



EÖTVÖS LORÁND TUDOMÁNYEGYETEM — EÖTVÖS LORÁND UNIVERSITY

# NEPTUN GUIDE



## Second call for Erasmus+ Student Mobility Programme

for students of Eötvös Loránd University for the  
2022/2023 Academic Year



**ELTE**  
EÖTVÖS LORÁND  
UNIVERSITY



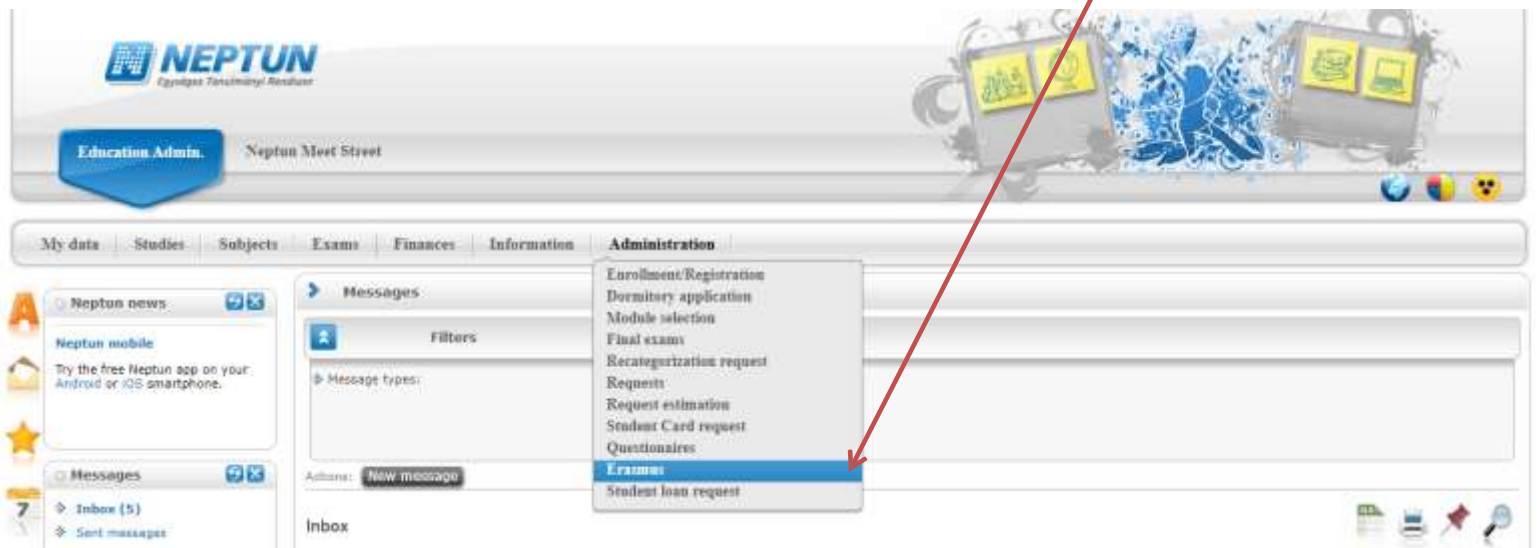
**Erasmus+**



# ERASMUS+ APPLICATIONS MUST BE SUBMITTED VIA NEPTUN

## 1<sup>st</sup> Step

Log in to the Student web interface of Neptun, and in the **Administration** menu you will find the word **Erasmus**

