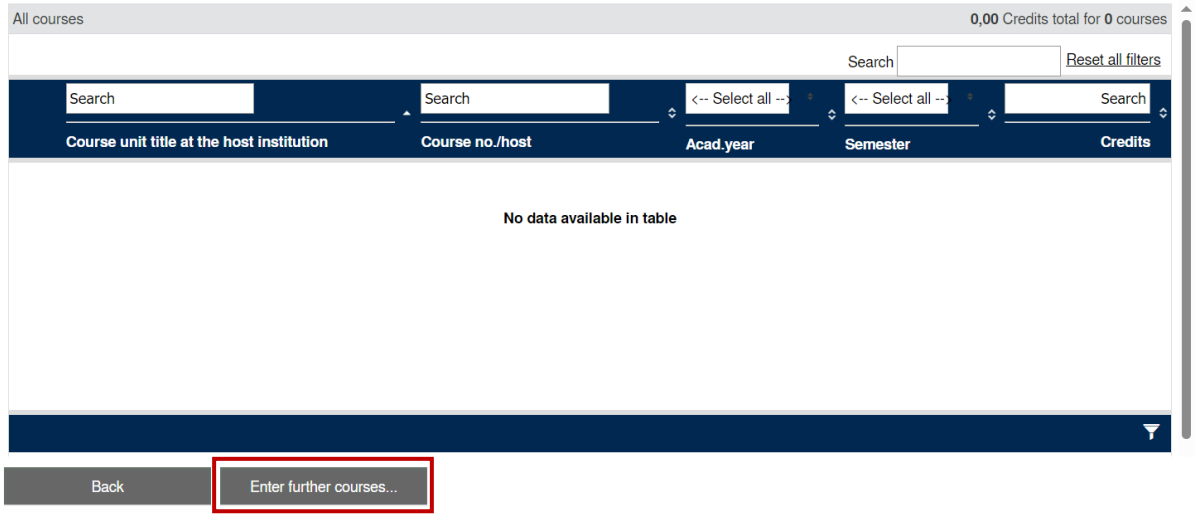
You need to enter the following information about the courses and save it by clicking on the "Create" button:



The courses you have added are shown in the overview below:

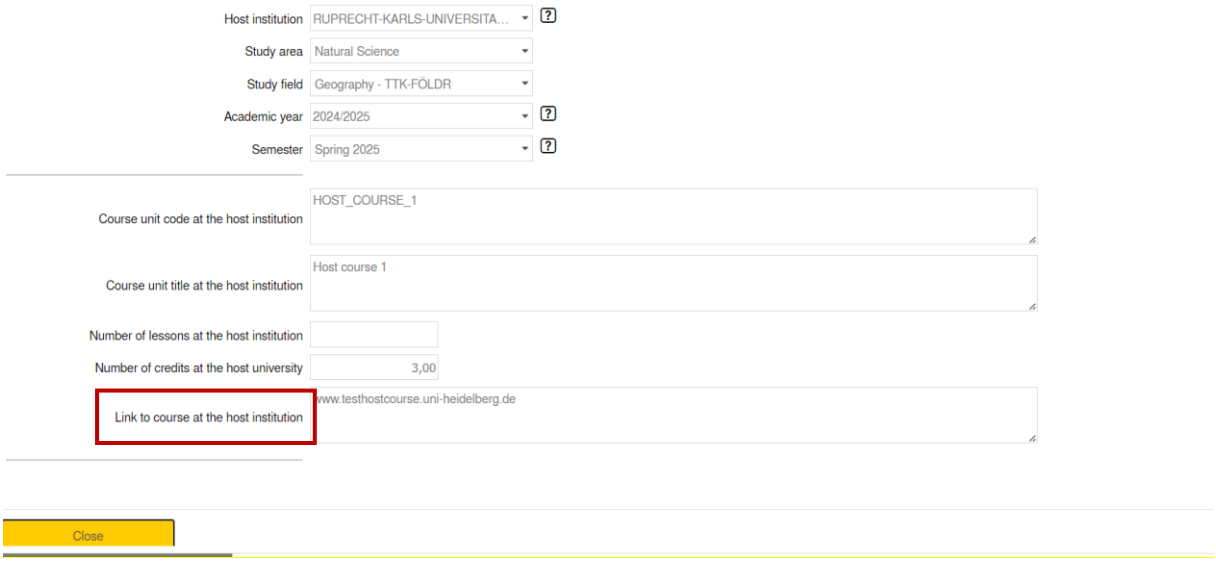


3. You must also provide a list of the courses you wish to take at the host institution. Click on the *"Courses at the host institution entered in the Learning Agreement"* link to see the interface below:



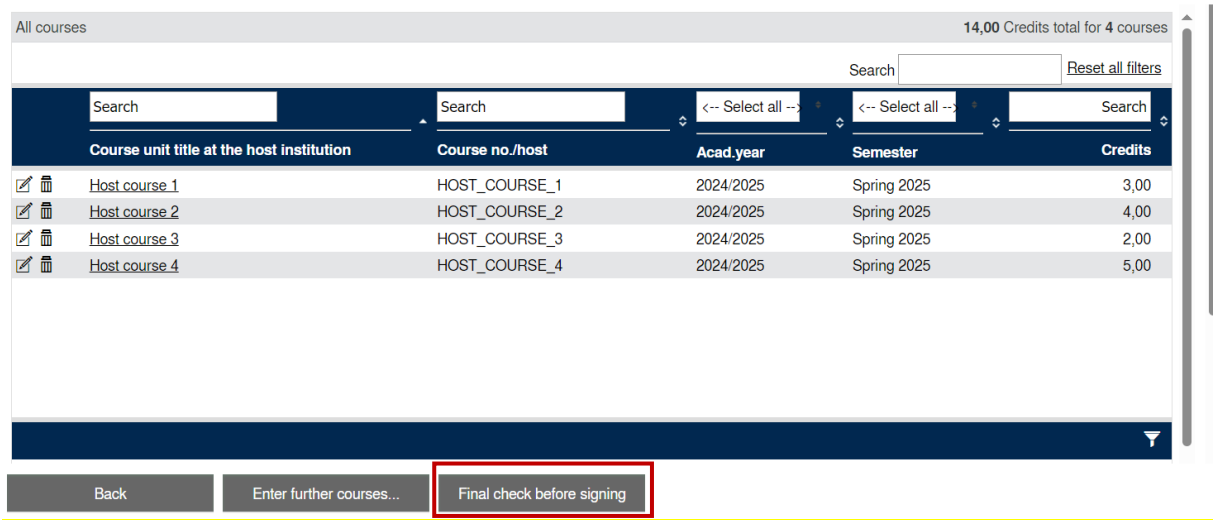
You can add courses manually by clicking on the "Enter further courses" button.

You must provide the following information about the courses:

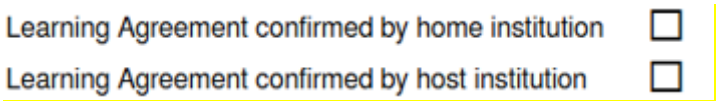


In the Link to course at the host institution field, copy the link to the course catalogue of the host institution.

Click on "Final check before signing " to sign the DLA, then click on "Sign" if you find the document OK.



