

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



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!*



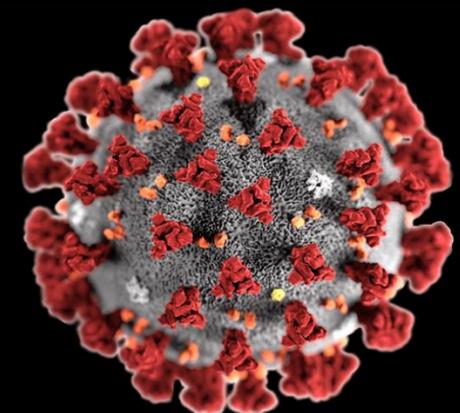
General vis maior situation

- **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**

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

MOBILITY-ONLINE

<https://mobility.elte.hu/>

Studies mobility

- **For students that applied in the main call for application: Still can't access to Mobility-Online? - hermandy.berencz.judit@dep.elte.hu**
- Read the guide (Email)
- **IMPORTANT:** Mobility-Online is only a tool for submitting the documents. All information **ABOUT** the documents are on the **website** (www.elte.hu/en/outgoing-mobility/erasmus/winners/long-term/before_the_mobility)

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. (DIGITAL) LEARNING AGREEMENT and planning the mobility programme

Learning Agreement for Studies/Traineeships

Fill and sign(ed) in MOBILITY-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

MATTERS RELATED TO THE GRANT

4. FORM – BANK DETAILS

5. FORM - Data required for the Grant agreement

Declarations and datas for the personal Grant Agreement like green travel and OLS

6. 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, indicate it in Mobility-Online. *

LEARNING AGREEMENT

<https://mobility.elte.hu/>

1. Uploading the PDF file

- „ONLY IN EXCEPTIONAL CASES: Before the mobility - Learning Agreement as PDF requested

ONLY IN EXCEPTIONAL CASES: Before the mobility - Learning Agreement as PDF requested

Only if Partner does not accept Digital Learning Agreements: PDF Learning Agreement requested



2024-10-18



OPTIONAL (only if partner institution does not accept Digital Learning Agreement): Indicate that Learning Agreement needs to be submitted via PF

Please only execute this step in case your partner institution does not accept a Digital Learning Agreement via EWP (Erasmus without Paper) and you therefore need to submit a PDF Learning Agreement.

Before the mobility - Learning Agreement tasks

Learning Agreement signed by all parties uploaded



2024-10-18



Upload Learning Agreement signed by all parties

LEARNING AGREEMENT

<https://mobility.elte.hu/>

2. Digital Learning Agreement (DLA)

| Before the mobility - Learning Agreement tasks | | | | |
|--|-------------------------------------|------------|------------|---|
| Contact person for learning agreement at partner institution indicated | <input checked="" type="checkbox"/> | 2024-07-26 | [REDACTED] | Indicate contact person for learning agreement at partner institution |
| Courses at the home institution entered in the Learning Agreement | <input checked="" type="checkbox"/> | 2024-11-06 | [REDACTED] | Courses at the home institution entered in the Learning Agreement |
| Courses at the host institution entered and signed in the Learning Agreement | <input checked="" type="checkbox"/> | 2024-11-06 | [REDACTED] | Courses at the host institution entered in the Learning Agreement |
| Learning Agreement confirmed by home institution | <input type="checkbox"/> | | | |
| Learning Agreement confirmed by host institution | <input type="checkbox"/> | | | |
| OVERVIEW: Show current version of Learning Agreement | <input checked="" type="checkbox"/> | 2024-11-06 | [REDACTED] | OPTIONAL: Click to display Learning Agreement |

LEARNING AGREEMENT

<https://mobility.elte.hu/>

2. Digital Learning Agreement (DLA) – **SENDING INSTITUTION (ELTE)**

All courses 0,00 Credits total for 0 courses

Search [Reset all filters](#)

| <input type="text" value="Search"/> | <input type="text" value="Search"/> | <-- Select all --> | <-- Select all --> | <input type="text" value="Search"/> |
|---|-------------------------------------|--------------------|--------------------|-------------------------------------|
| Course unit title at the host institution | Course no./host | Acad.year | Semester | Credits |
| No data available in table | | | | |



LEARNING AGREEMENT

<https://mobility.elte.hu/>

2. Digitális Learning Agreement (DLA) – **SENDING INSTITUTION** **(ELTE) what information do we need**

Edit learning agreement Insert

Host institution ?

Study area

Study field

Academic year ?

Semester ?

Course unit code at the home institution

There are still **190** characters available

Course unit title at the home institution

There are still **242** characters available

Number of credits at the home institution

Information about/Link to course at the home institution

There are still **99977** characters available

LEARNING AGREEMENT

<https://mobility.elte.hu/>

2. Digital Learning Agreement (DLA) – **HOST INSTITUTION** – what information do we need

| | |
|------------------|---|
| Host institution | RUPRECHT-KARLS-UNIVERSITA... ? |
| Study area | Natural Science |
| Study field | Geography - TTK-FÖLDR |
| Academic year | 2024/2025 ? |
| Semester | Spring 2025 ? |

| | |
|--|---------------|
| Course unit code at the host institution | HOST_COURSE_1 |
|--|---------------|

| | |
|---|---------------|
| Course unit title at the host institution | Host course 1 |
|---|---------------|

| | |
|---|--|
| Number of lessons at the host institution | |
|---|--|

| | |
|--|------|
| Number of credits at the host university | 3,00 |
|--|------|

| | |
|--|--|
| Link to course at the host institution | www.testhostcourse.uni-heidelberg.de |
|--|--|

Close

LEARNING AGREEMENT

<https://mobility.elte.hu/>

2. Digitális Learning Agreement (DLA) - **SIGNING**

All courses 14,00 Credits total for 4 courses

Search [Reset all filters](#)

| Search | Search | <-- Select all --> | <-- Select all --> | Search |
|---|-----------------|--------------------|--------------------|---------|
| Course unit title at the host institution | Course no./host | Acad.year | Semester | Credits |
| Host course 1 | HOST_COURSE_1 | 2024/2025 | Spring 2025 | 3,00 |
| Host course 2 | HOST_COURSE_2 | 2024/2025 | Spring 2025 | 4,00 |
| Host course 3 | HOST_COURSE_3 | 2024/2025 | Spring 2025 | 2,00 |
| Host course 4 | HOST_COURSE_4 | 2024/2025 | Spring 2025 | 5,00 |

Back **Enter further courses...** Final check before signing

Confirming in the WORKFLOW



Learning Agreement confirmed by home institution

If rejected – email

Learning Agreement confirmed by host institution

- The upload interface will then become active again - confirm

MATTERS RELATED TO THE GRANT

<https://mobility.elte.hu/>

Before the mobility – Scholarships

Before the mobility - Scholarships

Application for additional financial support for students with fewer opportunities

Fill in application for additional financial support for students with fewer opportunities

SN application form for students with disabilities and long-term illnesses in Hungarian downloaded

Download SN application in Hungarian

SN application form for students with disabilities and long-term illnesses in English downloaded

Download SN application in English

SN application documents uploaded

Upload SN application documents

Bank details filled in

Fill in bank details

Questionnaire on mobility data and green travel filled

Fill in questionnaire on mobility data and green travel

Received mail with Grant Agreement

Signed Grant Agreement uploaded

MATTERS RELATED TO THE GRANT

<https://mobility.elte.hu/>

Bank details

- „Fill in bank details” click to the link
- Name of the account holder
- BIC/SWIFT code (pl: OTPVHUHB)
- IBAN - help with finding it on the [following link](#)

Edit personal data Display

Personal details

Bank details

Personal details

Last name *

First name *

Gender * Male Female No entry Other

Date of birth *

Edit personal data Display

Personal details

Bank details

Bank name *

Account number *

BIC/SWIFT

IBAN *

Name of the account holder

[Back to the application workflow](#) [Read data from 3rd party system](#) [Forward to update](#)

MATTERS RELATED TO THE GRANT

<https://mobility.elte.hu/>

FORM - MATTERS RELATED TO THE GRANT

- Declarations +
 - You can submit here the:
 - **OLS test assessment PDF form**
 - **Insurance**

Let's check it out together!

In case you need help with the items:
<https://www.elte.hu/en/form>

Ezúton kijelentem, hogy kitöltöttem az OLS nyelvi tesztet.

I hereby declare that I have completed the OLS assessment. *

Yes No

Az OLS teszt nyelve

Language of the OLS assessment *

<-- Please select --> ▾

Result of OLS assessment * ⓘ

A1
 A2
 B1
 B2
 C1
 C2

Kérjük, töltsse fel az OLS teszt eredményét igazoló tanúsítványt vagy képernyőképet.

Please upload the copy of your OLS certificate or the screenshot of the result. *

No file(s) uploaded.  

Grant agreement

<https://mobility.elte.hu/>

In case something is incorrect: *Optional: Indicate in case received grant agreement is incorrect*

Grants

Corrections in grant agreement necessary

Indicate reason for not-correct grant agreement

Back

Update

Back

Create

Signed Grant Agreement uploaded

Upload name

Signed Grant Agreement



File



Drag your files here

Or [Search files](#)

Back

Create

TO DO BEFORE MOBILITY: SENDING THE DOCUMENTS

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

SENDING THE DOCUMENTS ONLY FOR TRAINEESHIP

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**

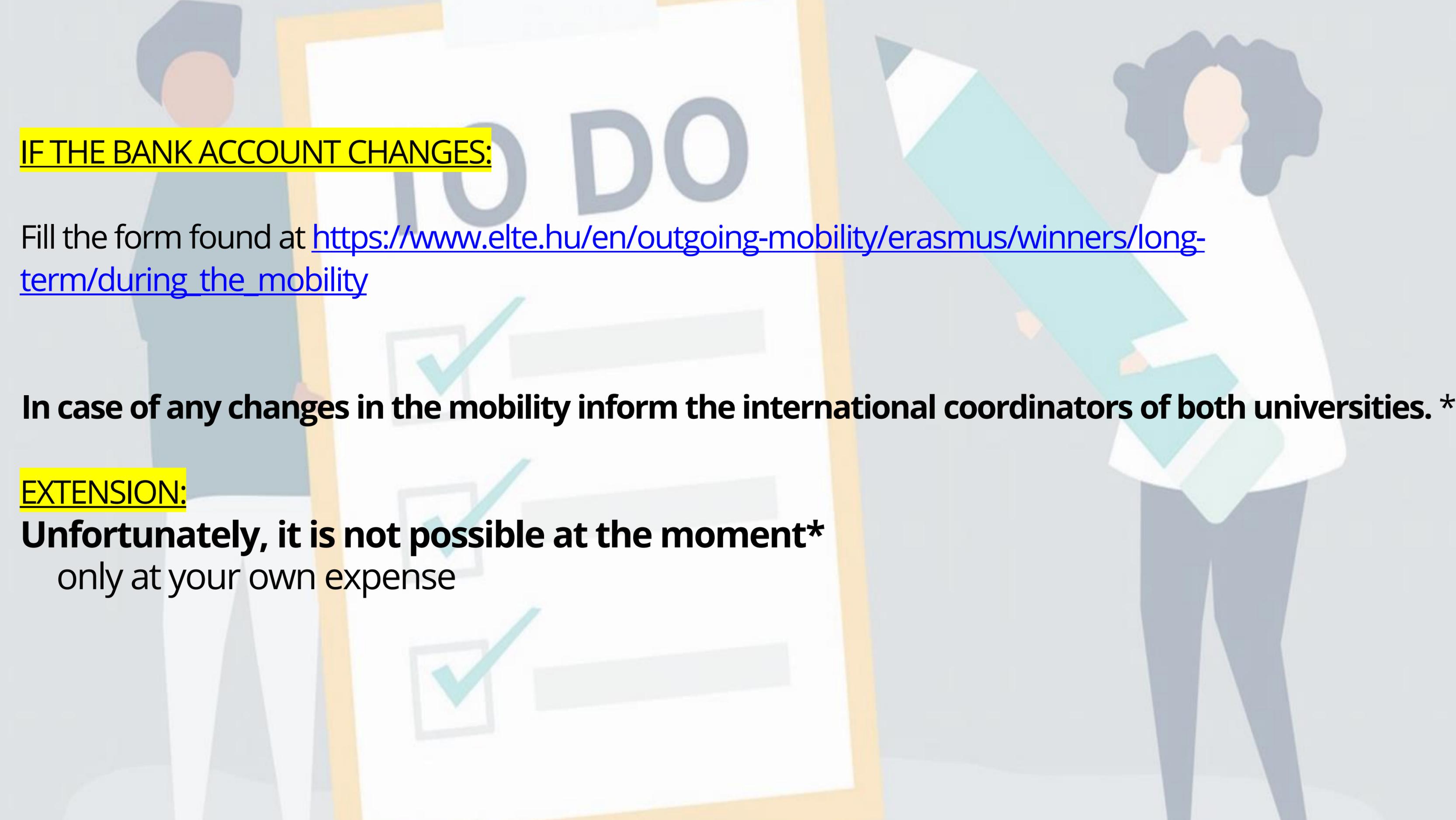
Send the **Certificate of Arrival/Registration** signed by the host institution to your faculty international coordinator at ELTE.

+ 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**

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

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)



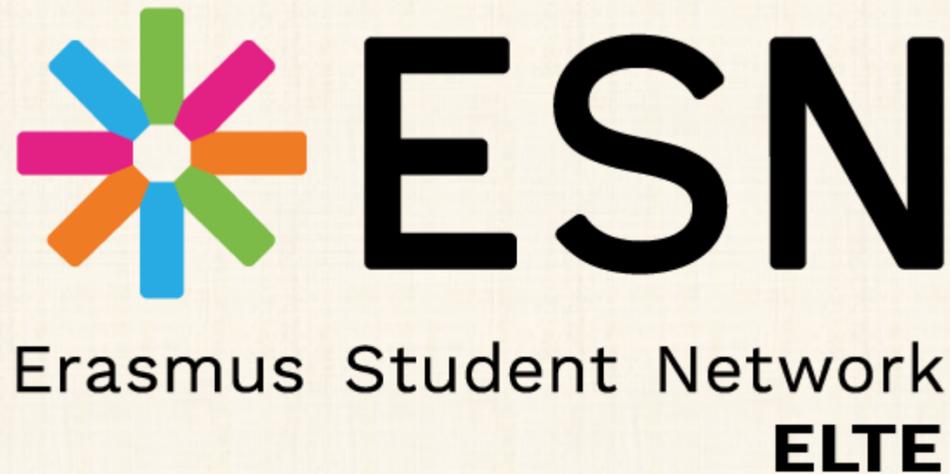
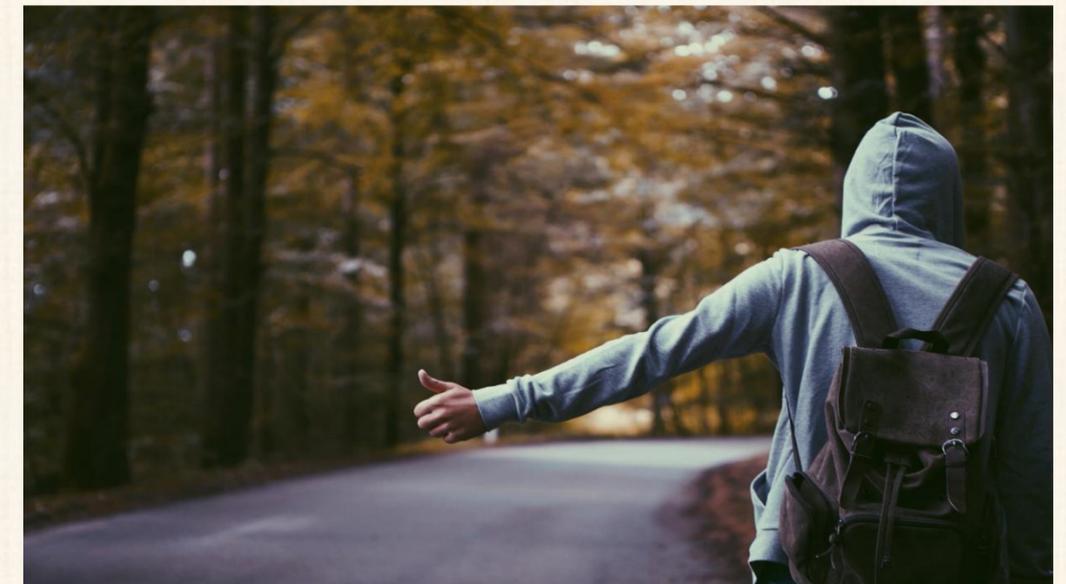
TRANSFER OF 10% SCHOLARSHIP IS ONLY POSSIBLE AFTER SENDING THE DOCUMENTS

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