

Erasmus study mobility step-by-step for outgoing students

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Application and selection

1. Handing in the Erasmus application at METU.
2. Notification about the application with the decision (approval or rejection) of the International Committee is sent out via e-mail.

Before the mobility – Nomination and registration at the host university

3. **Nomination** of student is sent out per email/nomination form by the Erasmus+ Coordinator of METU to the partner institutions.
4. **Host university contacts the student directly about the online registration** at the partner institution. Your Erasmus+ application becomes valid only if you complete the online registration procedure before the deadline specified by your receiving institution. Students need to make sure to meet this deadline! *Please note, that the partner institution has the right to reject your application.*
5. **Final confirmation** – the host university sends you an acceptance letter. Now your participation is secured

Before the mobility – Administrative tasks

You can find all the necessary information, guides and step-by-steps on Coospace.

Please use them any time during your mobility!

<https://coospace.metropolitan.hu/CooSpace/Scene-68415/Folder-377227>

Contact details to use in documents

METU Erasmus code: HU BUDAPES45

Institutional Erasmus+ Coordinator: Fatima Weininger;
outgoing.erasmus@metropolitan.hu; +3612733090

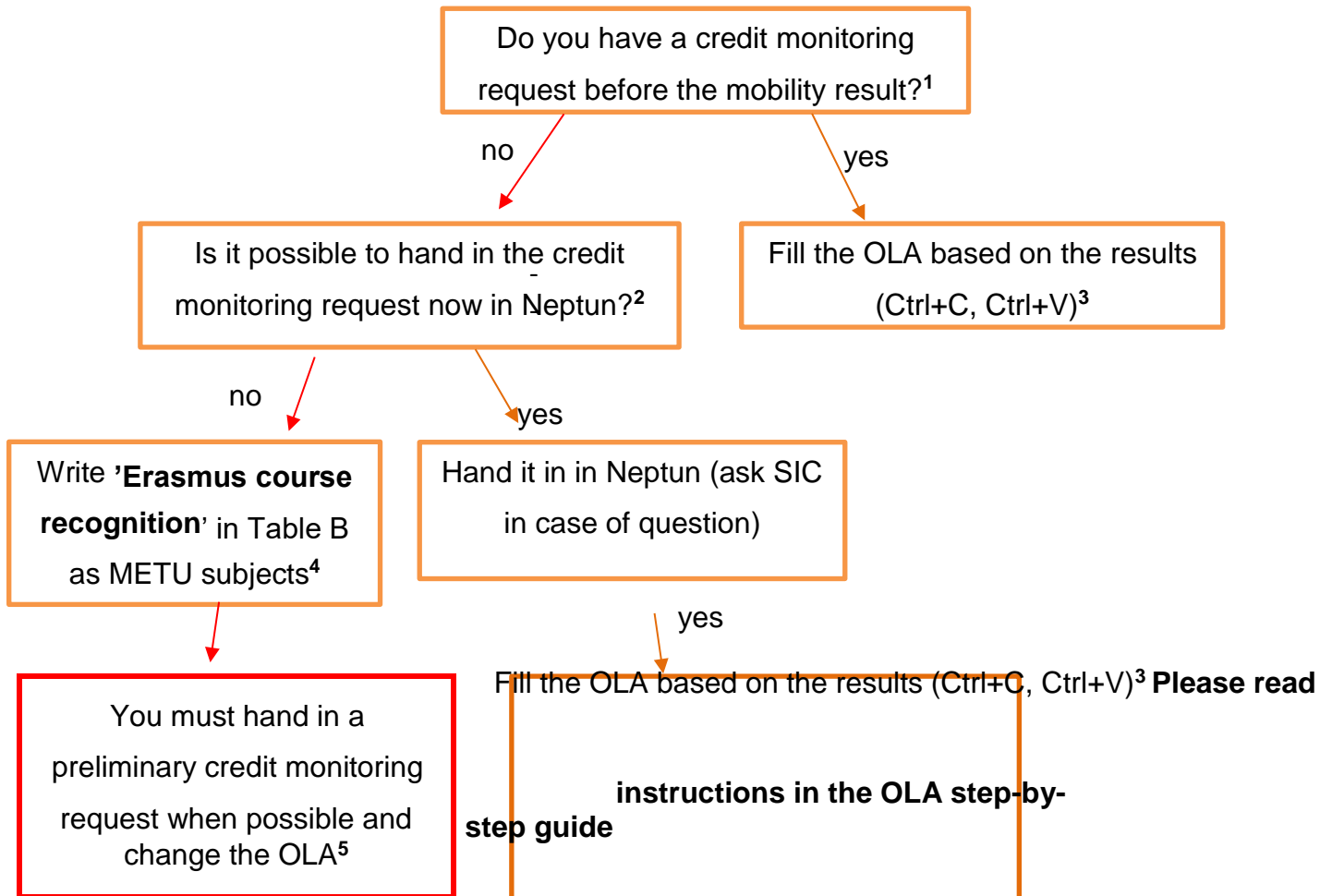
Administrative contact or Departmental Coordinator: Donáth Anna;
outgoing.erasmus@metropolitan.hu; +3612733090