4. For information on the signature of the DLA by the home and host institutions, please refer to the lines below in your workflow:



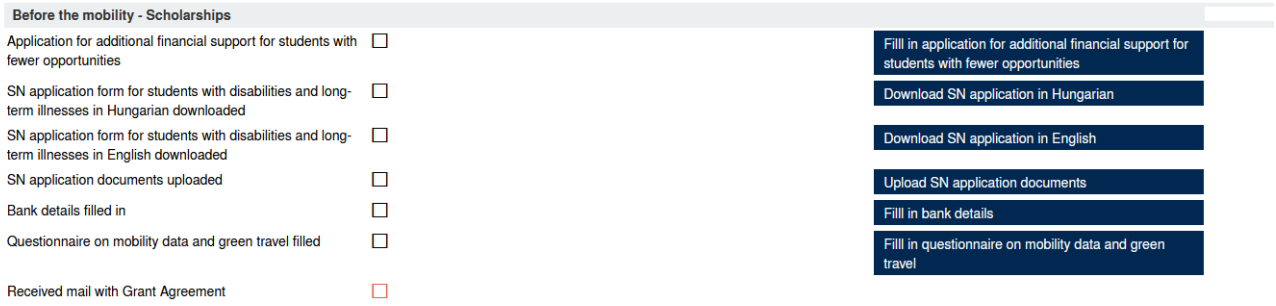
5. If the DLA is rejected by the home institution, you will be notified by e-mail. The *"Courses at the home institution entered in the Learning Agreement"* link will then become active again, where you can correct the courses you have added to the home institution by viewing the reasons for the rejection. Then click on the *"Click to confirm correction of courses and re-submit learning agreement"* link. Your DLA will then be sent back to the faculty's Erasmus+ coordinator at the home institution. If he/she approves the document, it will be automatically sent to the host institution.

6. If the DLA is rejected by your host institution, you will be notified by e-mail. The *"Courses at the host institution entered in the Learning Agreement"* link will then become active again, where you can correct the courses you have added to the host institution by viewing the reasons for the rejection. Then click on the *"Click to confirm correction of courses and re-submit learning agreement"* link. Your DLA will then be sent back to the faculty's Erasmus+ coordinator at the home institution. If he/she approves the document, it will be sent to the host institution.

7. You can find out the current status of your DLA by clicking on the link *"OPTIONAL: Click to display Learning Agreement".*

Scholarship-related tasks

You will need to provide the following information in the **Before the mobility – Scholarships** section to complete the Grant agreement:



Additional financial support

Additional financial support for students with fewer opportunities: you can apply for additional funding by filling in the **Fill in application for additional financial support for students with fewer opportunities** questionnaire. You can also upload the documents required to apply for additional support for each of the eligibility criteria here.
Basic information about applying for additional financial support can be found on our website. Please refer to this first.

Additional financial support for students with disabilities and long-term illnesses: to apply for a grant, download the application form by clicking on the *"Download SN application form in English"* link. You can upload the completed and signed application form with the required attachments by clicking on the *"Upload SN application documents"* link.
Basic information about applying for additional financial support can be found on our website. Please refer to this first.

Bank details

Bank details: you can enter your bank details by clicking on the *"Fill in bank details"* link.

Please fill in your bank details as below:

- Name of the account holder: enter the exact name associated with the account
- BIC/SWIFT: the bank's 8- or 11-character identification code (e.g. OTPVHUHB), available on the bank's website
- IBAN: consists of the country code (HU for a Hungarian bank account) and two digits, followed by the bank account number (24 digits for a Hungarian bank account); help is available at the link below; **please enter without hyphens and spaces, in continuous text**

Data required for the Grant agreement

You can provide the data by filling in the **Fill in questionnaire on mobility data and green travel**. In this questionnaire you will also be asked to declare whether you choose green travel for your outgoing and ingoing journeys. You can also upload the necessary documents (OLS test, insurance) for each point of the questionnaire.
You can find the important information and explanations you need to provide on our website.

Based on the information you provide, the Department of Erasmus+ and International Programmes (ENPO) will prepare the Grant agreement and send it to you via the system.

Please read it carefully and check if all the information are correct (especially the dates and bank details).

If you find anything in your agreement, that needs to be corrected, please do not sign it, but notify us immediately via your workflow by clicking on the *"Optional: Indicate in case received grant agreement is incorrect"* link.

