



EÖTVÖS LORÁND TUDOMÁNYEGYETEM — EÖTVÖS LORÁND UNIVERSITY

# NEPTUN GUIDE



## Call for Erasmus+ Student Mobility Programme

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



**ELTE**  
EÖTVÖS LORÁND  
UNIVERSITY



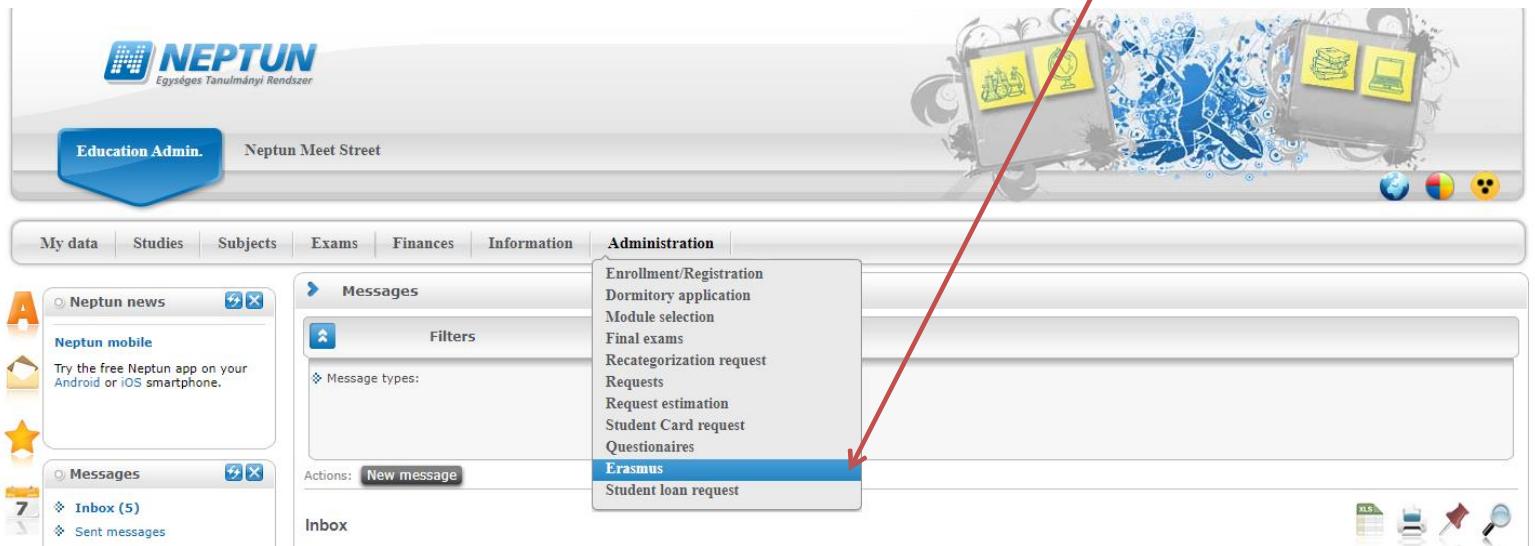
**Erasmus+**



# 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**

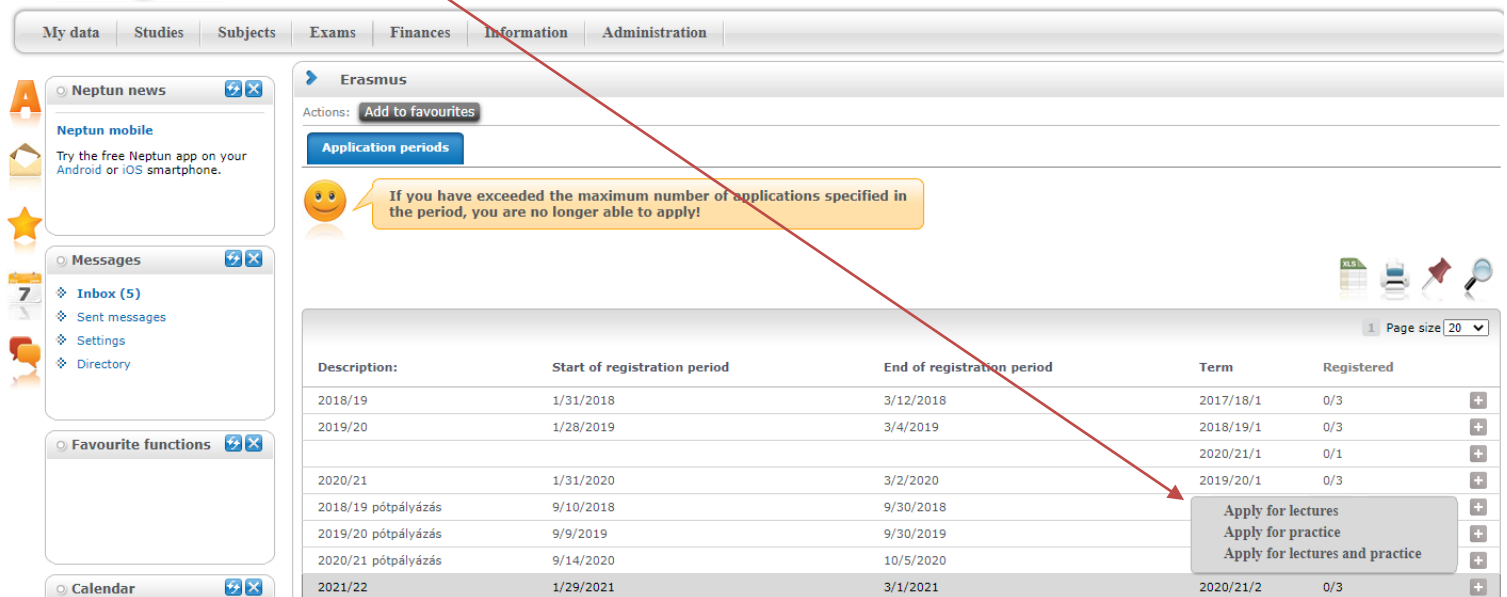




## 2<sup>nd</sup> step

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**.



The screenshot shows the Erasmus application interface. On the left, there are navigation tabs: My data, Studies, Subjects, Exams, Finances, Information, and Administration. Below these are several widgets: Neptun news, Neptun mobile (with a download icon), Messages (with a star icon and a list of messages), Favourite functions, and Calendar. The main content area is titled 'Erasmus' and includes an 'Add to favourites' button. Below this is a blue button labeled 'Application periods'. A yellow warning box states: 'If you have exceeded the maximum number of applications specified in the period, you are no longer able to apply!'. Below the warning is a table with the following columns: Description, Start of registration period, End of registration period, Term, and Registered. The table lists several registration periods, including 2018/19, 2019/20, 2020/21, and 2021/22. For the 2020/21 period, a dropdown menu is open, showing three options: 'Apply for lectures', 'Apply for practice', and 'Apply for lectures and practice'. A red arrow points from the text in the second block to this dropdown menu.

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

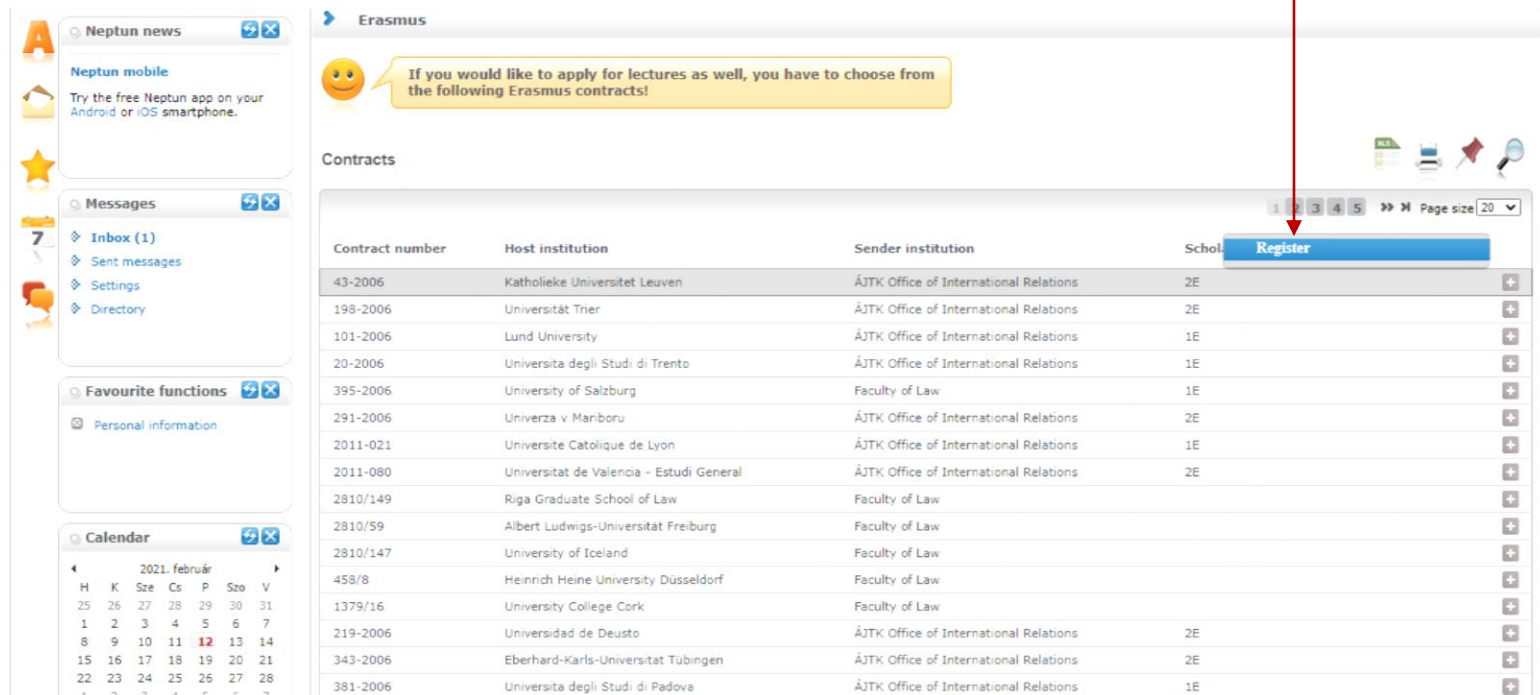
## 3<sup>rd</sup> step A

### 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 Contracts page in the Neptun system. On the left, there is a sidebar with navigation options: Neptun news, Neptun mobile, Messages, Favourite functions, and Calendar. The main content area is titled 'Erasmus' and features a yellow banner with a smiley face icon and the text: 'If you would like to apply for lectures as well, you have to choose from the following Erasmus contracts!'. Below this, the 'Contracts' section shows a table of partner universities. A red arrow points to the 'Register' button in the top right corner of the table.

Contract number	Host institution	Sender institution	Scholarship	Register
43-2006	Katholieke Universiteit Leuven	ÁJTK Office of International Relations	2E	+
198-2006	Universit�t Trier	�JTK Office of International Relations	2E	+
101-2006	Lund University	�JTK Office of International Relations	1E	+
20-2006	Universita degli Studi di Trento	�JTK Office of International Relations	1E	+
395-2006	University of Salzburg	Faculty of Law	1E	+
291-2006	Univerza v Mariboru	�JTK Office of International Relations	2E	+
2011-021	Universite Catolique de Lyon	�JTK Office of International Relations	1E	+
2011-080	Universitat de Valencia - Estudi General	�JTK Office of International Relations	2E	+
2810/149	Riga Graduate School of Law	Faculty of Law		+
2810/59	Albert Ludwigs-Universit�t Freiburg	Faculty of Law		+
2810/147	University of Iceland	Faculty of Law		+
458/8	Heinrich Heine University Dusseldorf	Faculty of Law		+
1379/16	University College Cork	Faculty of Law		+
219-2006	Universidad de Deusto	�JTK Office of International Relations	2E	+
343-2006	Eberhard-Karls-Universit�t T�bingen	�JTK Office of International Relations	2E	+
381-2006	Universita degli Studi di Padova	�JTK 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.

The screenshot shows a web form titled 'Lecture' with two main sections: 'To be filled' and 'Filled by the institution'.