6. **Start to look for accommodation on time!** – contact the host university if they can offer dormitory or links where you can look for a place to stay

7. Preparation of the Online Learning Agreement – before the mobility

- **Step-by-step guide here in Coospace**
- **The courses completed at the receiving institution** need to be **minimum 20 ECTS**
- Get the course list from the host institution.
- Download your curriculum
- Consult with the [Head of the Institute \(Business, Communication Tourism Faculty\) or Head of Programme \(Art Faculty\)](#) regarding the courses you intend to take,
- Hand in a **Credit Monitoring Request before the mobility** in Neptun (előzetes kreditvizsgálati kérelem). The Learning Agreement 'Table B' must be filled based on the results! *Student Information Center can help you in this step. Their folder in Coospace in EN or in HU*
- **Fill and sign the Online Learning Agreement online** at <https://learningagreement.eu/> (OLA) **based on the results of the Preliminary Credit Monitoring Request**
- Please use outgoing.erasmus@metropolitan.hu as contact address
- **The Learning Agreement needs to be signed** through the Online Learning Agreement platform first by you, then by the METU Erasmus Institutional Coordinator, István Vilmos Kovács, then by the Erasmus coordinator of the host university. Learning Agreement is valid only if it is signed by all parties!
- The establishment of Grant Agreement and the transfer of the scholarship is only possible when the Learning Agreement is completely filled and signed by all parties!

IMPORTANT! You should fill the OLA based on your Credit monitoring request results (előzetes kreditvizsgálat), using CTRL + C and CTRL + V key combinations to avoid mistakes. It is your own responsibility to complete the form correctly. In case of any mistakes, the original Preliminary credit monitoring request results will be considered.



¹ Preliminary credit monitoring request (= HU: *előzetes kreditvizsgálati kérelem*) must be handed in in Neptun and is a pre-requirement for the OLA. SIC informs you about the periods when you can hand it in. There are periods before, during and after your mobility.

² SIC informs you about the periods when you can hand it in. There are periods before, during and after your mobility.

³ Fill it here: <https://learning-agreement.eu/>. You can follow the steps on the following pages. In case your host university doesn't use the online platform, you can find the word version of the Learning Agreement on Coospace: <https://coospace.metropolitan.hu/CooSpace/Scene-68415/Folder-377227>

⁴ In order to finalize your OLA without a preliminary credit monitoring request result, you need to indicate '**Erasmus course recognition**' in Table B, to the METU subjects. We are only able to sign the OLA without a preliminary credit monitoring request result in case this is indicated in Table B.

⁵ You need to update your OLA by the end of your semester abroad. Keep an eye on the notifications you receive from SIC or the International Coordination Office.

Do you have questions about the preliminary credit monitoring request? ASK SIC!: HU:

<https://metropolitan.hu/hallgatoi-kerdes-urlap> EN: <https://www.metubudapest.hu/ask-sic>

Do you have questions related to the Learning Agreement?: outgoing.erasmus@metropolitan.hu

8. Online Language Test (OLS=Online Linguistic Support)

Step by step guide on Coospace [here](#).

Prior to Scholarship contract students need to complete an **Online Language Test (OLS=Online Linguistic Support)** in the language of instruction. (Online from home). The results do not affect the participation, but *it is mandatory to fill and take a screenshot of the results*. Please find below the information about how to use it.

It only takes a few seconds to set up your profile and begin your language learning on the new platform, so please [click here to get started](#).

[Our intro module quickly walks you through the process of creating an account](#), which you can

use to access OLS and lots of other short courses on the EU Academy!

So, what are you waiting for? Whether it's learning the basics of French or mastering native-level German, click here to get started.

After completing your registration, you can start from

<https://academy.europa.eu/courses/learn-a-new-language> to join the language

courses:

- click on the link under 'welcome to OLS' below your chosen language
- follow the steps in the PDF to find and take the *language assessment* • after your assessment all materials will become available at your profile page (<https://academy.europa.eu/my>).

For further information please consult the [OLS FAQ!](#)



9. Grant Agreement: the contract about your scholarship

Sign at least 2 weeks prior to the departure (in case of you do not have a signed Grant Agreement you are not allowed to start the mobility).