If everything is correct, you must sign the agreement by clicking on the *"Sign Grant Agreement"* link in your workflow. The electronic signature is based on Mobility-Online's own certificate and corresponds to a qualified electronic signature. The signature can be clearly attributed to the signatory and reliably verifies their identity thanks to the Neptun authentication used to log into the system. If the signature is successful, the message "Action successful!" will appear on the screen.

IMPORTANT: The document will not open when you sign it, so please check the grant agreement before signing!

After signing, the document will not be available in your workflow until the institutional signatures have been added. We will send you a copy signed by all parties by email, and you will also be able to download it from your workflow by clicking on the *"See your signed Grant Agreement"* link.

During the mobility workflow steps

Uploading the During the mobility Learning Agreement as a PDF

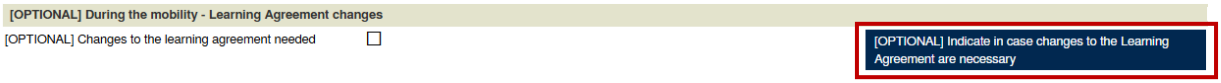
This option should only be used if your host university only supports a paper Learning Agreement signed by hand.

In this case, click on the *"OPTIONAL: Indicate in case changes to the Learning Agreement are necessary"* link to indicate your wish to amend the Learning Agreement, then click on *the "Upload Learning Agreement (Changes) signed by all parties"* link to upload the During the Mobility Learning Agreement signed by all three parties (student, home institution and host institution) in PDF format.

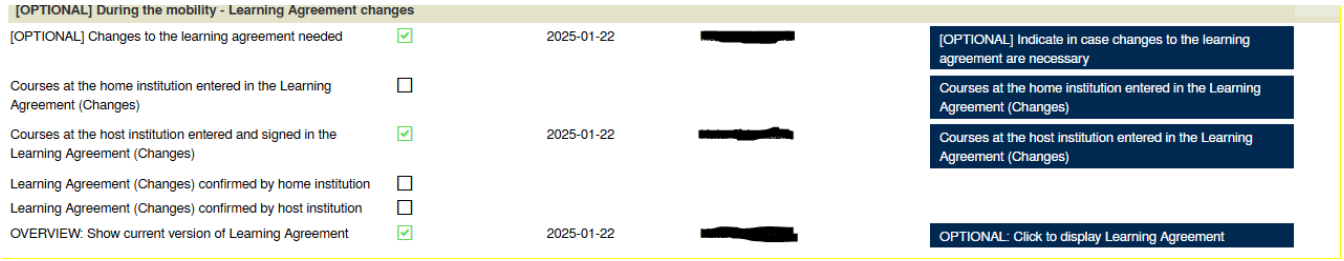
Modifying the Digital During the mobility Learning Agreement

In Mobility-Online, you can modify your Digital Learning Agreement by following these steps:

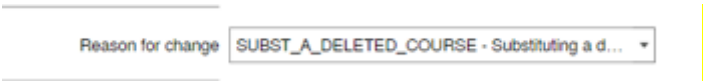
1. In the first step, indicate your need to amend the Learning Agreement by clicking on the link "**OPTIONAL: Indicate in case changes to the Learning Agreement are necessary**"



2. You can modify the courses by clicking on the links *"Courses at the home institution entered in the Learning Agreement (Changes)"* and *"Courses at the host institution entered in the Learning Agreement"* as described above.



You can add modified courses by clicking on the "Enter further courses" button.
For courses, this time you will also need to provide information on the reason for the change, by selecting the possible reasons from a drop-down menu.



After the change, the courses are shown in Table A2 and Table B2 in the Learning Agreement:

Changes to the learning agreement
Mobility type: Semester(s)

Table A2

Component Code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component	Added component	Reason for change	Number of ECTS credits (or equivalent)
TEST_COURSE_HOST_CHANGE_1	TEST_COURSE_HOST_CHANGE_1	☐	☑	substituting-deleted	3.00
TEST_COURSE_HOST_CHANGE_3	TEST_COURSE_HOST_CHANGE_3	☐	☑	substituting-deleted	5.00
TEST_COURSE_EXTENSION_HOST_3	TEST_COURSE_EXTENSION_HOST_3	☐	☑	extending-mobility	4.00
TEST_COURSE_EXTENSION_HOST_1	TEST_COURSE_EXTENSION_HOST_1	☐	☑	extending-mobility	4.00
					Total: 16.00

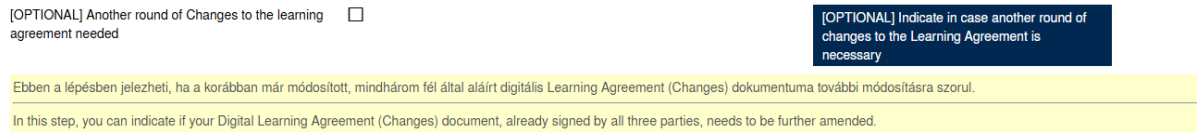
Table B2

Component Code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component	Added component	Reason for change	Number of ECTS credits (or equivalent)	Automatic recognition
TEST_CHANGE_COURSE_2	Test change course 2	☐	☑	substituting-deleted	5.00	☑
TEST_CHANGE_COURSE_1	Test change course 1	☐	☑	substituting-deleted	3.00	☑
TEST_COURSE_EXTENSION_2	TEST_COURSE_EXTENSION_2	☐	☑	extending-mobility	3.00	☑
TEST_COURSE_EXTENSION_1	TEST_COURSE_EXTENSION_1	☐	☑	extending-mobility	4.00	☑
					Total: 15.00	

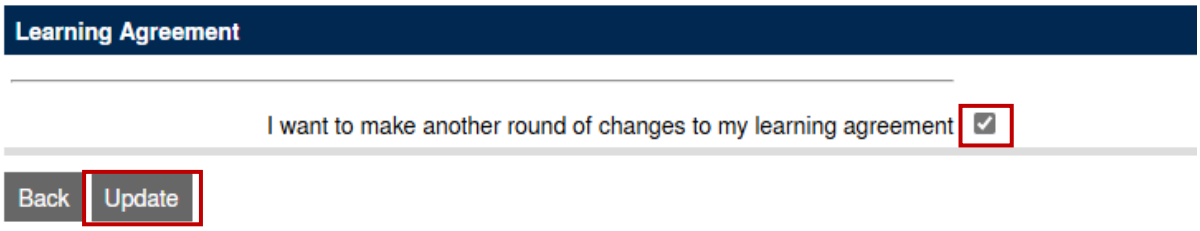
3. Click on "**Final check before signing**" to sign the amended DLA, then click on "**Sign**" if you find the document OK.

Amendment of the already signed Digital During the mobility Learning Agreement

If you want to change your already signed DLA, click on the *"[OPTIONAL] Another round of Changes to the learning agreement needed"* link in your workflow:



Then tick the checkbox and click on the “Update” button:

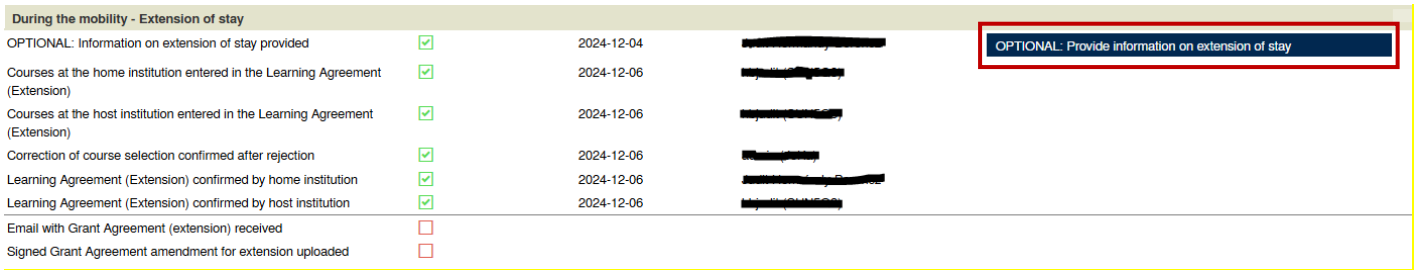


You can then edit the During the mobility Learning Agreement document again.

Prolonging the mobility

This step in the workflow is only visible for students who are going for mobility in the first (autumn) semester and the extension is for the second (spring) semester.
Important information about the extension can be found on our website. Please refer to it first.

1. In the first step, submit a request for an extension of your mobility period by clicking on the *"OPTIONAL: Provide information on extension of stay"* link.



   The link will take you to a questionnaire with a few questions, in which you will be asked to provide the main details of the extension.

2. Once the request has been accepted by the faculty coordinator, the next step is to amend the Learning Agreement for the duration of the extension. You can add new courses by clicking on the links *"Courses at the home institution entered in the Learning Agreement (Changes)"* and *"Courses at the host institution entered in the Learning Agreement"* as described above.

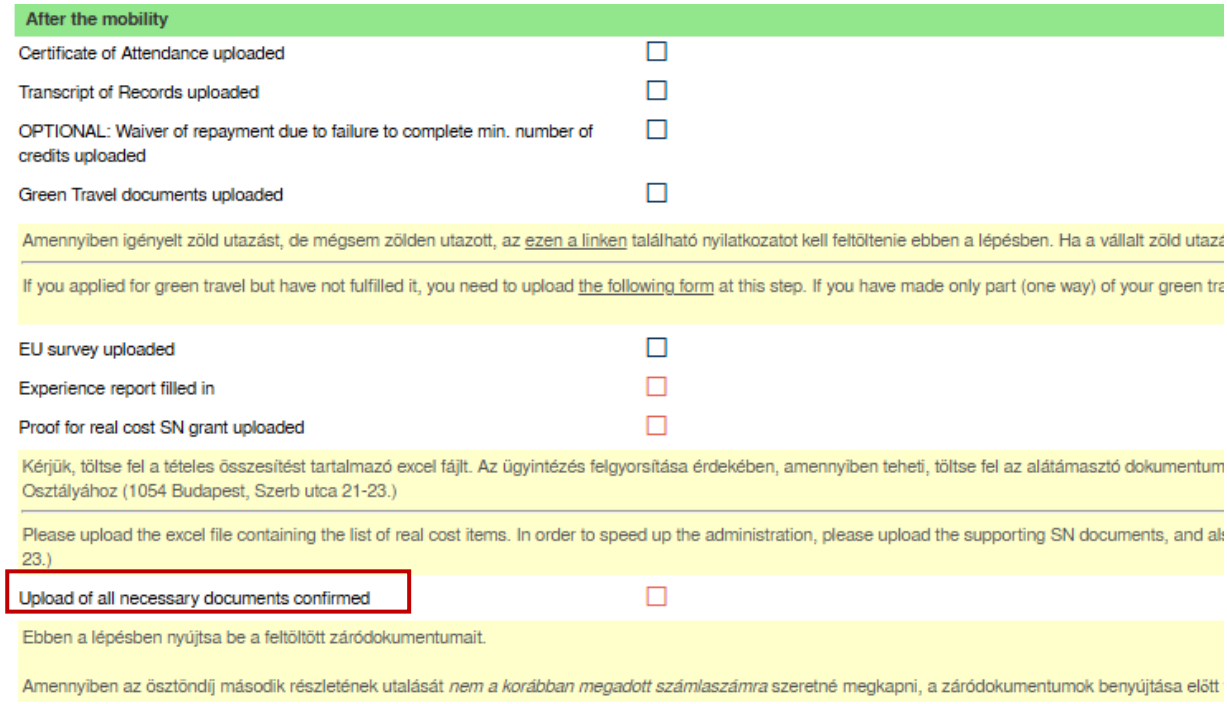
3. Click on "Final check before signing" to sign the amended DLA, then click on "Sign" if you find the document OK.

4. The Department of Erasmus+ and International Programs (ENPO) will then prepare the amendment to the grant agreement and send it to you via the system.

After the mobility workflow steps

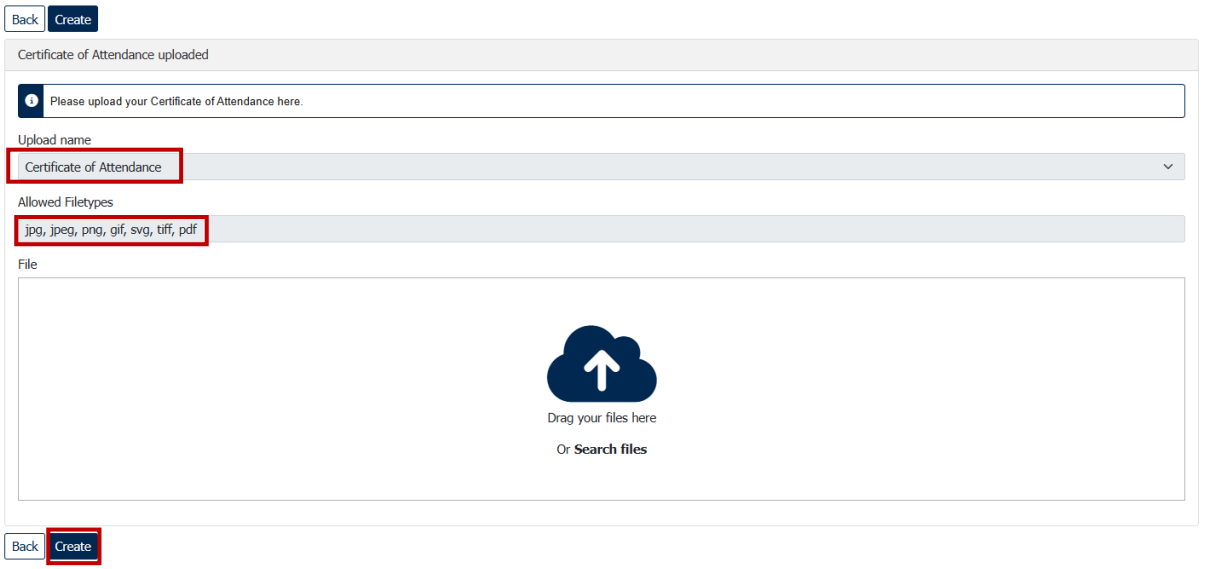
Report

After completing your mobility, you need to upload the following documents to your workflow, as indicated on our website:



For each document you can upload up to 3 files with a total size of 15 MB. The interface that opens after clicking on the link will inform you about the types of files that can be uploaded. Please do not try to upload a file with a different extension, as the system will not allow it.

After uploading the file, click on the "Create" button. Repeat the upload step for multiple files.



If you have not completed the minimum credits required for the mobility and would therefore only be entitled to a pro-rata share of the original grant amount, you can submit a request. Your faculty coordinator can advise you on the content of the application. You can upload the completed application by clicking on the link *"Upload waiver of repayment due to failure to complete min. number of credits".*

In the case of the EU Survey, you can fill out the questionnaire itself on the EU Survey page. To do so, the system will automatically send an invitation to the email address provided in the Grant Agreement one day after the closing date specified therein. In your workflow, you must upload the completed

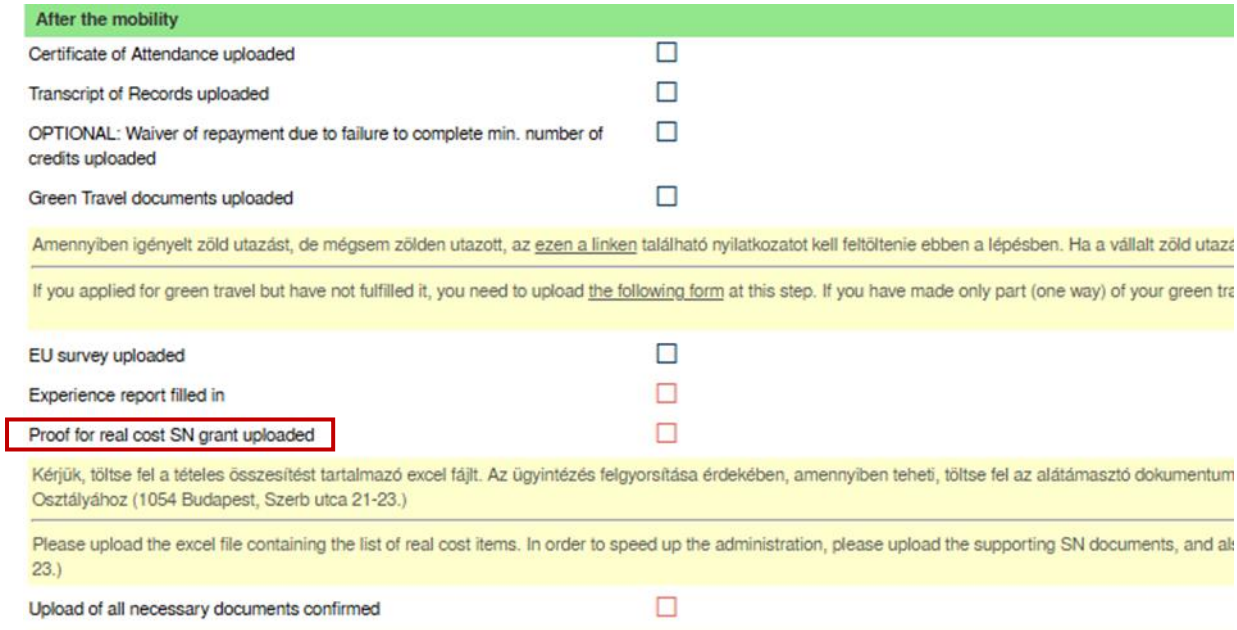
questionnaire in PDF format or upload the email confirmation you received after completing the questionnaire.

The link to the Experience report will lead you to a satisfaction survey, which you are kindly requested to complete in a publishable format and content to help inform and orient future applicants.

Once the necessary documents have been uploaded, click on the *"Confirm that all necessary documents have been uploaded"* link to indicate to your faculty coordinator that you have completed the report.

Accounting for additional real-cost support for students with disabilities or long-term illnesses (SN)

If you are a student with a disability or a long-term illness who has received a real-cost SN grant, please upload the excel file with the itemized summary in the following step. In order to speed up the administration, you should also upload these documents if you can, but you must still **send the original paper copies** in person or by post to the Department of Erasmus+ and International Programmes (1054 Budapest, Szerb utca 21-23.) in order to close your mobility.



If the documents submitted are found to be in order by your faculty coordinator and ENPO staff, you will be notified through the system of the expected payment of the remaining scholarship. If the amount of the remaining instalment has changed or if a repayment is due, you will also be informed of the details.

Document deficiency

If your faculty coordinator detects any deficiencies during the check of the after the mobility documents submitted, he/she will send you a system message. In this case, the links to upload the documents will become active again, allowing you to correct them. Once you have uploaded the corrected documents, click on the *"Confirm that all necessary documents have been uploaded"* link.

Cancellation of an application

You can cancel your application or, in case of a successful application, your mobility by clicking on the link *"OPTIONAL: Cancel application/stay (irreversible!)"* in the **General actions (Optional)** section of the workflow. Please then notify your faculty coordinator of the cancellation by clicking on the link *"Notify your faculty coordinator about the cancellation of your application/stay"*.