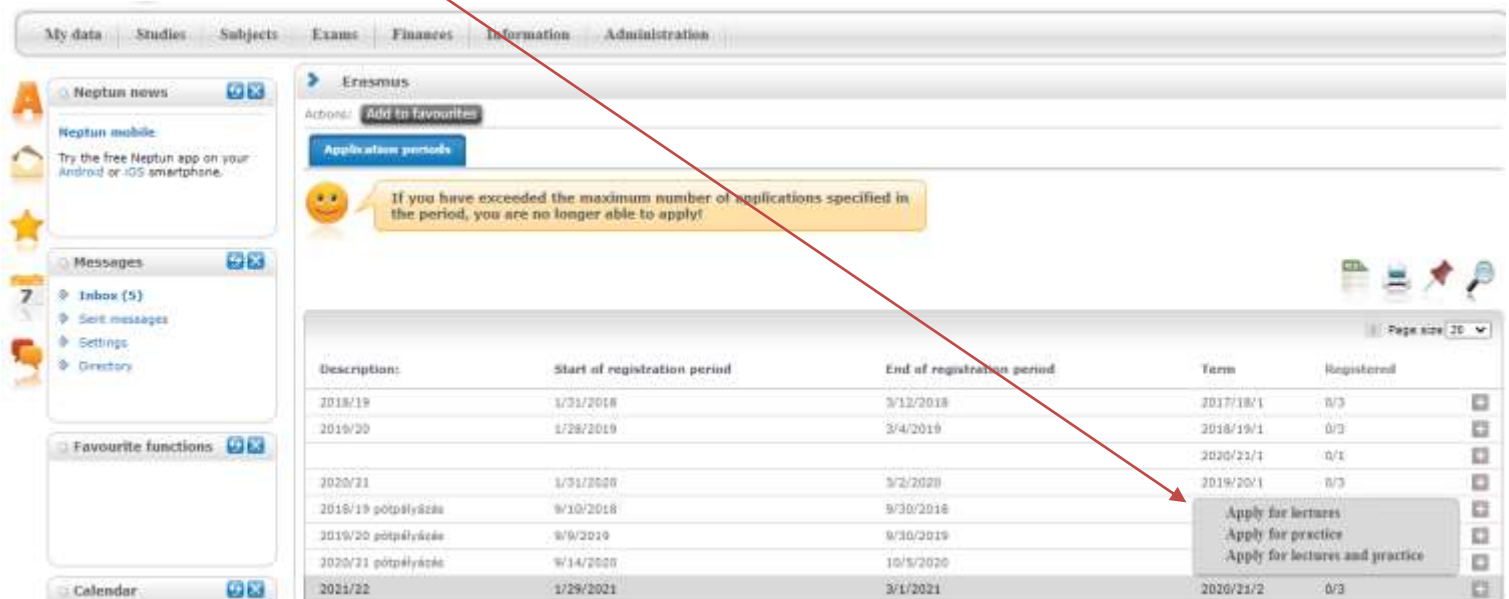




## 2<sup>nd</sup> step

Choose the active registration period and click the plus sign at the end of the line.

There you can choose if you want to apply for **lectures** (exchange studies), **practice** (traineeship) or **both**.



My data | Studies | Subjects | Exams | Finances | Information | Administration

Erasmus

Actions: Add to favourites

Application periods

If you have exceeded the maximum number of applications specified in the period, you are no longer able to apply!

Description:	Start of registration period	End of registration period	Term	Registered	
2018/19	1/31/2018	9/12/2018	2017/18/1	0/3	+
2019/20	1/28/2019	3/4/2019	2018/19/1	0/3	+
2020/21	1/31/2020	9/2/2020	2020/21/1	0/1	+
2018/19 pótpályázat	9/10/2018	9/30/2018	2018/20/1	0/3	+
2019/20 pótpályázat	9/9/2019	9/30/2019	2019/20/1	0/3	+
2020/21 pótpályázat	9/14/2020	10/5/2020	2020/21/1	0/3	+
2021/22	1/29/2021	3/1/2021	2020/21/2	0/3	+

Page size: 20

Apply for lectures  
Apply for practice  
Apply for lectures and practice



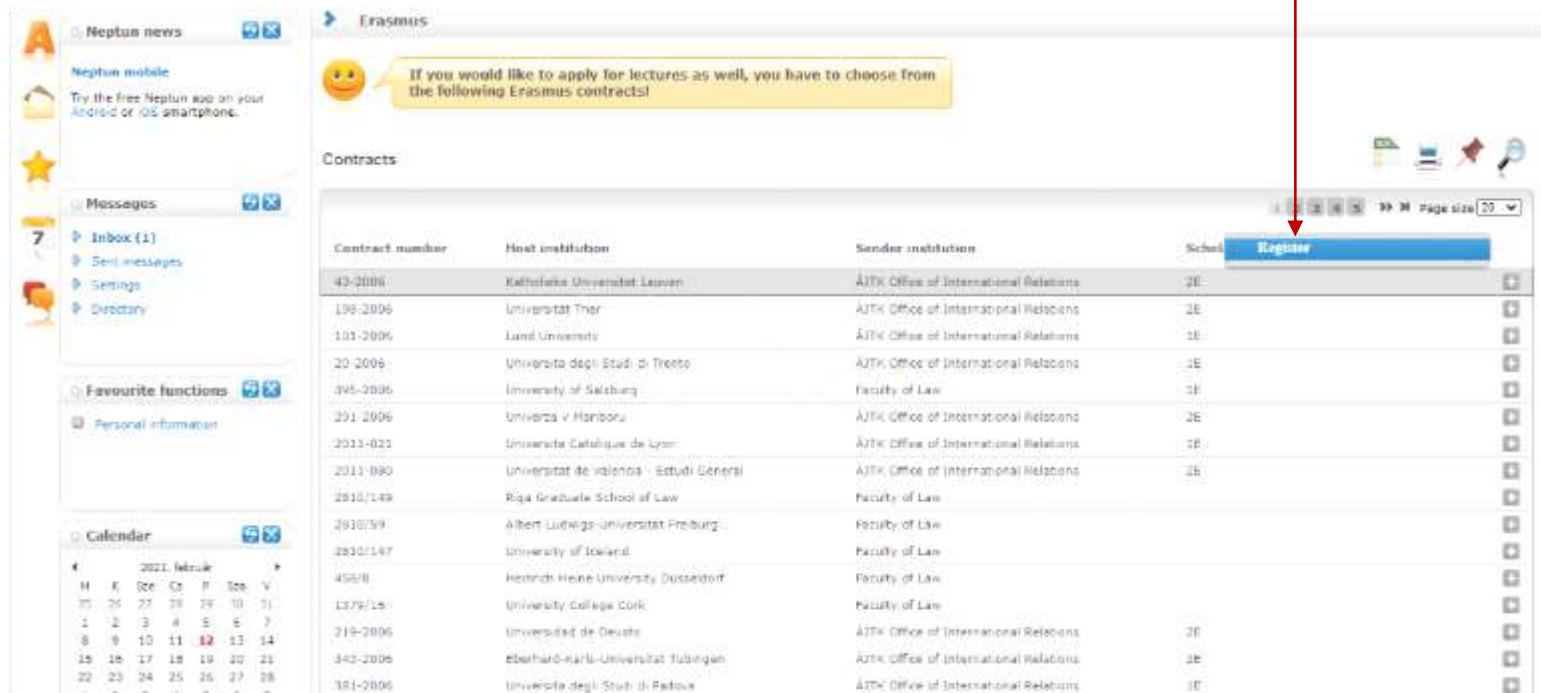
# 3<sup>rd</sup> step A

## For those applying for exchange studies

Here you can see which partner universities you can apply to from your department.

- Choose the host university you would like to apply to. Before making your choice please read through the courses offered at the partner universities.
- By clicking on the plus sign at the end of the row you need to click **Register** to start your application.

If you know that your department has more partner institutions, contact your faculty coordinator. <https://www.elte.hu/en/international-offices/faculty-international-offices>



The screenshot displays the Erasmus application portal. On the left is a navigation sidebar with options like 'Neptun news', 'Messages', and 'Calendar'. The main content area is titled 'Erasmus' and features a yellow notification box. Below it is a table of 'Contracts' with the following data:

Contract number	Host institution	Sender institution	School	Register
43-2006	Katholieke Universiteit Leuven	ÁTKK Office of International Relations	2E	+
199-2006	Universität Trier	ÁTKK Office of International Relations	2E	+
101-2006	Lund University	ÁTKK Office of International Relations	1E	+
20-2006	Università degli Studi di Trieste	ÁTKK Office of International Relations	1E	+
295-2006	University of Salzburg	Faculty of Law	2E	+
291-2006	Universität Hamburg	ÁTKK Office of International Relations	2E	+
2013-021	Université Catholique de Lyon	ÁTKK Office of International Relations	1E	+
2011-080	Universitat de València - Estudi General	ÁTKK Office of International Relations	2E	+
2810/149	Riga Graduate School of Law	Faculty of Law		+
2010/59	Albert-Ludwigs-Universität Freiburg	Faculty of Law		+
2830/147	University of Iceland	Faculty of Law		+
456/8	Hendrik Heine University Düsseldorf	Faculty of Law		+
1379/15-	University College Cork	Faculty of Law		+
219-2006	Universität de Duisburg	ÁTKK Office of International Relations	2E	+
342-2006	Eberhard-Karls-Universität Tübingen	ÁTKK Office of International Relations	2E	+
181-2006	Università degli Studi di Padova	ÁTKK Office of International Relations	1E	+

