



## ERASMUS+ SCHOLARSHIP for the spring semester of 2023/2024 Academic Year, CALL FOR APPLICATION and Application Guide

Óbuda University announces the invitation to apply for Erasmus+ student mobility programme for the spring semester of 2023/2024 Academic Year.

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## The aim of the call

Within the Erasmus + mobility framework, it is possible to take part in the following mobility programs until 31 July 2024:

- long-term mobility programme:
  - study abroad as a part of your degree programme at one of our Erasmus+ partner universities,
  - traineeship activity in an Erasmus+ programme country at a foreign university, company, professional organization or non-profit organization, or
  - to combine the two activities;
- blended intensive programmes (BIP);
- short-term doctoral mobility.

## Eligible types of mobility

### Study abroad programme

The aim of the study abroad programme: spending one academic semester abroad, or thesis preparation.

Eligible period: 3-5 months according to the academic year of the host institution. Due to the closure of the project, mobilities must be completed by July 31, 2024 at the latest.

Possible host institutions: you can complete a student mobility for studies at one of the Erasmus+ partner universities of Óbuda University. The list of partner universities is available here: <https://erasmus.uni-obuda.hu/hallgatoknak/hova-mehetsz>

Considerations for selecting possible host institutions:

- at the applicant's level of education, the host university must provide 30 credits of courses related to his/her major
- the applicant must have at least B1 level in the language of the studies

The courses completed abroad must be recognized by Óbuda University, you can read about this process in the chapter [Study rules during the period of mobility](#), the Faculty Registry Offices can provide detailed information as well.

During the preparation of the application, the student's task is to find the course offerings on the websites of the partner universities, as well as what language and at what level of training (bachelor's or master's) the courses are advertised. More information about the application and the courses at partner institutions can be requested from professional (department/institute) and/or faculty coordinators.

During the study abroad programme, the applicant must have an active student status at Óbuda University, this guarantees the credit recognition of courses completed abroad. It is recommended to apply for an individual study schedule for the mobility semester, this way the applicant is exempted from the obligation to attend classes.

Rights and obligations associated with Erasmus+ status:

- Scholarship students have the same rights and obligations at the host institution as the university's own students, so they are exempt from paying tuition fees to the host institution, as well as any other fees (e.g. registration fee, exam fee, laboratory fee or library visit fee), which the students of the host university do not have to pay either. However, they have to pay all the fees that the students of the host university also have to pay.

- During the period of mobility, students must have an active student status enrolled at Óbuda University, any tuition fees at home must be paid, and they will also receive their regular scholarship for the duration of their stay abroad.
- With their studies abroad, they fulfil part of their study obligations at home. Before the student's departure, the two cooperating departments agree on which courses the student will complete at the foreign university (Learning Agreement for Studies).
- Courses of at least 20 ECTS credits must be successfully completed at the host university.
- PhD students can also complete the research activity specified in their training plan as part of a study abroad programme at the partner university (no minimum credit requirement).

Amount of the scholarship:

In the spring semester of 2024, two projects will finance the mobilities, one project provides scholarships in EUR while the other in HUF. In the case of financing in EUR, all amounts are transferred in EUR, in the case of HUF, all amounts are transferred in HUF. A combined or mixed solution is not possible.

Receiving country	Monthly grant
Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxemburg, the Netherlands, Norway, Malta, Portugal, Spain, Sweden	<b>600 Euros per month or 240 000 HUF (even with combined mobility)</b>
Bulgaria, Croatia, the Czech Republic, Estonia, Latvia, Lithuania, North-Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey	<b>540 Euros per month or 216 000 HUF (even with combined mobility)</b>

We would like to call the students' attention that the financial support does not necessarily cover all the costs that arise during their stay abroad, it must be supplemented - sometimes with pre-financing - from other sources. We recommend the use of additional financial support (more information in the [Additional support](#) section).

Additional financial support possibilities:

- supplementary scholarship of Óbuda University (100 € per month);
- travel expenses support (additional support in the case of a sustainable form of travel);
- additional financing support for students with fewer opportunities and
- additional support for disabled or chronically ill students.

The scope of those entitled to additional support and the application method can be found in the [Additional support](#) section.

## Traineeship abroad – during studies and after graduation

The aim of the traineeship abroad programme: gaining international professional experience, building international professional contacts, completing professional practice related to the curriculum, carry out research related to the student's studies. With the traineeship completed abroad, students complete part or all of their traineeship at home (the department and the host organization agree with the student before the mobility on what activities and tasks the student will perform during the traineeship). If this is not possible, their mobility will be included in the diploma supplement.

Students who do not have a mandatory internship in their curriculum, but want to gain international work experience and thereby increase their employment chances after graduation, can also complete a traineeship abroad and apply for an Erasmus+ scholarship.



A traineeship can be completed:

- during studies (e.g. summer traineeship or semester traineeship), in this case, an active student status is required for the duration of the mobility, or
- after graduation, in this case, the application must be submitted during the period of active student status (before obtaining the absolved status), but the traineeship has to be completed within 12 months after obtaining the absolutorium.

Eligible period: the minimum duration is 60 days (2 months), shorter mobilities cannot be supported; the maximum support period is 3 months. The duration of the traineeship can be longer, but we can give a scholarship for a maximum of 3 months. Due to the closure of the project, mobilities must be completed by July 31, 2024 at the latest.

Possible host institutions: with the exception of the institutions and bodies of the European Union, any company, organization or institution located in an Erasmus+ program country<sup>1</sup> can be a host. The applicant searches a place for traineeship on their own. You can find the contact details of the places hosting our former Erasmus+ scholarship students and the companies organizing traineeships here: <https://erasmus.uni-obuda.hu/hallgatoknak/erasmus-europaban/szakmai-gyakorlat>

During the traineeship, you must work full-time hours per week in accordance with the labour regulations of the host country, which is usually 35-40 hours per week, but a minimum of 30 hours per week.

Amount of the scholarship:

In the spring semester of 2024, two projects will finance the mobilities, one project provides scholarships in EUR while the other in HUF. In the case of financing in EUR, all amounts are transferred in EUR, in the case of HUF, all amounts are transferred in HUF. A combined or mixed solution is not possible.

Receiving country	Monthly grant
Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxemburg, the Netherlands, Norway, Malta, Portugal, Spain, Sweden	<b>750 Euros per month or 300 000 HUF</b>
Bulgaria, Croatia, the Czech Republic, Estonia, Latvia, Lithuania, North-Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey	<b>690 Euros per month or 276 000 HUF</b>

We would like to call the students' attention that the financial support does not necessarily cover all the costs that arise during their stay abroad, it must be supplemented - sometimes with pre-financing - from other sources. We recommend the use of additional financial support (more information in the [Additional support](#) section).

Additional financial support possibilities:

- supplementary scholarship of Óbuda University (100 € per month);
- travel expenses support (additional support in the case of a sustainable form of travel);
- additional financing support for students with fewer opportunities and
- additional support for disabled or chronically ill students.

The scope of those entitled to additional support and the application method can be found in the [Additional support](#) section.

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<sup>1</sup> Erasmus+ program countries: Austria, Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxemburg, Malta, the Netherlands, North-Macedonia, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Turkey.

## Combined mobility

The aim of the combined mobility programme: the combination of study and traineeship, which creates synergies between higher education and professional experience gained abroad. It can be organized directly one after the other or at the same time (part of the semester is study, the other part is traineeship). Professional supervision of the traineeship is provided by the receiving higher education institution. The combination of activities is subject to the funding rules and minimum duration of study mobility.

Eligible period: 3-5 months according to the academic year of the host institution. Due to the closure of the project, mobilities must be completed by July 31, 2024 at the latest.

Possible host institutions: a combined mobility can be completed at one of Óbuda University's Erasmus+ partner universities and at one of its professional internship locations. List of partner universities can be found here: <https://erasmus.uni-obuda.hu/hallgatoknak/hova-mehetsz>. The traineeship part of the combined mobility can be completed at one of the company partners of the host university under the supervision of a mentor appointed by the host university.

Considerations for selecting possible host institutions:

- at the applicant's level of education, the host university must provide 30 credits of courses related to his major
- the applicant must have at least B1 level in the language of the studies

The courses completed abroad must be accepted in the domestic studies, you can read about this process in the chapter [Study rules during the period of mobility](#).

During the combined programme, the applicant must have an active student status at Óbuda University, this guarantees the credit recognition of courses completed abroad. It is recommended to apply for an individual study schedule for the mobility semester, this way the applicant is exempted from the obligation to attend classes.

### Amount of the scholarship:

In the spring semester of 2024, two projects will finance the mobilities, one project provides scholarships in EUR while the other in HUF. In the case of financing in EUR, all amounts are transferred in EUR, in the case of HUF, all amounts are transferred in HUF. A combined or mixed solution is not possible.

Receiving country	Monthly grant
Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxemburg, the Netherlands, Norway, Malta, Portugal, Spain, Sweden	<b>600 Euros per month</b> or <b>240 000 HUF</b> (even with combined mobility)
Bulgaria, Croatia, the Czech Republic, Estonia, Latvia, Lithuania, North-Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey	<b>540 Euros per month</b> or <b>216 000 HUF</b> (even with combined mobility)

We would like to call the students' attention that the financial support does not necessarily cover all the costs that arise during their stay abroad, it must be supplemented - sometimes with pre-financing - from other sources. We recommend the use of additional financial support (more information in the [Additional support](#) section).



Additional financial support possibilities:

- supplementary scholarship of Óbuda University (100 € per month);
- travel expenses support (additional support in the case of a sustainable form of travel);
- additional financing support for students with fewer opportunities and
- additional support for disabled or chronically ill students.

The scope of those entitled to additional support and the application method can be found in the [Additional support](#) section.

## Blended intensive programme (BIP)

A Blended intensive programme: The BIP is a learning mobility programme for students, consisting of a physical and a virtual part, involving at least 3 higher education institutions from 3 different countries. The virtual part is a mandatory element of BIP, it can be realized in the form of online cooperative learning or group work, during which the participants work on their tasks together in the virtual space.

You can apply for the blended intensive program continuously during the academic year, as the programs are announced.

Eligible period: the duration of the physical mobility part is minimum 5, maximum 30 days, depending on the program. The physical part can be carried out in the country of the host partner institution, in accordance with the information published by the organizer. Students are required to complete the minimum number of credits and other specified conditions determined by the host university or the faculty/department during the course, if there is no such rule, obtaining at least 3 credits is mandatory.

Due to the closure of the project, mobilities must be completed by 31 July 2024 at the latest.

Amount of the scholarship:

In the spring semester of 2024, two projects will finance the mobilities, one project provides scholarships in EUR while the other in HUF. In the case of financing in EUR, all amounts are transferred in EUR, in the case of HUF, all amounts are transferred in HUF. A combined or mixed solution is not possible.

Duration of physical mobility	Daily grant (to any country)
5-14 days	70,00 € / day or 28 000 HUF / day
15-30 days	50,00 € / day or 20 000 HUF / day

We would like to call the students' attention that the financial support does not necessarily cover all the costs that arise during their stay abroad, it must be supplemented - sometimes with pre-financing - from other sources. We recommend the use of additional financial support (more information in the [Additional support](#) section).

Additional financial support possibilities:

- supplementary scholarship of Óbuda University (100 € per month);
- travel expenses support (additional support in the case of a sustainable form of travel);
- additional financing support for students with fewer opportunities and
- additional support for disabled or chronically ill students.

The scope of those entitled to additional support and the application method can be found in the [Additional support](#) section.



## Short-term doctoral mobility (traineeship of PhD students)

Eligible activities: development of transversal skills, gaining work experience, development of research skills, research related to the preparation of the thesis (dissertation). The planned activity has to be approved by the student's dissertation supervisor.

Participation in a conference is NOT eligible for funding!

Possible host institutions: with the exception of the institutions and bodies of the European Union, any company, organization or institution located in an Erasmus+ program country can be a host. The applicant searches a receiving place on their own. Host institutions are not obliged to provide students with a student status for the duration of the short-term mobility. However, student status may be required for certain services, such as access to the library, which must be agreed with the host party.

Duration of the mobility: minimum 5, maximum 30 days, in addition, the professional program may also include online, cooperative elements before or after the physical mobility. The virtual part of the mobility is optional, the scholarship can only be awarded for the period of the physical mobility. The mobility can also be completed after graduation, in this case the application must be submitted during the active student period, and the mobility must be completed within 12 months after graduation. Due to the closure of the project, mobilities must be completed by July 31, 2024 at the latest.

### Amount of the scholarship:

In the spring semester of 2024, two projects will finance the mobilities, one project provides scholarships in EUR while the other in HUF. In the case of financing in EUR, all amounts are transferred in EUR, in the case of HUF, all amounts are transferred in HUF. A combined or mixed solution is not possible.

Duration of physical mobility	Daily grant (to any country)
5-14 days	70,00 € / day or 28 000 HUF / day
15-30 days	50,00 € / day or 20 000 HUF / day

We would like to call the students' attention that the financial support does not necessarily cover all the costs that arise during their stay abroad, it must be supplemented - sometimes with pre-financing - from other sources. We recommend the use of additional financial support (more information in the [Additional support](#) section).

### Additional financial support possibilities:

- travel expenses support (additional support in the case of a sustainable form of travel);
- additional financing support for students with fewer opportunities and
- additional support for disabled or chronically ill students.

## Who can apply?

### Students

- who have active student status at Óbuda University at the time of the application;
- with Hungarian nationality *or* registration of permanent residence permit *or* valid residence permit in Hungary;
- in case of studying in bachelor (BA) or undivided one-tier studies: already have at least 1 completed semester at the time of application (special faculty rules may be different);
- with active student status at Óbuda University in the semester of the planned mobility (except in the case of traineeship after graduation);
- who meet the criteria of the department's or institute's published call

can apply for Erasmus+ studies and traineeships.

According to the rules of the Erasmus+ program, students can receive Erasmus+ status for a maximum of 12 months per education level (study programme and traineeship in total), even if it is a zero grant mobility. If the applicant has previously participated in Erasmus+ study programme and/or traineeship at their current level of education, but did not use the whole 12-month Erasmus+ period, he can apply again. Students participating in a master's or doctoral program who were already Erasmus students at their previous level(s) of education can also apply.

## Possibilities for Stipendium Hungaricum scholarship holders

The Erasmus programme offers an opportunity for Stipendium Hungaricum (SH) scholars in a limited way to participate, considering that they receive stipend in the scholarship programme for studies at Óbuda University. During Stipendium Hungaricum scholarship double financing is forbidden – it means that SH scholars cannot get Erasmus scholarship during their studies at Óbuda University. For them long-term study semester abroad is not available, only for doctoral students short-term study; and for everyone internship after graduation is available. Students who are interested in internship after graduation must apply during their period of active student status at ÓU.

## Duration of support

The funds at our disposal allow support for a maximum of 5 months in the case of a study programme, and a maximum of 3 months in the case of a traineeship. The duration of the mobility can be longer than this, the duration of the Erasmus+ status can be extended, but we cannot grant a scholarship for the extended period (zero grant status can be applied for).

## Grant amount

The amount of the Erasmus+ scholarship varies by type of mobility, the specific daily/monthly amounts can be found in the [Supported mobility types](#) section.

Applicants are reminded that the amount of the Erasmus+ scholarship does not necessarily cover the costs incurred. The Erasmus+ scholarship contributes to the additional costs of living abroad.



## Additional grants

### Óbuda University Erasmus+ additional support:

- Eligible to apply: all Erasmus+ scholarship students
- Amount of additional support: 100 euros/full month and 50 euros/15 days (the duration is calculated based on the full months and the additional at least half a month)
- Application conditions: Fill out, sign and send the application form electronically
- How to apply: please send the completed and signed application form to [outgoing@uni-obuda.hu](mailto:outgoing@uni-obuda.hu)
- Application deadline: upon sending the documents required for the conclusion of the contract

### Support for sustainable travel (Green Erasmus):

- Eligible to apply: supported Erasmus+ students participating in a short mobility (BIP or short doctoral mobility), students receiving equal opportunities support
- Amount of additional support: €50 or HUF 20,000
- Application conditions: can be applied for when travelling between the sending and receiving countries by a sustainable travel method (bus, train, or shared car)
- How to submit an application: Fill out, sign and send the application form electronically
- Application deadline: upon sending the documents required for the conclusion of the contract

### Additional financing support for students with fewer opportunities:

- Eligible to apply: Erasmus+ scholarship students who are affected based on one of the following criteria:
  - Participants with health conditions (outgoing participants who are disabled or chronically ill),
  - Students attending a part-time or long-distance course
  - The student has been awarded extra points for being disadvantaged or severely disadvantaged when applying to a higher education institution
  - Students belonging to a national or ethnic minority recognised in Hungary
  - Ethnic Hungarian minority students who are living outside of Hungary
  - Students with refugee status recognised by the Hungarian state
  - At least one parent/guardian of the applicant has not completed secondary education
  - The applicant is a parent/guardian
  - Students who are in or have left the public care system
  - Students who are orphans/half-orphans
  - Students living in a large family
  - The student has been awarded a Bursa Hungarica Municipal Higher Education Scholarship
  - The student receives a regular or exceptional social grant
  - The student is/was a beneficiary of the Mentoring Programme of The National Union of Students in Hungary
  - The student is/was a beneficiary of “Path to higher education” – “Path to a degree” („Út a felsőoktatásba” – „Út a diplomához”)
  - The student is/was a member of a Roma college
  - The student received a basic social education grant at the start of his/her higher education
  - The student has received support from the Arany János Talent Support Programme
  - The student has a sudden change in his/her social circumstances
  - The student has a paid job and will have a loss of income during the mobility period of his/her studies or traineeship abroad
  - The student is attending a fee-paying course at the time of application
  - The student is a resident of one of the beneficiary municipalities defined by Government Decree 105/2015 (IV.23.).

The system of criteria and the declaration templates required for the application are available here: [https://erasmusplusz.hu/erasmus\\_kiegeszito\\_tamogatasok\\_hallgatoknak/eselyegyenlosegi-kiegeszito-tamogatas](https://erasmusplusz.hu/erasmus_kiegeszito_tamogatasok_hallgatoknak/eselyegyenlosegi-kiegeszito-tamogatas)

- Amount of additional support:
  - in the case of a long-term mobility: €250/month or HUF 100,000/month,



- for a shorter period: HUF 40,000 for 1-14 days, HUF 60,000 for 15-30 days
- How to submit an application: the outgoing student coordinator provides information on how to apply by email.
- Deadline for applications: the outgoing student coordinator provides information on the deadline for submission of the equal opportunities application by email.

Additional support for disabled or chronically ill students:

- Eligible to apply: supported Erasmus+ students living with a long-term illness or disability
- Amount of additional support: €250/month or HUF 100,000/month, plus the amount of additional costs incurred due to the illness or disability to be verified with invoices
- Application conditions: call for application and the list of documents to be attached are available here: [https://erasmusplusz.hu/erasmus\\_kiegeszito\\_tamogatasok\\_hallgatoknak/eselyegyenlosegi-kiegeszito-tamogatas](https://erasmusplusz.hu/erasmus_kiegeszito_tamogatasok_hallgatoknak/eselyegyenlosegi-kiegeszito-tamogatas)
- How to submit an application: the outgoing student coordinator provides information on how to apply by email.
- Deadline for applications: the outgoing student coordinator provides information on the deadline for submission of the equal opportunities' application by email.

## Application deadline

- Study programme: October 6, 2023, 12:00 p.m
- Traineeship programme: applications can be submitted continuously, but not later than 2 months before the start of the traineeship. Due to the closing of the project, applications are accepted until May 15, 2024 at the latest.
- Blended intensive programme: applications can be submitted continuously, but not later than 2 months before the start of the mobility. Due to the closing of the project, applications are accepted until May 15, 2024 at the latest.
- Short doctoral mobility: applications can be submitted continuously, but not later than 2 months before the start of the mobility. Due to the closing of the project, applications are accepted until May 15, 2024 at the latest.

Applications cannot be submitted for a mobility that has already started.

## Application documents

- CV in English (EU CV is recommended)
- Motivation letter in English (a template can be found here: <https://erasmus.uni-obuda.hu/hallgatoknak/palyazas>)
- Transcript of records of the previous terms printed from Neptun, certified by the Student Office
- Document(s) proving language proficiency
- Certificate of active participation in the Student Union or any other organization (HÖK, ESN, OTDK stb.) or results, any other documents certifying professional or public activity, certification of international mentoring activity, etc.
- Other documents considered important for the application (active student status if required)



## How to submit an application

Applications must be submitted at <https://papers.erasmus.uni-obuda.hu/>. In addition to entering personal data and planned mobility data on the application interface, the necessary documents must also be uploaded, and the application has to be ticked at "Is finalized?". Original documents do not need to be submitted in person.

If you have submitted your application, please send a notification to [outgoing@uni-obuda-hu](mailto:outgoing@uni-obuda-hu).

False, incomplete, ineligible, illegible, or late applications will not be accepted.

## Evaluation of applications

### Check of the formal requirements

In the case of formally not appropriate applications, we ask for filling in the gaps, the applicant has 5 days for it. False, incomplete, ineligible, illegible, or late applications will not be accepted.

### Professional evaluation

Applications that meet the formal requirements are evaluated by the faculty or institute/department. Assessment criteria are published by the faculty. After content evaluation - according to the faculty or institute/department regulations - an interview may take place.

General criteria for evaluating applications (faculty rules may also include additional criteria):

- language proficiency at the study field;
- academic achievement;
- professional awareness;
- academic excellence or other significant professional achievement;
- participation in Student Union activities or others at related organizations;
- participation in a student mentor/buddy System, supporting students.

Those students who have never participated in the Erasmus+ Programme have priority during the evaluation process, however, we strongly encourage the re-application of former Erasmus+ students too.

After the evaluation of the applications the institutes/departments inform the International Education Office about the ranking: who are recommended to study or do a traineeship abroad with Erasmus+ scholarship.

The faculties will make a decision on the submitted applications by October 20, 2023. Students will be officially notified of the result at the e-mail address provided in their application, not later than 1 week after the decision.

Applications for traineeship can be submitted continuously during the semester, a decision on these applications is expected within 2 months of submission.



## Application sessions

The International Education Office organizes online preparation sessions and “How to apply” workshops on the Teams channel in Hungarian <https://bit.ly/oeerasmus23osz>:

General sessions:

- Friday, September 8, 2023, 8:00 a.m
- Monday, September 11, 2023, 9:00 a.m. - (will be recorded)

Faculty sessions:

- Wednesday, September 13, 2023, 3:00 p.m
- Friday, September 15, 2023, 9:00 a.m
- Monday, September 18, 2023, 3:00 p.m

Application writing workshop:

- Friday, September 22, 2023, 9:00 a.m. (will be recorded)

Application consultation:

- Thursday, September 28, 2023, 6:00 p.m

The recorded sessions will be available at the “Erasmus pályázati időszak 2023 ősz” Teams group.

Application period during which the <https://papers.erasmus.uni-obuda.hu> application page is available:

- September 26 - October 16, 2023 12:00 p.m

Application deadline:

**Friday, October 16, 2023, 12:00 p.m**

after that, the application system will be closed, applications started but not yet submitted will be lost.

The staff of the International Education Office and the faculty coordinators are available for professional questions related to the preparation of applications.

## Study rules during mobility

The rights and obligations of students participating in mobility are defined in the **Student Requirements System** ([https://uni-obuda.hu/wp-content/uploads/2023/01/Az\\_Obudai\\_Egyetem\\_Szervezeti\\_es\\_Mukodesi\\_Szabalyzata\\_III\\_Kotet\\_Az\\_Obudai\\_Egyetem\\_Hallgatoi\\_Kovetelmenyrendszer\\_2023\\_januar\\_1..pdf](https://uni-obuda.hu/wp-content/uploads/2023/01/Az_Obudai_Egyetem_Szervezeti_es_Mukodesi_Szabalyzata_III_Kotet_Az_Obudai_Egyetem_Hallgatoi_Kovetelmenyrendszer_2023_januar_1..pdf) ) and the **Academic Regulations** ([https://uni-obuda.hu/wp-content/uploads/2019/04/az-obudai-egyetem-tanulmanyi-ugyrendje-20200901-\\_0.pdf](https://uni-obuda.hu/wp-content/uploads/2019/04/az-obudai-egyetem-tanulmanyi-ugyrendje-20200901-_0.pdf)).

## Student Requirements System

### Partial training abroad

*NFTV. 81. §*

*(3) Students participating in programmes funded through full or partial Hungarian state scholarships may receive scholarship, in accordance with paragraph (4), from their home institution, for the period of courses taken at*



*another higher education institution in an EEA state, if such courses may count toward the programme pursued at the Hungarian higher education institution.*

*(4) Students shall be eligible for the scholarship referred to in paragraph (3) only if the studies abroad are commenced with the consent of the home institution.*

34. § (1) The procedure for international partial training is regulated in detail by the Study Regulations.

(2) All students of the University who meet the application requirements are entitled to apply for scholarships that provide international partial training/professional practice.

(3) The semester(s) spent abroad under international scholarship programs, including the European Union, the Visegrad Fund, the Central European Higher Education Exchange Program, Credit Mobility, Campus Mundi, Ceepus, and other international scholarship programs (hereinafter referred to collectively as "INTERNATIONAL SCHOLARSHIP PROGRAMS") are an integral part of the student's higher education studies.

(4) Based on the decision of the faculty, the student may participate in the INTERNATIONAL SCHOLARSHIP PROGRAMS defined in paragraph (3).

(5) A student who does not receive a scholarship from the given scholarship framework but has other sources of scholarship or sufficient financial resources to cover the expenses incurred in the host country (zero-grant student) may also participate in the application program(s).

(6) The application submitted by the student shall be evaluated by the institute to which the student belongs based on his/her specialization. If the student has not yet specialized, the Vice Dean for Education of the student's faculty shall evaluate the application. The evaluation is based on the faculty/institute's own criteria.

(7) An international scholarship recipient university student may continue his/her studies under an individual (preferential) study program during his/her international partial training/professional practice. The individual (preferential) study program can be requested for up to one year in case the duration of the stay abroad exceeds the duration of the domestic semester.

(8) The student participating in the foreign study program is obliged to complete 60% of the credits taken at the host institution, but at least **15 credits**, unless otherwise specified in the application requirements. If the student fails to fulfil this obligation, they may be required to partially or fully reimburse the scholarship.

(9) The student must have the subjects they plan to take during his/her foreign studies accepted by his/her home institution in advance, before the start of the foreign studies, but not later than the end of the registration week. After this, the student must have the subjects completed abroad recognized based on the transcript. The student is responsible for the acceptance process.

(10) The student must request the acceptance of all the subjects completed during the foreign study program from the KÁB.

(11) The calculation of the study scholarship for students participating in foreign partial training is carried out in accordance with the provisions of Section 50. If the end of the semester at the host institution is at a different time than at the home institution, the calculation will also be done later. In this case, the student will be compared to his/her year of study, but will not be treated as a member of a homogeneous group.

(12) The decision on reclassification is based on the last two active semesters spent at the home institution for students participating in foreign partial training.

#### **The Faculty Credit Transfer Committee**

19. § (1) To recognize credits earned in another domestic or foreign higher education institution, or in the same institution, the extent of matching knowledge is determined by the KÁB.

- (2) The KÁB decides based on the student's request, the relevant legislation, and university regulations.
- (3) The detailed rules regarding credit transfer are contained in Nftv sections 49 (5)-(6a).

## Academic Regulations

### CHAPTER 7

#### ORGANIZATION OF OUTGOING STUDENT MOBILITY

12:8. § (1) Students' departure shall take place following the implementation of the application procedure specified in the university regulations.

(2) The call for applications must include at least the following:

- a) The purpose of the call;
- b) Formal and substantive minimum requirements, eligibility criteria;
- c) Supplementary documents to be attached to the application;
- d) Determination of financial support;
- e) Method and deadline for submitting applications;
- f) Possible start and end dates of activities;
- g) Criteria for evaluating applications;
- h) List of potential administrative penalties against applicants submitting false information and declarations.

(3) Applications must be submitted online in accordance with the provisions of the call for applications.

(4) After evaluating the applications, the faculty's international education coordinator collaborates with the institutional coordinator to allocate scholarship or zero grant places based on the available budget and the number of approved applicants. In the latter case, the student does not receive a scholarship from the specified application budget but secures a scholarship from another funding source or possesses sufficient financial means to cover the expenses incurred in the host country. Students placed in zero grant positions are subject to all rights and responsibilities outlined in the application.

(5) Based on the evaluation, the faculty's international education coordinator provides data related to planned mobilities (student data, host institution details, duration of mobility) to the institutional coordinator.

(6) Following collaboration, the institutional coordinator (or the designated responsible person) nominates the student for the host institution.

(7) The outcome of nomination is communicated by the institutional coordinator (or the designated responsible person) and/or the host institution to the student, who proceeds with the next steps of the application accordingly. The student is responsible for fully complying with and fulfilling the application requirements, deadlines, and specific conditions imposed by the host institution. The student must inform the faculty coordinator about the steps taken in the application process and the information received from the host institution.

(8) Applications for additional financing support for students with fewer opportunities and additional scholarships for students with disabilities are announced by the International Education Office. The execution of the announcement according to institutional guidelines is the responsibility of the institutional coordinator.

(9) The amount of scholarship valid for a given mobility is determined by the institutional coordinator considering the principles set by Tempus Public Foundation, and the contract is signed with the student.



(10) Within 15 days of arriving abroad, the student is required to send the document confirming his/her arrival to the faculty's international education coordinator.

(11) Within 15 days of returning home, the student must provide the faculty's international education coordinator with the document confirming his/her stay abroad.

(12) The certificate of academic results (Transcript of records TOR) / professional internship must be sent to the faculty's international education coordinator as soon as the student have received it, but not later than 5 weeks after returning home.

(13) The student is obliged to participate in online language support. If a student participates in the Erasmus+ program multiple times, they are required to complete the online language support each time.

(14) A separate application folder must be prepared for each mobility of the student, which is kept by the faculty's international education coordinator. The content of the folder includes:

- a) The student's application documents;
- b) Learning Agreements signed by all parties or their modifications in case of changes, along with the host institution's acceptance letter;
- c) Documents confirming arrival and stay abroad;
- d) Scholarship agreement or its amendments, if any, supplementary contracts;
- e) Documents confirming academic results / results of the professional internship abroad. These can be the post-mobility sections of the Learning Agreements or certifications in the specific format of the host institution.

## Additional information

All information about the application can be found on our website: <https://erasmus.uni-obuda.hu/erasmus-for-internationals> In case of questions, you can contact the staff of the International Education Office and the faculty coordinators. Contact details: <https://erasmus.uni-obuda.hu/hallgatoknak/kontakt>

Others:

Our latest news on Facebook: <https://www.facebook.com/OE.Erasmus/>

Our students' experiences on Instagram: [https://www.instagram.com/oe\\_erasmus/](https://www.instagram.com/oe_erasmus/)

Outgoing student coordinators of the International Education Office:

Study programme:

Nikolett Somlyai

[outgoing@uni-obuda.hu](mailto:outgoing@uni-obuda.hu)

Phone: (36-1) 666-5552

Book an appointment: <https://bit.ly/erasmusfogadoora>

Traineeship/traineeship after graduation:

András Vass

[outgoing@uni-obuda.hu](mailto:outgoing@uni-obuda.hu)

1034 Budapest, Bécsi út 94-96., BC. ground floor, 35.

Phone: (36-1) 666-5552

Book an appointment: <https://doodle.com/bp/coordinatoroferasmusstudents/personal-meeting>

8. October 2023.