

Pre-departure documentation process for students going on Erasmus short-term physical mobility (Blended Intensive Programme)

Dear Student,

To receive your Erasmus+ short-term mobility grant (Blended Intensive Programme), you will need to follow the steps below.

1. OLS assessment

You can access the language test by connecting to the new interface of OLS on the [following page](#). The following [guidance document](#) is available for registration, access to the test and language courses.

You must complete the OLS test **before every mobility**, which is at least 14 days long, even if you have already completed one before for a previous mobility. Filling out the OLS assessment is **not obligatory for physical mobilities shorter than 14 days**.

It is **IMPORTANT** to **take a screenshot of the result** when completing the test. The image must include your name in the upper right corner and the result of the test. You will need to **send this screenshot to your faculty coordinator** along with the other before mobility documents.

If you happen to have closed the page and want to view your result again to complete the screenshot, follow the steps [in this document](#).

2. Learning Agreement

Please complete the Learning Agreement form attached with the help of the ELTE academic coordinator responsible for the Blended Intensive Programme.

3. Insurance

Health insurance can be certified by having an [EU health insurance card](#) valid for the whole mobility period **or any other health insurance that is valid in the host country during the whole mobility period**.

As you must have a valid insurance for the entire duration of your mobility, if your EU health insurance card is due to expire during your mobility, you must renew it in time.

4. Form

After caesar identification [the form can be reached here](#).

Parts of the form:

- Declaration of status
- Declaration of OLS assessment

- Declaration of promotion activity
- Declaration of green travel*
- Data declaration for the Grant Agreement
- Declaration of liability

*From the academic year 2022/23, students may receive additional support for confirmed green travel between the sending and host countries. The call for application is available [here](#).

5. Grant Agreement

The pdf version of the Grant Agreement will be sent to all students by email, tailored to the information submitted on the form. Please read the Grant Agreement carefully and check the information in it! If you find everything is fine, print it out in 4 copies and sign each one with a blue pen.

The documents must be submitted in the following procedure and order:

1. The form must be finalized electronically with the "Submit" button. If you wish to correct / modify something in the data provided on the form afterwards, please inform us by email at erasmus.short@dep.elte.hu, DO NOT fill in the form again!

2. To be sent by email to the [faculty international coordinator](#):

- A pdf version of the Online Learning Agreement signed by all three parties
- Copy of document (s) proving the existence of insurance (s)

3. 4 signed, original copies of the Grant Agreement prepared by Department of Erasmus+ and International Programmes based on the submitted form, and received by email **must be mailed to** the Department of Erasmus+ and International Programmes of the Eötvös Loránd University Education Directorate (1056 Budapest, Szerb u. 21–23).

The personalized Grant Agreement will be prepared and sent to the student only after completing steps 1 and 2 completely and correctly, and the documents sent in step 2 have been approved by the faculty coordinator and forwarded to Department of Erasmus+ and International Programmes of ELTE. The Learning Agreement and insurance documents will be checked and forwarded, and the personalized Grant Agreement will be prepared within 10 working days of receipt (completion of Step 2). The transfer of your scholarship (in one instalment) is expected to be awarded within 4 weeks of the receipt of the signed Grant Agreement submitted in full according to step 3. We undertake the above deadlines only in case of complete documentation and completion, if amendment is needed, the Grant Agreement will be sent with some delay.

If you have any questions, please contact us at erasmus.short@dep.elte.hu.

Closing documentation process for students going on Erasmus short-term physical mobility (Blended Intensive Programme)

By submitting the Erasmus + final documents, students fulfill their obligations under the Grant Agreement regarding the settlement.

How to close the mobility?

Submit all of the documents to **your [faculty coordinator](#) electronically (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 email, please attach the first page of the completed report.) Attention! The interface that sends the invitation to the EU survey to students with the **2021 Grant Agreement*** is currently not working. If this affects you, you can temporarily submit your final materials without the certificate, thereby requesting the payment of the remaining scholarship. At the same time, we would like to draw your attention to the fact that it is **mandatory to fill out** the form afterwards (we will also send a warning e-mail about this); in case of failure to do so, you will have to pay back the whole grant!
*The number of the Grant Agreement starts with 21.
2. **Transcript of Records**: It contains the course completed at the host institution and their credit value, as well as the signature and seal of the host institution, etc.
3. **Certificate of Attendance** (certificate of the exact dates of the mobility): In the case of quarantine and/or blended mobility, please use the following form: [Certificate of Attendance](#) to confirm the dates of your mobility. Please ask your host institution to fill it out and sign it. In other cases, the certificate can be substituted with the Learning Agreement After the Mobility section or the Transcript of Records/Traineeship Certificate.
4. **Certificate of green travel** (from the academic year 2022/23): Students awarded with the additional support for green travel are obliged to keep the travel documents and provide proof of the realised green travel at the end of their mobility. Accordingly, **please take special care to keep the tickets used during the trip!** Accepted certificates:
 - o travel documents (travel tickets - e.g. bus ticket, train ticket), or
 - o without them (e.g. car-pooling) a [legal liability form](#).