**To be filled**

- Topic area: Jog
- Lecture coordinator: Attila Harmathy dr.
- Planned start of lecture: 01.09.2021
- Planned length of lecture in month: 5

**Filled by the institution**

- Contract number: 43-2006
- Contract description: automatikusan meghosszabbítva
- Contract coordinator: Harmathy Attila dr., Sonneveld Pál dr., Völ
- Foreign partner organization: Katholieke Universiteit Leuven
- Description of foreign partner organization: 

Ösztöndíj kategória	II.
Megnevezés	Katholieke Universiteit Leuven
Honlap	<a href="http://www.kuleuven.ac.be/">http://www.kuleuven.ac.be/</a>
Gyakorlat	<input checked="" type="checkbox"/>
Ciklusok	őszi szemeszter: augusztus 16-tól, tavaszi szemeszter: február 11-től kezdődik
Kiutazóknak e-mail	<a href="mailto:Elke.Timmermans@int.kuleuven.be">Elke.Timmermans@int.kuleuven.be</a>
Szállásfoglalás honlap	<a href="http://www.kuleuven.be/accommodation/index.htm">http://www.kuleuven.be/accommodation/index.htm</a>
Jelentkezési dokumentáció	<a href="http://www.kuleuven.be/english/interrelations/application07-08.rtf">http://www.kuleuven.be/english/interrelations/application07-08.rtf</a>
- Scholarship category: ZE
- Lecture start:
- Length of lecture in month:
- Number of supported month of lecture:

At the bottom of the form, there are buttons for 'Register' and 'Cancel'. Below these, there is a 'Print' section with several buttons: 'Print practice certificate of completion', 'Print practice contract', 'Print certificate of the duration', 'Print educational certificate of completion', 'Print learning contract', 'Print grant contract', and '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.

' checkbox. Another red arrow points from the text 'Click Register' to the 'Register' button."/>

**Letételezési engedély** **Letöltés: Ha nem magyar állampolgár: [Letöltés](#)**

Opionális	Kötelező	Leírás	Obbligatorio	Obligatory	
<input type="checkbox"/>	<input type="checkbox"/>	Munkaterv	a tervezett tevékenység leírása a munka nyelvén	Not obligatory	Obligatory
<input type="checkbox"/>	<input type="checkbox"/>	Munkaterv	a fogadó intézményben tervezett tevékenység leírása	Hungarian	Obligatory
<input type="checkbox"/>	<input type="checkbox"/>	Önéletrajz	szakmai önéletrajz, nyelvi: a tanszéki felhívásnak megfelelően	Not obligatory	Obligatory
<input type="checkbox"/>	<input type="checkbox"/>	Tanulmányi terv	nyelvi: magyar és a tanszéki felhívásnak megfelelő nyelven is; Tartalma: tanulmányi és kutatási terv, személyes tudományos érdeklődés és terv	Obligatory	Obligatory
<input type="checkbox"/>	<input type="checkbox"/>	Tudományos élettrajz	magyarul és a tanulmányok vagy a munka nyelvén is kötelező, de összevonható az önéletrajzzal	Obligatory	Obligatory
<input type="checkbox"/>	<input type="checkbox"/>	Erasmus pályázatát támogató egyéb dokumentum	az előző két félév vizsgaeredményei a Neptunból kinyomtatva; nyelvvizsga bizonyítvány(ok) másolatai	Obligatory	Obligatory
<input type="checkbox"/>	<input type="checkbox"/>	Fogadó nyilatkozat a gyakorlati intézménytől	angolul vagy a munka nyelvén	Not obligatory	Obligatory
<input type="checkbox"/>	<input type="checkbox"/>	Motivációs levél	nyelvi: a tanulmányok nyelve	Obligatory	Obligatory
<input type="checkbox"/>	<input type="checkbox"/>	Motivációs levél		Hungarian	Obligatory
<input type="checkbox"/>	<input type="checkbox"/>	Nyilatkozat	Hozzájárulás adattovábbításhoz ún. harmadik országba történő adattovábbítás esetén: az Egyesült Királyságba, Észak-Macedóniába, Szerbiába vagy Törökországba pályázó hallgatóknak kötelező.	Obligatory	Obligatory

Number of results: 1-11/11 (31 ms)

**Practice**

**To be filled**

Practice coordinator:  Every lecturer: ☐

Country:

Description:

City:

Homepage:

Contact name:

Contact phone:

Contact email:

Planned start of practice:

Planned length of practice in month:

**Filled by the institution**

Start of practice:

Length of practice in month:

Number of supported month of practice:

**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](#)



## 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.elte.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:

Faculty: Faculty of Education and Psychology, Degree Program: Psychology (PPK-PSZ-NMHU),

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.ols-test.com, 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

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



## 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 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

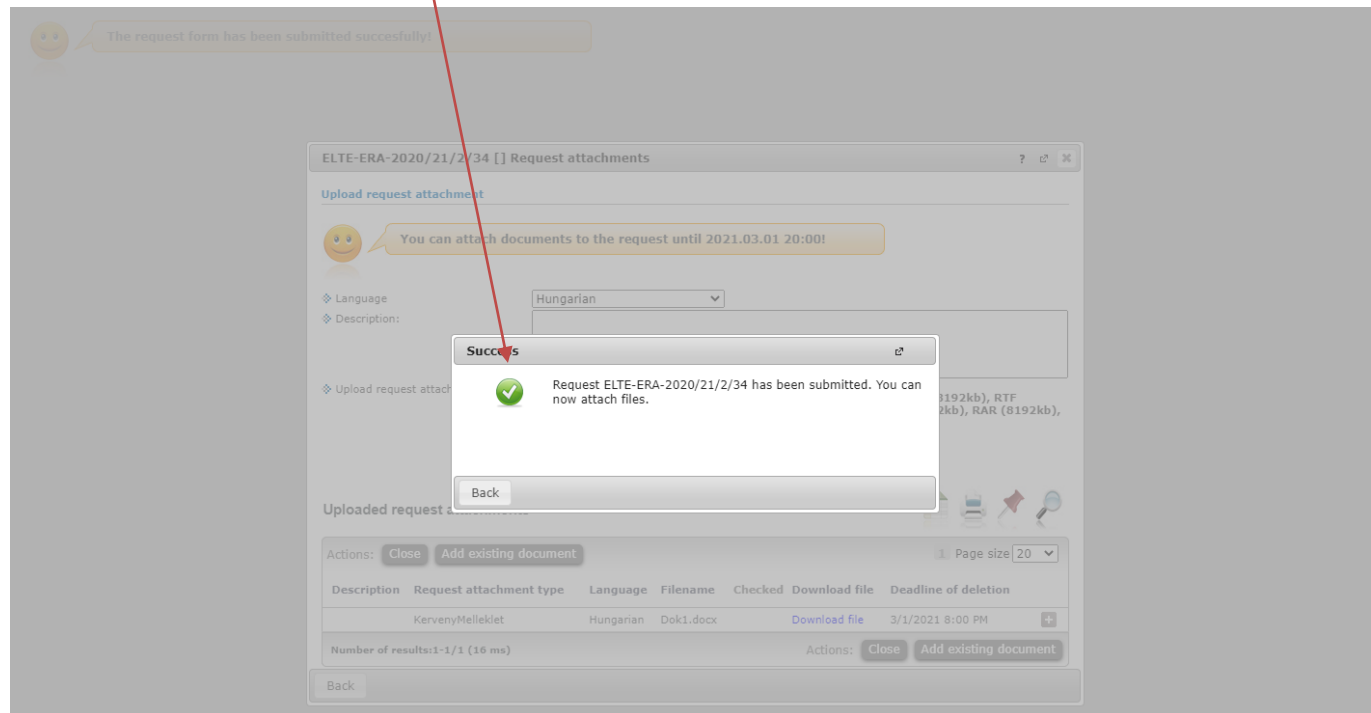
## 6th step

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>

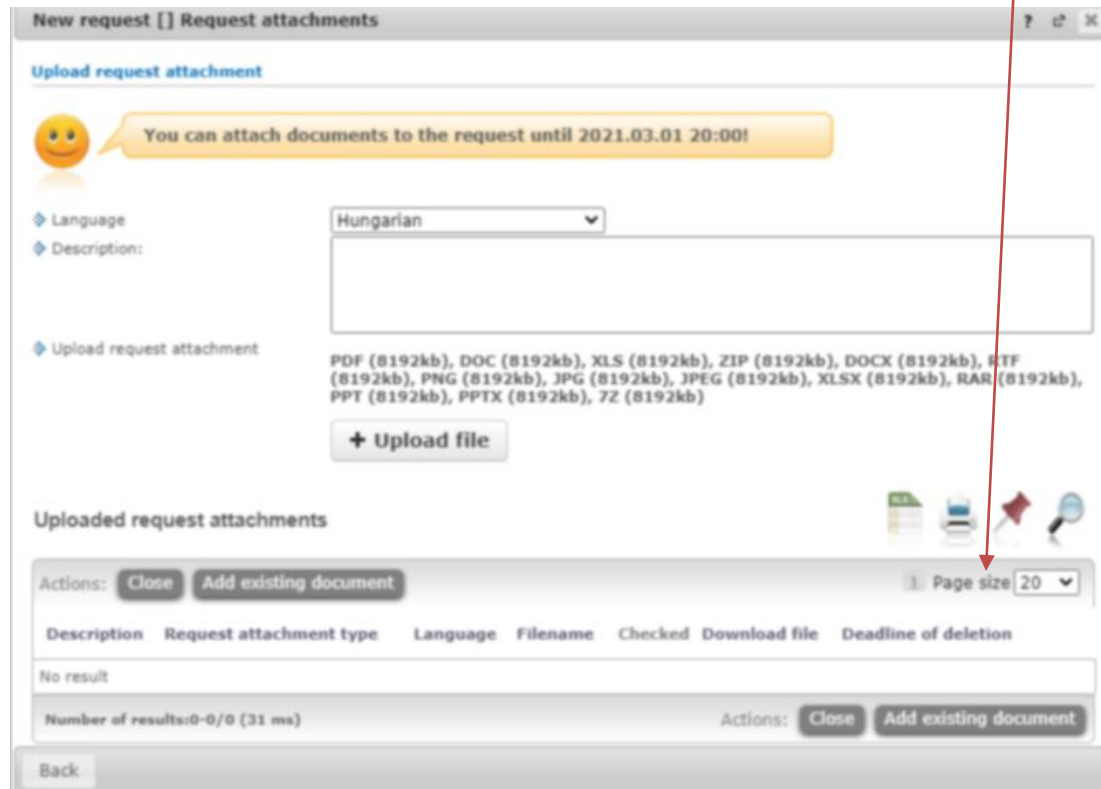


The screenshot shows a web interface for uploading request attachments. At the top, a yellow message box states: "The request form has been submitted successfully!". Below this, a section titled "Upload request attachment" contains a yellow message box: "You can attach documents to the request until 2021.03.01 20:00!". The interface includes a "Language" dropdown menu set to "Hungarian" and a "Description" field. A "Success" pop-up message is displayed in the center, stating: "Request ELTE-ERA-2020/21/2/34 has been submitted. You can now attach files." with a "Back" button. Below the pop-up, the "Uploaded request" section shows a table with one entry: "KervenyMelleklet" in Hungarian, with a "Download file" link and a "Deadline of deletion" of "3/1/2021 8:00 PM". The table also shows "Number of results: 1/1 (16 ms)".

Description	Request attachment type	Language	Filename	Checked	Download file	Deadline of deletion
KervenyMelleklet		Hungarian	Dok1.docx		<a href="#">Download file</a>	3/1/2021 8:00 PM

