

ADMINISTRATIVE INFORMATION SESSION FOR OUTGOING



STUDENTS

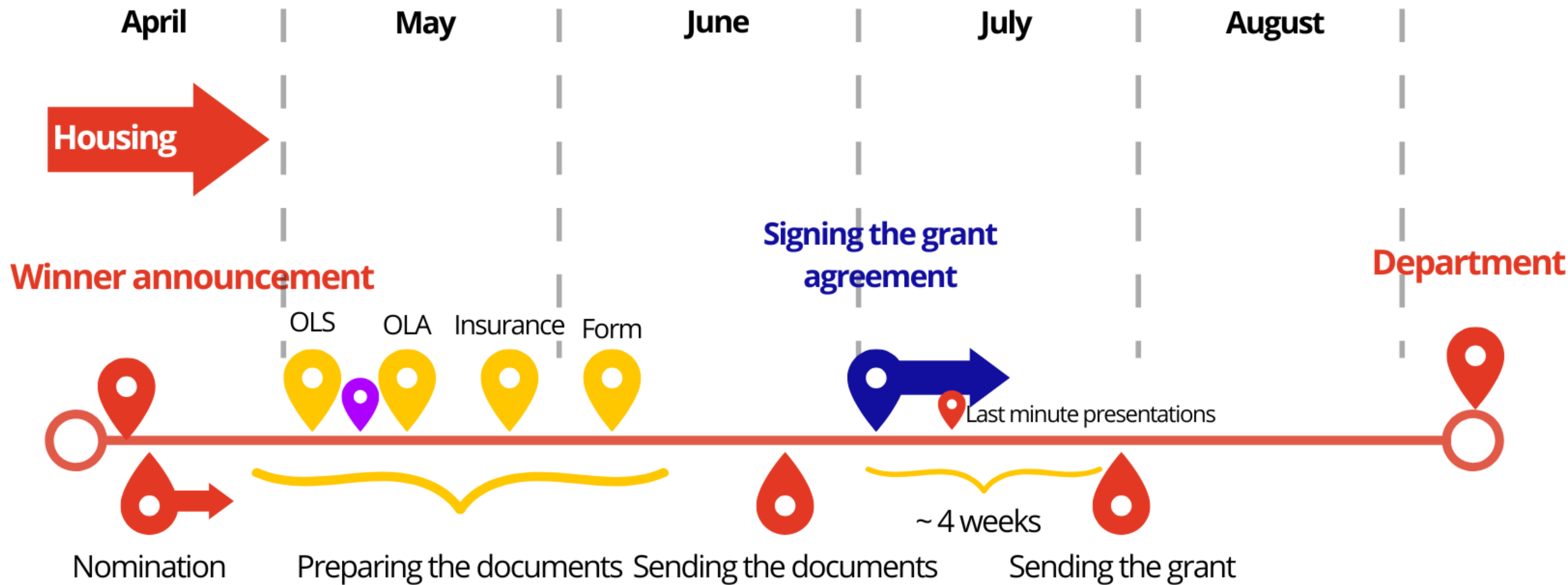
ELTE DEPARTMENT OF ERASMUS+ INTERNATIONAL PROGRAMMES

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

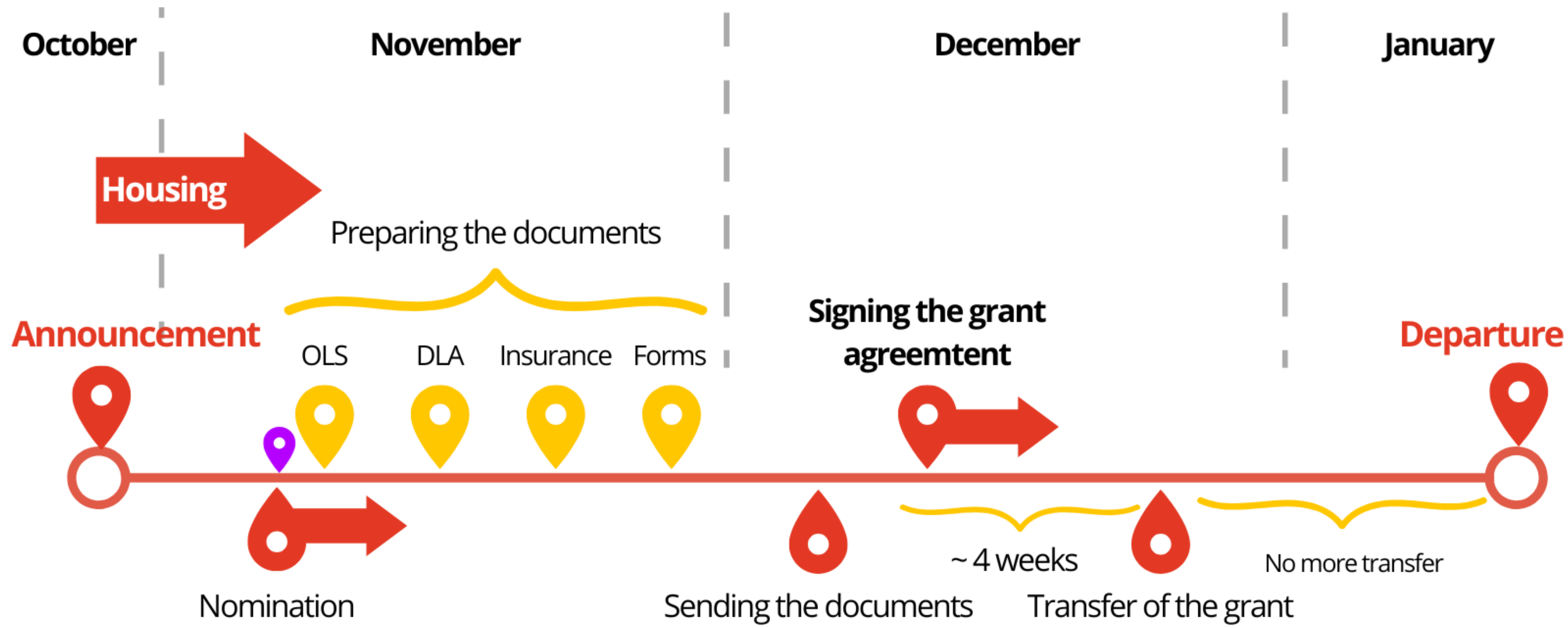


TIMELINE FOR THE OUTGOING STUDENTS FOR THE FALL SEMESTER



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

TIMELINE FOR THE OUTGOING STUDENTS FOR THE SRPING SEMESTER



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

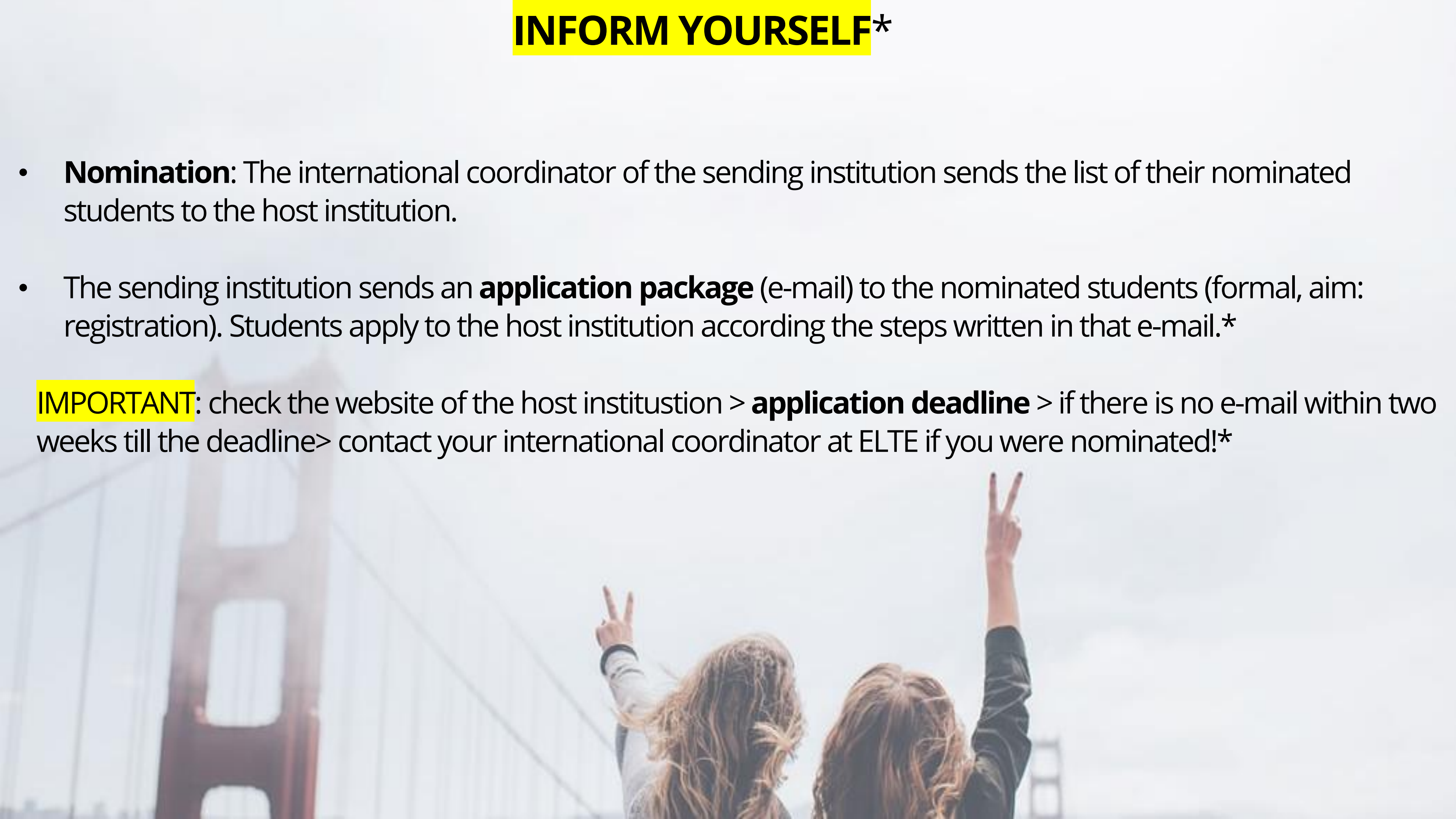
- **Housing** (separate session)
- **Finances**
 - Cost calculation
 - Opening a devisa account
 - Additional support
- **Planning of studies**



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**

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

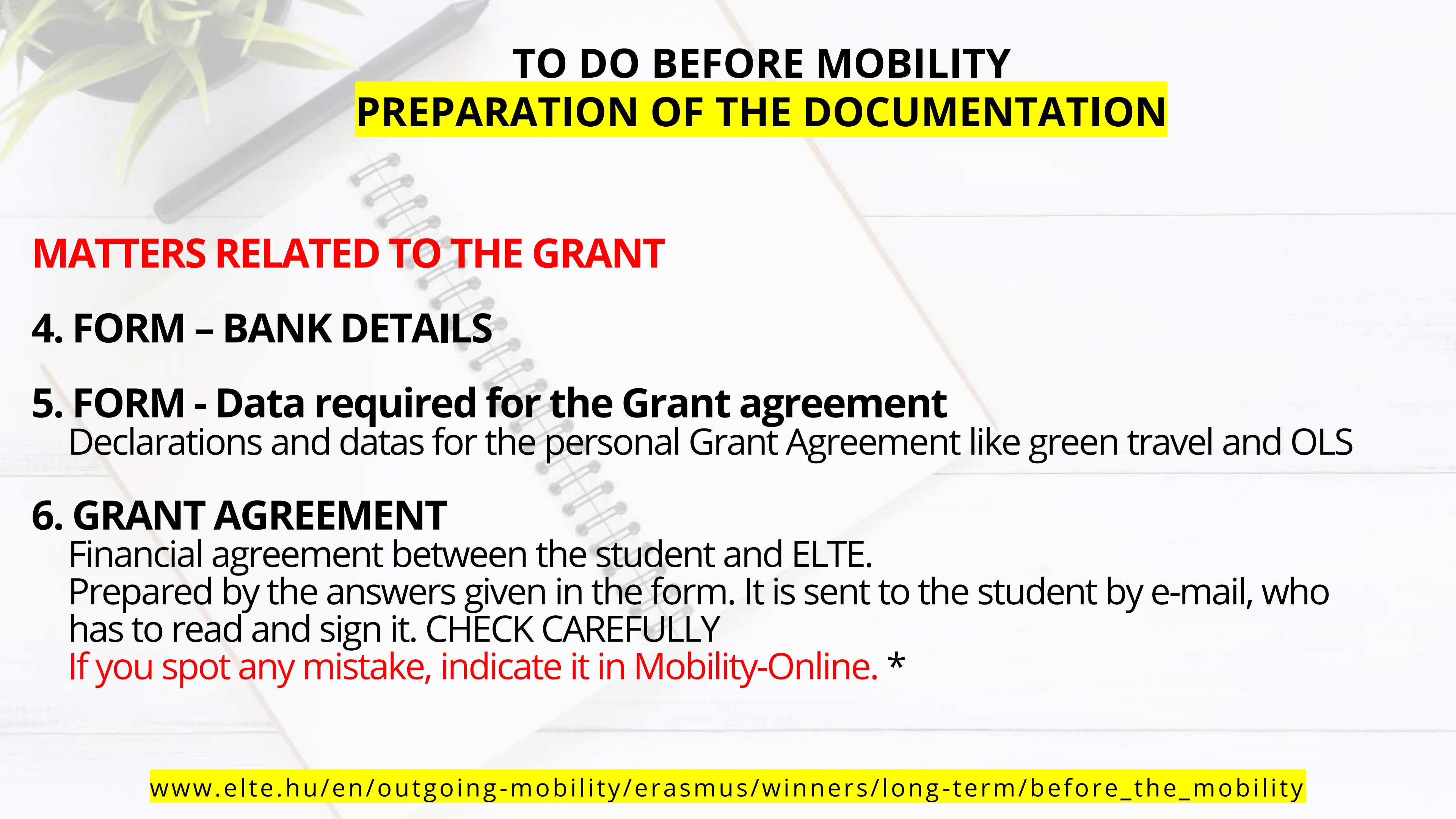
In case of studies (except Phd) minimum 20 ECTS

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. *

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	☒	2024-07-26		Indicate contact person for learning agreement at partner institution
Courses at the home institution entered in the Learning Agreement	☒	2024-11-06		Courses at the home institution entered in the Learning Agreement
Courses at the host institution entered and signed in the Learning Agreement	☒	2024-11-06		Courses at the host institution entered in the Learning Agreement
Learning Agreement confirmed by home institution	☐			
Learning Agreement confirmed by host institution	☐			
OVERVIEW: Show current version of Learning Agreement	☒	2024-11-06		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

Search	Search	<-- Select all -->	<-- Select all -->	Search
Course unit title at the host institution	Course no./host	Acad.year	Semester	Credits
No data available in table				

Back

Enter further courses...

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

RUPRECHT-KARLS-UNIVERSITA...?

Study area

Natural Science

Study field

Geography - TTK-FÖLDR

Academic year

2024/2025?

Semester

Spring 2025?

Course unit code at the home institution

ELTE_TEST1

There are still 190 characters available

Course unit title at the home institution

Test course 1

There are still 242 characters available

Number of credits at the home institution

3,00

Information about/Link to course at the home institution

Test course information

There are still 99977 characters available

Close

Create

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

If rejected – email

- The upload interface will then become active again - confirm

Learning Agreement confirmed by home institution ☐

Learning Agreement confirmed by host institution ☐

<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 dataDisplay

Personal details

Bank details

Personal details

Last name *

First name *

Gender *

☐ Male

☒ Female

☐ No entry

☐ Other

Date of birth *

1994-02-12

Edit personal dataDisplay

Personal details

Bank details

Bank details

Bank name *

BAnk

Account number *

123456

BIC/SWIFT

IBAN *

DE68210501700012345678

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

Grant agreement

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

- Signing: with **DÁP**
 - At a local government office and consulates (in person),
 - OR online with eSzémély, IF you do not have...
- Registration – You need your ID

- **Registration** (in government window) ➡ <https://ugyfelkapu.gov.hu/regisztracio>

➡ Időpontfoglalás ➡ **Ügyintézés indítása »** ➡ Ügycsoport: "Digitális Állampolgárság Program"

➡ Digitális Állampolgárság Program előregisztráció ➡ Vármegye, Kormányablak

➡ Időszak kezdete/vége

+ Elérhetőségek

Időpont	Ügy	Cím	Ügyintézés jellege	
2025.05.05. 12:00 - 12:15	Digitális Állampolgárság Program előregisztráció	1042 Budapest, István út 15.	Ügyintézés	Kiválasztás
2025.05.05. 13:15 - 13:30	Digitális Állampolgárság Program előregisztráció	1042 Budapest, István út 15.	Ügyintézés	Kiválasztás
2025.05.07. 15:15 - 15:30	Digitális Állampolgárság Program előregisztráció	1042 Budapest, István út 15.	Ügyintézés	Kiválasztás
2025.05.08. 13:45 - 14:00	Digitális Állampolgárság Program előregisztráció	1042 Budapest, István út 15.	Ügyintézés	Kiválasztás
2025.05.09. 09:45 - 10:00	Digitális Állampolgárság Program előregisztráció	1042 Budapest, István út 15.	Ügyintézés	Kiválasztás

Grant agreement

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

- Other forms of signature:

1. with another, secure electronic signature

2. by hand, on paper, in 1 copy, scanned by e-mail + sent by post

- Sending it by post:
 - Location: Budapest, 1056, Szerb u. 21-23
 - Addressee: Erasmus+ és Nemzetközi Programok Osztálya (Department of Erasmus+ and International Programmes)

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 (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 had a Housing information session on the 8th of May (recording and PDF on the website)

Most important info:

- Basic housing preferences
- Public transportation
- Where to find accommodation (on the host institution's website, from home, on site)
- Scams
- Evaluation of student questionnaires
- How/where to find a roommate
- College vs. Own accommodation

[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)

- First, indicate the need for change:

[OPTIONAL] During the mobility - Learning Agreement changes

[OPTIONAL] Changes to the learning agreement needed

☐

[OPTIONAL] Indicate in case changes to the Learning Agreement are necessary

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

ARRIVAL

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

IN CASE OF CHANGE OF STUDY PLAN:

You can change the courses you have taken

- **Courses at the home institution entered in the Learning Agreement (Changes)**
- **Courses at the host institution entered in the Learning Agreement**

Courses at the home institution entered in the Learning Agreement (Changes)



Courses at the host institution entered and signed in the Learning Agreement (Changes)



2025-01-22

~~XXXXXXXXXX~~

Courses at the home institution entered in the Learning Agreement (Changes)

Courses at the host institution entered in the Learning Agreement (Changes)

- **Enter further courses – Application**
 - Reason for change: drop-down menu
- **Final check before signing - SIGN**

DURING MOBILITY

In case of other changes

EXTENSION:

Unfortunately, it is not possible at the moment

At own expenses

Extension of mobility period

OPTIONAL: Provide information on extension of stay

During the mobility - Extension of stay

OPTIONAL: Information on extension of stay provided



2024-12-04

[REDACTED]

OPTIONAL: Provide information on extension of stay

Courses at the home institution entered in the Learning Agreement



2024-12-06

[REDACTED]

APPLICATION CANCELLATION:

- **General actions (Optional)**



OPTIONAL: Cancel application/stay (irreversible!) link



Notify your faculty coordinator about the cancellation of your application/stay

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)



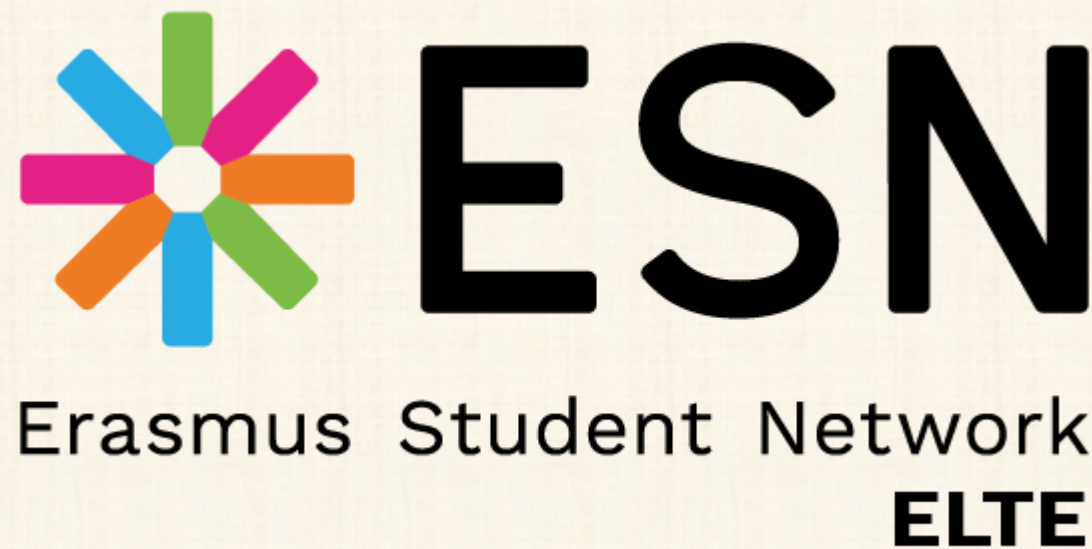
TRANSFER OF 10% SCHOLARSHIP IS ONLY POSSIBLE AFTER SENDING THE DOCUMENTS

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

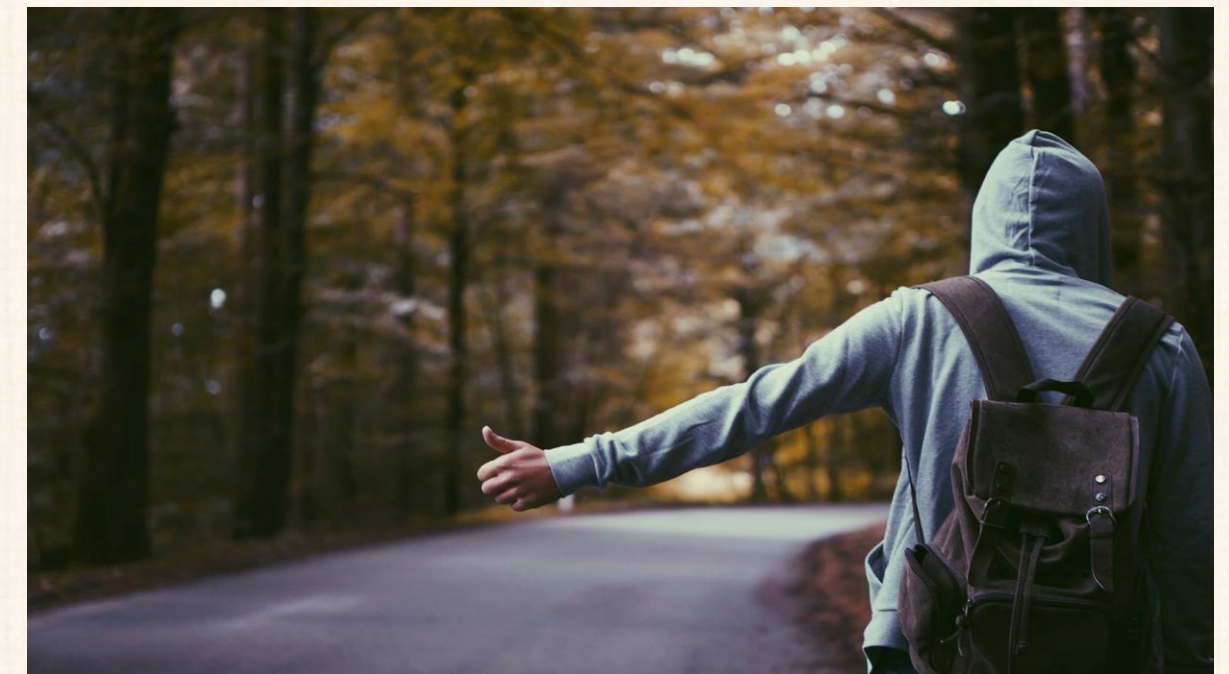
+

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

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

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TÁTK: Herángli-Varga Rita 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