- **must be signed before you leave!**
- contains the location and the **exact dates of your mobility**, as well as the amount of financial support you will get.
- Collect the following documents in order to sign the agreement and get your scholarship:
 - Online Learning Agreement signed by all parties,
 - **Acceptance letter or academic calendar** with the exact dates of the semester abroad, - *the amount of the scholarship is calculated based on this information.*
 - European Health Insurance Card/ any valid health insurance for the whole duration (Medicover does not work abroad),
 - **Certificate of bank account** stating your name and bank account number **in IBAN form** (printed version or screenshot from e-banking site is OK) and SWIFT code,
 - **OLS (language test) results as a screenshot** ○ **valid ID card**,
 - **foreign students residence permit for the whole duration of the stay**,
 - This **Step-by-step guide**, signed

PLEASE KEEP IN MIND THAT WE ARE UNABLE TO ESTABLISH THE SCHOLARSHIP CONTRACT AFTER YOUR DEPARTURE. IN CASE YOU DEPART WITHOUT IT, WE RESERVE THE RIGHT TO WITHDRAW YOUR SCHOLARSHIP.

10. Complete the Contracting form

You need to upload your personal data and the document mentioned in point 8. The International Coordination Office prepares the Grant Agreement based on the data provided.

11. Register on an appointment to sign the Grant Agreement dates will be shared via email

12. Sign the Grant Agreement **IN PERSON BEFORE YOU LEAVE**

- The indicated start and end date gives the full amount of the scholarship as it is calculated by the number of days spent abroad
- **Please make sure to stay from and until the dates indicated.** You need to prove it with the [Certificate of Study period](#) document signed by the host.
- **In case you come home earlier, your scholarship will be recalculated, and you will need to pay back the proportionate amount.**

13. Once the Grant Agreement is signed by all parties (METU included) the financial department will transfer the scholarship

- After signing the Grant Agreement you will receive **90%** of the total Erasmus scholarship. (not monthly)
- 10% will not be paid yet, **only after you return** and comply with all the tasks after the mobility
- **IMPORTANT!** (see the previous point) if you return earlier, you the scholarship and the 10% will be proportionately recalculated and either reduced or you need to pay back.

Extra financial support opportunities

Detailed information is sent by email and available on the links below

Support based on personal needs:

1. Additional financial support for students with fewer opportunities [here](#)
(250 EUR/month)

2. Supplementary financial grant for students and colleagues with disabilities or long-term illnesses [here](#) (amount depends on the necessities). You need to have proof of examinations, doctor's note, etc.

-> you can apply for both if needed

Green travel – if you travel **to and from the host country not by plane** – one time 50 EUR contribution. Invoice, ticket is obligatory to hand in to the International Coordination Office.

- Only train, bus, bike, hitchhike or car sharing is acceptable.
- Driving your own car or a relative taking you is not considered green travel

Upon arrival and tasks at METU

About study related tasks please always consult the Student Information

Center and their folder on Coospace in [EN](#) or in [HU](#).

14. Complete your **enrolment** at METU for the semester you take part on Erasmus mobility and **take at least 1 subject at METU, so you gain an active student status. You must be an active student** during the Erasmus semester.
 - 🕒 if you are a fee-paying student, you need to pay the tuition fee only at METU

15. **Individual study schedule will be granted automatically with the Erasmus status. You must consult the professors** of the courses taken at METU about how you will fulfil the requirements with individual study schedule.

16. **Send to the International Coordination Office by email**

- **Certificate of Arrival**, declaring that you have arrived to your institution (first part of the Certificate of Study Period document signed by the host, template on [CooSpace](#)),

17. **Preparation of the Online Learning Agreement – during
the mobility**

in case your planned courses change

- Please refer to the guide on [Coospace](#) about how to change the Learning Agreement
- Before any changes made in the Learning Agreement, you need to have an approved credit monitoring decision. **About this, consult with the Student Information Center**

After the mobility

18. When **completing your Erasmus semester**, the following documents need to be uploaded **within 30 days upon your arrival**:

- **Transcript of records**,
- **Certificate of Study Period** (make sure the dates are the same as in your Grant Agreement. +/- 5 days are accepted, but in case of bigger difference, the grant amount must be recalculated),

- Handing in a two pages long **summary of your experience** to the Erasmus Office to outgoing.erasmus@metropolitan.hu,
- Filled **EU Survey** (link sent automatically by e-mail),
- Screenshot of the **successful credit transfer at METU**
Remember: The courses taken and completed at the receiving institution need to be minimum 20 ECTS at the end of the semester.

After completing the documentation, you will receive the last **10%** of the Erasmus scholarship.

19. Get your courses taken abroad recognised at METU. **Please follow the guides of the Student Information Center**

Cancellation, withdrawal

- **Withdrawal before leaving:** no financial obligation and does not influence future applications
- **BUT! METU International Coordination Office and the host university must be immediately notified,**
- **You can not join back METU at any time during the semester**

- **Interruption of mobility after arrival:**
- **Short visit home (few days):** allowed, no notification needed in case it does not influence the performance at the host university (max. number of absences)
- **Final return home:** depends on the situation
 - A) Force majeure** (= unforeseen circumstances: illness, natural disaster) the Hungarian National Agency (Tempus Public Foundation) decides.
 - B) Not force majeure** (eg: no more money, didn't find accommodation): less than 2 months abroad -> **full scholarship must be repaid**

+1: online teaching: you can get scholarship if you stay in the host country.