## 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), DOCX (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

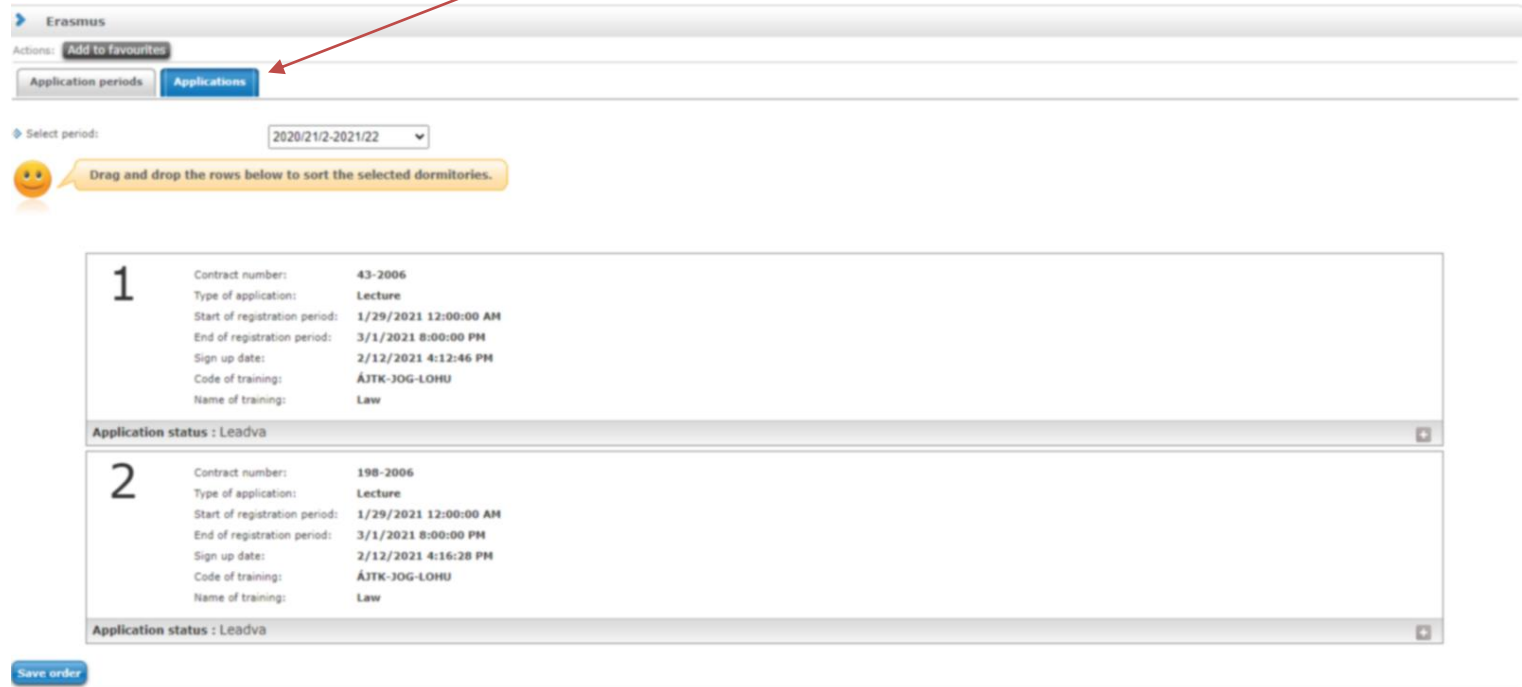
Back



## 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.**



Erasmus

Actions: [Add to favourites](#)

[Application periods](#) [Applications](#)

Select period: 2020/21/2-2021/22

Drag and drop the rows below to sort the selected dormitories.

1	Contract number: 43-2006 Type of application: Lecture Start of registration period: 1/29/2021 12:00:00 AM End of registration period: 3/1/2021 8:00:00 PM Sign up date: 2/12/2021 4:12:46 PM Code of training: ÁJTK-JOG-LOHU Name of training: Law
Application status : Leadva	
2	Contract number: 198-2006 Type of application: Lecture Start of registration period: 1/29/2021 12:00:00 AM End of registration period: 3/1/2021 8:00:00 PM Sign up date: 2/12/2021 4:16:28 PM Code of training: ÁJTK-JOG-LOHU Name of training: Law
Application status : Leadva	

[Save order](#)



# 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 (7 March 2022 8pm) you can change the order by **drag and drop the boxes**.
- Until the deadline for application (7 March 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 interface. At the top, there's a header with 'Erasmus' and an 'Add to favourites' button. Below that, there are tabs for 'Application periods' and 'Applications'. A 'Select period:' dropdown is set to '2020/21/2-2021/22'. A yellow tooltip says 'Drag and drop the rows below to sort the selected dormitories.' Below this, there are two application entries, numbered 1 and 2. Each entry shows details like Contract number, Type of application, Start of registration period, End of registration period, Sign up date, Code of training, and Name of training. The application status for both is 'Leadva'. On the right side of each entry, there is a '+' button that opens a menu with options: 'Inspection', 'Edit', and 'Cancel application'. A red 'X' is drawn over the right side of the interface, indicating that these optional steps are no longer applicable.

Number	Contract number	Type of application	Start of registration period	End of registration period	Sign up date	Code of training	Name of training	Application status
1	43-2006	Lecture	1/29/2021 12:00:00 AM	3/1/2021 8:00:00 PM	2/12/2021 4:12:46 PM	ÁJTK-JOG-LOHU	Law	Leadva
2	198-2006	Lecture	1/29/2021 12:00:00 AM	3/1/2021 8:00:00 PM	2/12/2021 4:16:28 PM	ÁJTK-JOG-LOHU	Law	Leadva

Save order