## 3<sup>rd</sup> step A (cont.)

After clicking on **Register** (previous step) you need to give the **planned start of lecture** and **planned length of lecture** (which is usually 5 months) and click **Register** again.

**Lecture**

**To be filled**

- Topic area: Jóg
- Lecture coordinator: Attila Harmathy dr.
- Planned start of lecture: 01.08.2021
- Planned length of lecture in months: 5

**Filled by the institution**

- Contract number: 10-2020
- Contract description: automatikusan meghosszabbítva
- Contract coordinator: Harmathy Attila dr. Szemerey Péter dr.
- Foreign partner organization: Katholieke Universiteit Leuven
- Description of foreign partner organization: 

Üzleti kategória	11.
Megnevezés	Katholieke Universiteit Leuven
Honlap	<a href="http://www.kuleuven.ac.be/">http://www.kuleuven.ac.be/</a>
Gyökérlet	<input checked="" type="checkbox"/>
Cikkek	Észt szemeszter: augusztus 16-tól, tavaszi szemeszter: február 11-től kezdődik.
Kutatóknak e-mail	<a href="mailto:U.Sa.Timmermans@kuleuven.be">U.Sa.Timmermans@kuleuven.be</a>
Szállásfoglalás honlap	<a href="http://www.kuleuven.be/accommodation/index.htm">http://www.kuleuven.be/accommodation/index.htm</a>
Ismeretbővíti dokumentáció	<a href="http://www.kuleuven.be/english/international/applications07-08.pdf">http://www.kuleuven.be/english/international/applications07-08.pdf</a>

**Scholarship category**

- Lecture start:
- Length of lecture in months:
- Number of supported month of lecture:

**Buttons:** Register, Cancel, Print, Print practice certificate of completion, Print practice contract, Print certificate of the duration, Print educational certificate of completion, Print learning contract, Print grant contract, Print registration



## 3<sup>rd</sup> step B

### For those applying for traineeships

Answer all the questions below to the best of your knowledge. Give special attention to the **planned start of practice** and **planned length of practice**.

You can find the name of your practice coordinator by ticking **every lecturer** at the end of the line.

Click **Register** to validate your application.

The screenshot shows a registration form with the following sections:

- Questions:** A table with 10 rows of questions in Hungarian, each with a 'Yes' and 'No' column.
- Practice:** A section titled 'To be filled' with a form containing:
  - Practice coordinator: Dropdown menu (Dániel Károly, Zoltán)
  - Country: Dropdown menu (Austria)
  - Description: Text input (1st)
  - City: Text input (W)
  - Homepage: Text input (www)
  - Contact name: Text input (www)
  - Contact phone: Text input (www)
  - Contact email: Text input (www)
  - Planned start of practice: Date input (11.08.2021)
  - Planned length of practice in months: Text input (6)
- Every lecturer:** A checkbox next to the 'Practice coordinator' field.
- Filed by the institution:** A section with three text input fields for 'Start of practice', 'Length of practice in months', and 'Number of supported months of practice'.
- Buttons:** 'Register' and 'Cancel' buttons at the bottom left, and a 'Print' section with several buttons for printing certificates and training letters.



## 4th step

By clicking the Register button section [**Declaration**] will pop up.

- Fill it to the best of your knowledge. Then click the **Next** button at the bottom.

**Information**

The call for application for Erasmus+ mobility is available here: <http://www.elfe.hu/erasmus/palyazat>

Please read the details of the call carefully!

Applications can be registered in Neptun until 20:00 on March 7, 2022, and the attachments can be uploaded by this deadline. You can submit additional documents for your application in paper format to your faculty coordinator by March 7, 2022.

The list of attachments to be uploaded can be found in the faculty call for applications.

**Declaration**

Name: [REDACTED]  
Faculty: Faculty of Education and Psychology, Degree Program: Psychology (PPK-PSZ-NMHTU), [REDACTED]

I. Being aware of my criminal liability I hereby declare that during my previous studies (either on a scholarship or as a self-funded student in label status)

1. In Erasmus studies, as part of another degree program (regardless of the level of the degree program) - Previously or in parallel to the current degree program Psychology - I have
2. In Erasmus traineeship, as part of another degree program (regardless of the level of the degree program) - Previously or in parallel to the current degree program Psychology - I have
3. In Erasmus studies within the framework of the current degree program Psychology I have
4. In Erasmus traineeship within the framework of the current degree program Psychology I have

II. I declare the following regarding the main language used during my Erasmus+ traineeship / studies:

1. The main language of my Erasmus+ traineeship / studies is

I hereby declare that if I win an Erasmus + scholarship, I will complete the mandatory OLS test for Erasmus+ scholars in the language indicated here. (On-line language test, www. information about the test on the On-line platform and I acknowledge it. (If a course is not available in the main language of study, neither the test nor the course is required.)

2. If the awarded student completes the main language test below level B2, they must automatically take the offered On-line language course of the main language of studies/traineeship: Spanish, French, Italian, Dutch, Polish, Portuguese or Swedish.
3. If the student completes the main language test at B2 level or higher, they can choose in which of the available languages they would like to take a language course. Please, indicate the language in which you would like to take the course if you take the OLS test at B2 level or higher:

III. I declare that I will establish an active student status at Eötvös Loránd University from the starting date and throughout my awarded Erasmus+ student mobility/traineeship for the academic year 2022/23. I acknowledge that if my





## 5th step

After clicking the **Next** button you will be able to submit your request by click the **Submit request**.

III - I declare that I will establish an active student status at Eötvös Loránd University from the starting date and throughout my awarded Erasmus+ student mobility/traneship for the academic year 2022/23. I acknowledge that if my student status is not active at the start of the mobility, my Erasmus+ student status and scholarship will be revoked immediately. Students who complete their traneship in the year following their graduation do not need to have active status during the mobility period. Students participating in a traneship after graduation may submit their application in the last active semester.

I have read and acknowledged the above-mentioned information and the terms and conditions of the application, and I accept their contents. My personal and academic data stored in the Neptun system is completely accurate. By submitting my application, I agree that my personal and academic data necessary for the assessment and management of my application may be accessed by the persons responsible for the assessment and management of my application.

In case of dispute, the Hungarian version of this text shall prevail.

[Previous](#) [Next](#) [Submit request](#) [Suspend filling in](#) [Assign document](#) [Back](#)

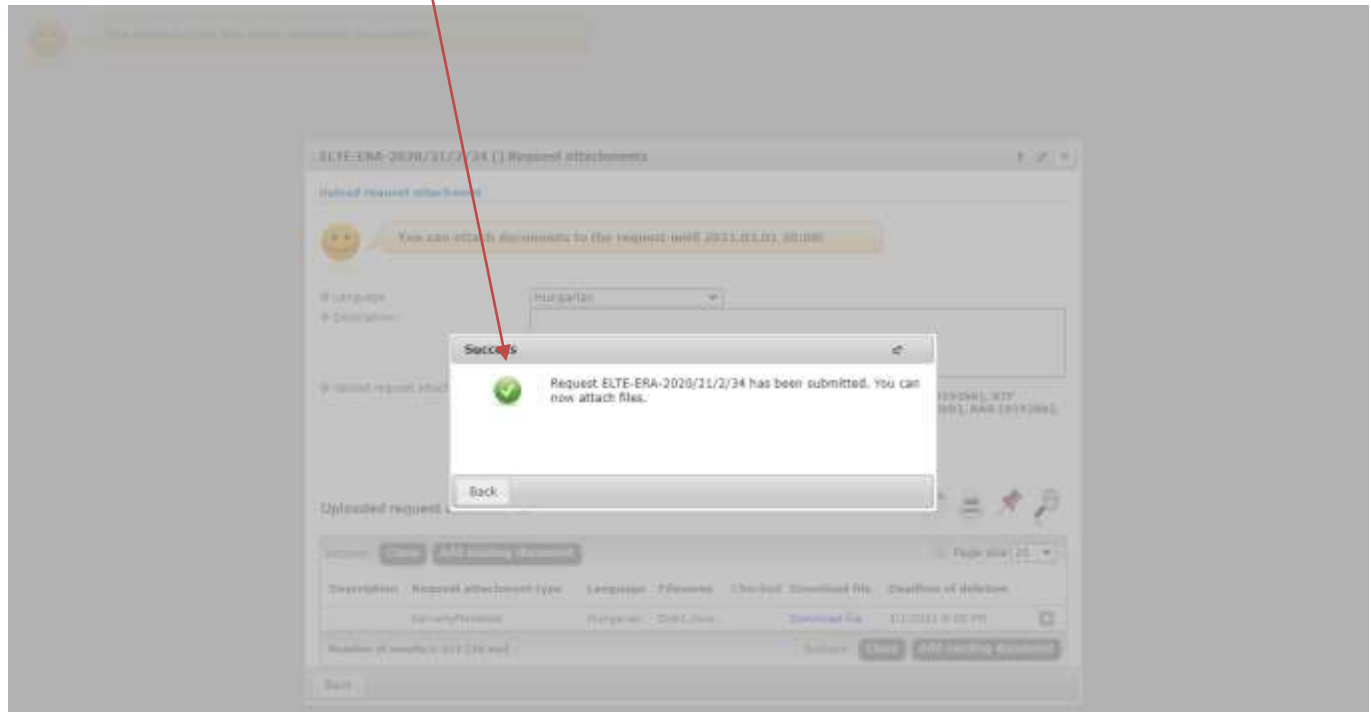


## 6th step

After that, a pop-up message appears on the window saying that your request has been submitted and that you can attach files to the request.

When you close the message by clicking **back**, a display serves to attach files will appear. (see: 7th step).

The attachable documents can vary from faculties/departments to faculties/department. Please consult your international coordinator. You can find the list of international coordinators at: <https://www.elte.hu/en/outgoing-mobility/erasmus/call-for-application>



## 7th step

Here you can attach documents to your request until the application deadline. If you have already uploaded a document you might want to add it with by click **Add existing document**. To upload new document(s) choose its language, name it in the Description box and click **+ Upload file**.

New request [ ] Request attachments

Upload request attachment

You can attach documents to the request until 2021.03.01 20:00!

Language: Hungarian

Description:

Upload request attachment

PDF (8192kb), DOC (8192kb), XLS (8192kb), ZIP (8192kb), DOCK (8192kb), RTF (8192kb), PNG (8192kb), JPG (8192kb), JPEG (8192kb), XLSX (8192kb), RAR (8192kb), PPT (8192kb), PPTX (8192kb), 7Z (8192kb)

+ Upload file

Uploaded request attachments

Actions: Close Add existing document Page size 20

Description	Request attachment type	Language	Filename	Checked	Download file	Deadline of deletion
No result						

Number of results:0-0/0 (31 ms) Actions: Close Add existing document

Back

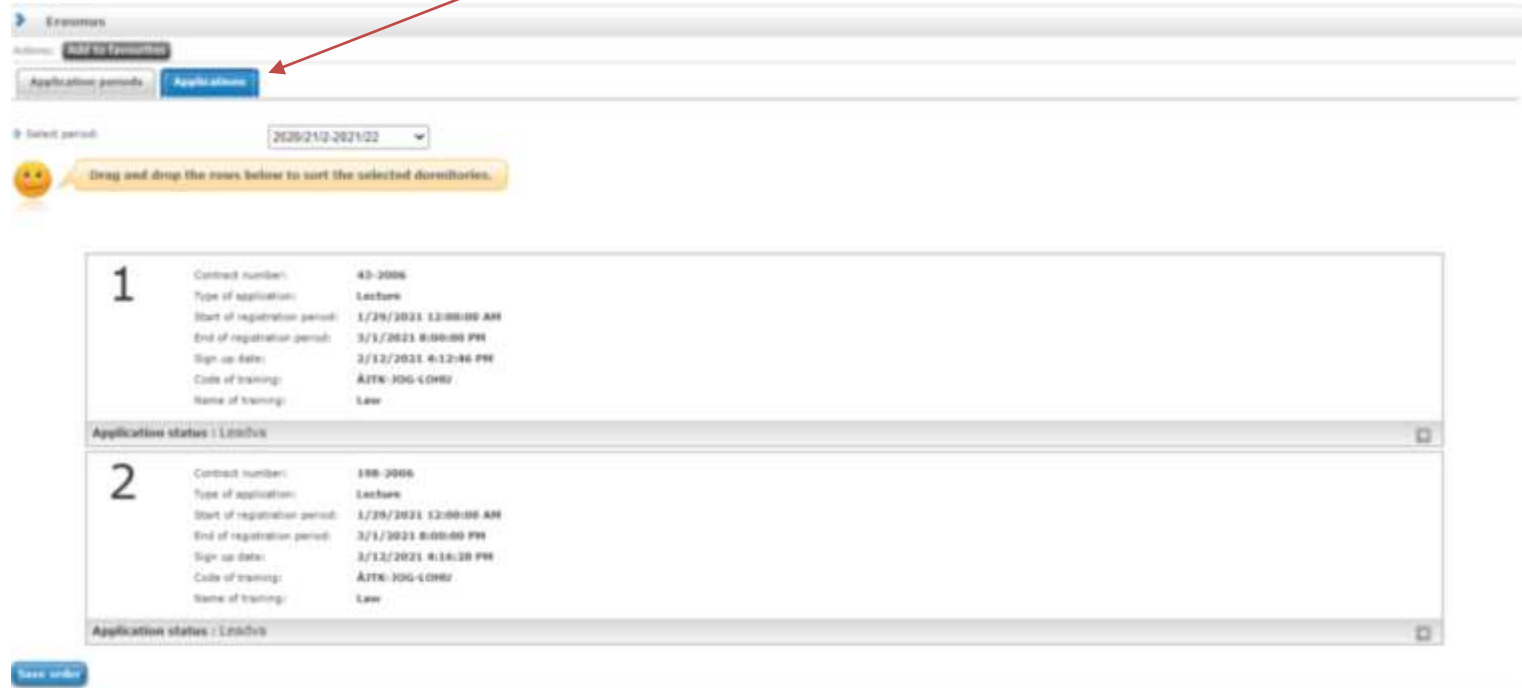




## 8th step

Your application can be seen at  
**Administration/Erasmus/Applications.**

Do not forget that you can apply up to **3 places by order of preference.**



The screenshot shows the Erasmus application interface. At the top, there is a navigation bar with the 'Erasmus' logo and a dropdown menu. Below the navigation bar, there are two buttons: 'Application periods' and 'Applications'. A red arrow points from the text '3 places by order of preference' to the 'Applications' button. Below the buttons, there is a 'Select period' dropdown menu set to '2020/21/2021/22'. A yellow tooltip with a smiley face icon says 'Drag and drop the rows below to sort the selected dormitories.' Below the tooltip, there are two application preferences listed in a table format. Each preference has a large number (1 and 2) in a box on the left. The details for each preference are as follows:

Preference	Contract number	Type of application	Start of registration period	End of registration period	Sign up date	Code of training	Name of training
1	43-2006	Lecture	1/29/2021 12:00:00 AM	3/1/2021 8:00:00 PM	3/12/2021 4:12:46 PM	ÁITK-30G-C08Z	Law
2	100-2006	Lecture	1/29/2021 12:00:00 AM	3/1/2021 8:00:00 PM	3/12/2021 4:16:28 PM	ÁITK-30G-C08Z	Law

Below each preference, there is a section for 'Application status' with a dropdown menu set to 'Licitus'. At the bottom left of the interface, there is a 'Save order' button.



# APPLICATION SUBMITTED

To successful application, please read the call for application carefully:

www.elte.hu/en → Education → Outgoing mobility → Erasmus+ →  
Call for application

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

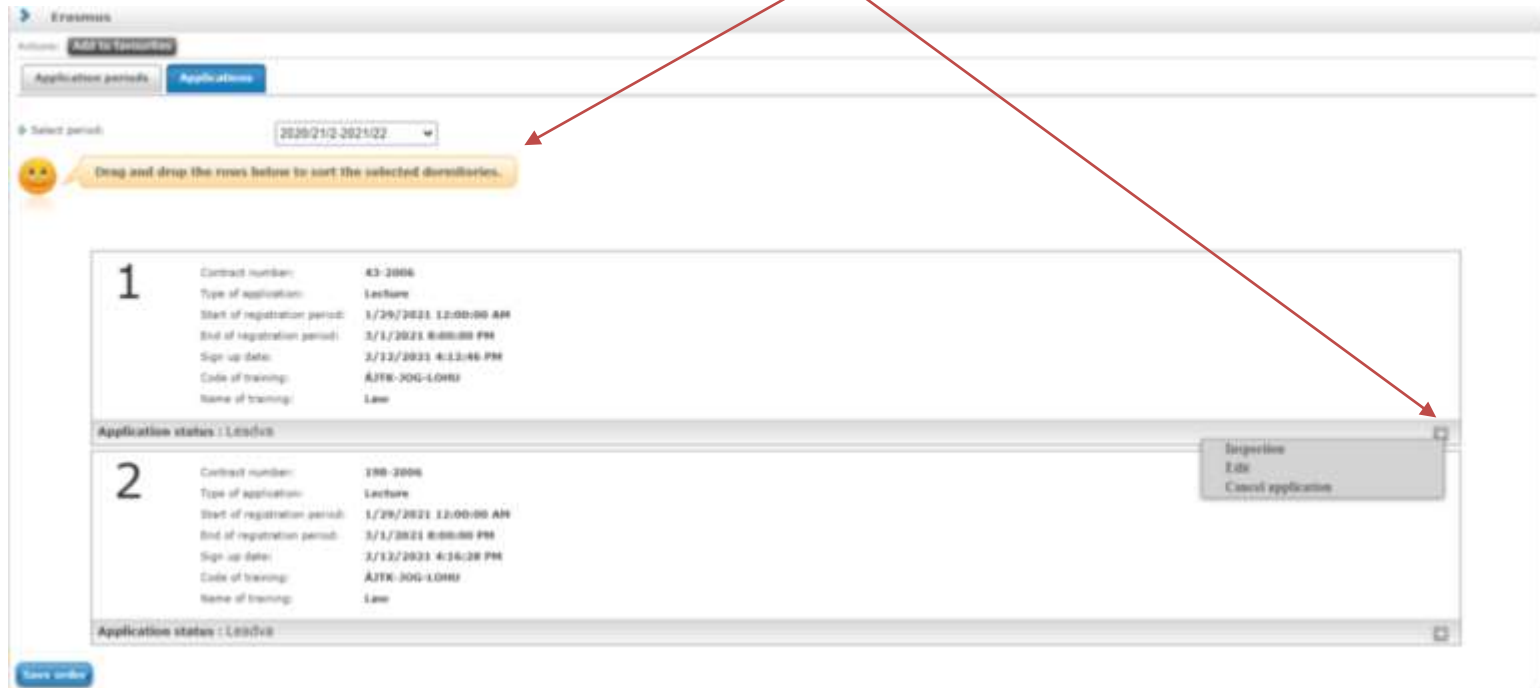
and join our Erasmus+ Information Workshops, which dates can be  
found in the linked website.

**Good luck on your application!**



## (+ Optional steps)

- Until the deadline for application (30 September 2022 8pm) you can change the order by **drag and drop the boxes**.
- Until the deadline for application (30 September 2022 8pm) you can edit and cancel your application. To do so click the + sign and choose **Edit** or **Cancel application**.
  - To check the application click **Inspection**.



The screenshot shows the Erasmus application management interface. At the top, there are tabs for 'Application periods' and 'Applications'. A dropdown menu shows the selected period '2020/21/2-2021/22'. A yellow tooltip with a smiley face icon says 'Drag and drop the rows below to sort the selected directories.' Below this, there is a list of two applications. Each application entry includes a large number (1 and 2), contract number, type of application (Lecture), start and end of registration period, sign-up date, code of training (A3TK-300-LOHU), and name of training (Law). The application status is 'Leads'. At the bottom right of each application entry, there is a small square icon with a plus sign, which opens a menu with options: 'Inspection', 'Edit', and 'Cancel application'. A blue 'Sort order' button is located at the bottom left of the application list.