If you return home or to Hungary, you are not eligible for scholarship.

Extension of the mobility

- **Extension** means staying at the **same host university** for another semester
- Keep in mind the max. 12 months you can spend on Erasmus
- **International Coordination Office** will send you notification if (!) application for extension is possible.
- *Important: this date might be too late at some host institutions, so ask for information about it on time.*
- **You will need:**
 - Acceptance of the host university
 - Acceptance of the Head of Programme at METU - Motivation letter

Acceptance

TODAY I GOT EVERY IMPORTANT INFORMATION ABOUT THE NECESSARY DOCUMENTS, RULES AND REGULATIONS. I GIVE MY CONSENT THAT THE UNIVERSITY CAN USE MY REPORT AFTER MY ERASMUS MOBILITY ON OUR OFFICIAL WEBSITE.

Please be informed that your data will be treated confidentially and shall not be given to third party during the application process and Erasmus+ contracting period. Your data will only be transferred to the responsible body for the implementation of the program: the Tempus Public Foundation. The data uploaded by the candidate is stored on METU's online application site, which is only accessible by METU's Institutional Coordinator, Erasmus Administrative Coordinator, and the applicant through their own e-mail address, password, username. The Applicant allows METU to store their data for a period of 3 years after submission for the purpose of fulfilment of the contract and proof of the terms of the contract.

Signed (student's EHA/Neptun
code:),

as the student of METU hereby I declare and undersign under full substantive and criminal liability, that I have understood all the steps leading to the realisation of the Erasmus+ Scholarship. I take full and sole responsibility for the consequences in case I fail to complete any of the above specified steps.

Budapest, day month 20.....

.....
Signature of the student

Necessary documents

Before Mobility:

- Contracting form (online)
- Credit monitoring request
- Online Learning Agreement
- Online Language Test
- Agreement about courses completed in individual study schedule (to be discussed with the professors)
- Grant Agreement (in person!)
- This Step-by-step guide signed
- Valid personal documents, RESIDENCE PERMIT

During Mobility:

- Certificate of Study Period (first part)
- Learning Agreement – During the mobility – ONLY if necessary

After Mobility:

- Certificate of Study Period (consists of certificate of arrival; certificate of departure)
- Transcript of Records to SIC and to the METU Erasmus coordinator
- Online Survey
- Written Summary (2 pages)
- Credit Transfer to SIC

Responsible departments

Erasmus application at METU	International Coordination Office of METU
Erasmus regulations	International Coordination Office of METU
Application at the host university	Host university coordinator
Course list at the host university	Host university coordinator
Course selection and matching	Head of Institute (BCT) or Head of Programme at METU
Grant Agreement, scholarship payment	International Coordination Office of METU
Extra financial support opportunities	International Coordination Office of METU
Online Learning Agreement	International Coordination Office of METU
OLS – Online Language Assessment	International Coordination Office of METU
Credit monitoring (előzetes kreditvizsgálat)	Student Information Center
Study obligations, course registration at METU, active student status	Student Information Center
Credit transfer after the mobility (kredit elfogadás)	Student Information Center
Cancellation, withdrawal	International Coordination Office of METU

Extension	International Coordination Office of METU, Head of Programme
Health insurance	Student's responsibility
Accommodation	Student's responsibility, host coordinator can be contacted
Residence permit	Student's responsibility, embassy of home country can be contacted

Coospace folders:

Erasmus for selected students:

<https://coospace.metropolitan.hu/CooSpace/Scene68415/Folder-377227>

Student Information Center: <https://coospace.metropolitan.hu/CooSpace/Scene-43918/Folder-175179/Index/Mobility%20for%20Studies>

Hallgatói Információs Központ:

<https://coospace.metropolitan.hu/CooSpace/Scene75179/Folder-478393>

ERASMUS+ CERTIFICATE OF STUDY PERIOD

STUDENT

First Name:		Last name:	
Date of Birth:			

SENDING INSTITUTION

Name of Institution:	Budapest Metropolitan University		
Country:	Hungary	Erasmus Code:	HU BUDAPES45

HOST INSTITUTION

Name of Institution:			
Country:		Erasmus Code:	

CONFIRMATION OF ARRIVAL

We confirm that above mention student arrived to our Institution on

Responsible Coordinator at Host University:

Date:

Signature:

CONFIRMATION OF DEPARTURE

We confirm that above mention student is leaving our Institution on

Responsible Coordinator at Host University:

Date:

Signature: