



ERASMUS GUIDE

**FOR STUDENTS PLANNING
TO PARTICIPATE IN
ERASMUS+ OR BILATERAL
(NON-EU/EEA COUNTRY)
STUDY MOBILITY ABROAD**



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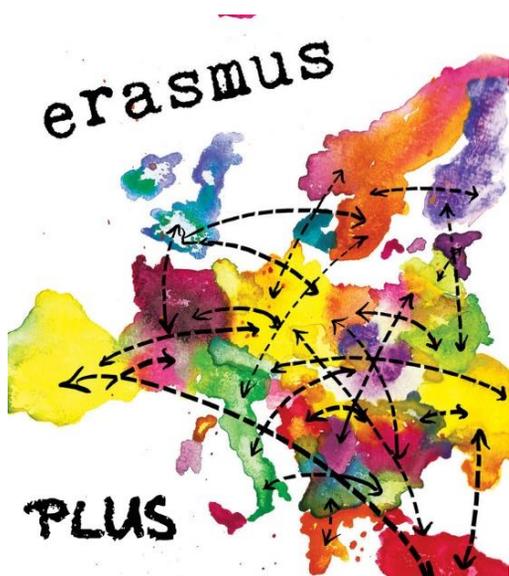
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I. Erasmus+ program

Erasmus+ programme is one of the most successful and recognized program of the European Commission, in the frame of which Corvinus students (with the exception of the Stipendium Hungaricum scholarship students) may take part in a one or two semester study and/or internship mobility.

The program – in addition to achieving professional goals of part-time study abroad – will also help you to improve your language skills, reinforce your communication skills, and assist you in building out a network of international friends.



The regulations of the Erasmus+ program allow you to spend minimum 3, maximum 12 months abroad in a given level of study program. The max. 12 months includes study and internship abroad and adds up if you take part in more than one type of mobility.

For those, who are not in a bachelor or a master level program but are enrolled in an „undivided” (i.e. 5 or 6 year) master’s program the maximum study / internship abroad period is 24 months.

You cannot exceed the 12 months during your exchange period, only if you change the level of your studies (e.g.: From BA to MA). Then 1 year of mobility is available for you again.

I.1. The amount of scholarship

Please note that the scholarship – while contributing to your costs – will not be able to cover all your expenses during your study / internship abroad period. For the Erasmus+ scholarship, each month is calculated as 30 days. For *example if you spend 5 months abroad in the Netherlands, your scholarship will be calculated as given below:*

*Scholarship amount for 1 month in the Netherlands = 470 EUR.
5 months scholarship = 470 EUR x 5 = 2350 EUR*

You can find the amount of the scholarship on [this link](#).



Application process

Every step of the application is via online:

1. You have to hand in a request in Neptun and upload all the required documents there



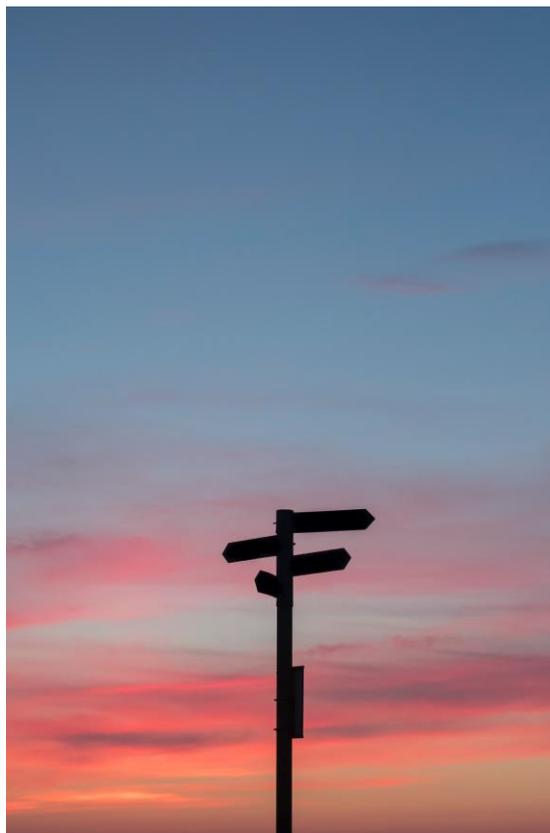
Assessment

During the assessment process you are going to get points to:

- Your average
- Language Certificate (only those ones are accepted which are registered in the Neptun!!!)
- Motivation letters
- Extra professional activity (Competitions, volunteering)

After you handed in your application, we are going to count your points which will be sent to you in an email. If you do not agree with your points you can hand in an appeal, after the following week. After the appeal we will forward the points to our colleagues, whom sort out the places between you. After the allocation we are going to inform you about the places in an email.

IMPORTANT! You can only apply for Erasmus if you have a minimum 3.0 average. If you do not meet this your application will be rejected right away.



You are competing with students from the same training area (previously faculties)!

Contact

| STUDY MOBILITY | | | ERASMUS+ INTERNSHIP |
|---|--|--------------|---|
| Ms. Lévai Blanka | Mr. Kocsi Károly | Wagner Júlia | Ms. Vattay Zsófia |
| Office E/148 Application process and academic matters | Office E/165 All contract- and financing related matters | | E/167 All Erasmus+ internship related matters |

OFFICE HOURS

For the time being all communication and arrangements are only possible via e-mail. Should a personal visit be required, it can only be arranged based on a prior written agreement as regards the exact date and time (until the introduction of the online appointment booking system, please use the e-mail above).

E-mail: corvinus.erasmus@uni-corvinus.hu.

We can only answer emails form the official @stud.uni-corvinus address!

RESPONSIBILITIES

- | | | |
|--|--|---|
| <ul style="list-style-type: none"> • Application process (collection and checking of required application materials) • Learning Agreements (before and during) • Obligatory Annexes (approval from professors for core and core elective courses) • Calculation of points for applicants (academic, language proficiency – based on the information available in Neptun, extracurricular activities, etc.) • Nomination Letters • Transcript of Records (providing to students if it is sent straight to Corvinus) • Collection of Travel Reports | <ul style="list-style-type: none"> • Institutional approval for those applying for Campus Mundi • Preparation of Erasmus+ study abroad contracts • Ensuring transfer of Erasmus+ funds to successful scholarship students • Checking the students' EU (Insurance) Card • Certificate of Arrival and Departure • Modification of the exchange contract if and extension is requested and is approved by the International Relations and Accreditations Office | <ul style="list-style-type: none"> • Application • Preparing contracts • Ensuring transfer of Erasmus+ funds to successful scholarship students • Checking the students' EU (Insurance) Card and liability insurance • Certificate of Arrival and Departure • Modification of the exchange contract if and extension is requested |
|--|--|---|



II. Preparation

CONGRATULATIONS FOR THE GRANT!

The opportunity to study or work abroad is always very exciting and rewarding, however, it is your responsibility to start preparing for it in time, gather all the information you require to make a choice that will really benefit your studies, your future career, and, of course, you as a person.

We have prepared the Erasmus+ Survival Guide to assist you in your decision.

Please read the Guide carefully, as it has been prepared in a way that it cover all tasks, as well as possible questions you may have. Please also check out the FAQ (Frequently Asked Questions). **IF after reading through the material carefully, you still have a question that is not covered,** please do contact us via e-mail.

What does Bilateral mean? And what does Erasmus+?

If you apply for an Erasmus+ partner you right away get the Erasmus+ grant. Although, if you apply for a Bilateral partner, then you only get the spot at the university, but not financial support. Therefore, you have to apply for a grant which will help you out during your semester such as Campus Mundi, which is handled by Tempus Public Foundation. It is important, that the details are constantly changing and not everybody is eligitable for it.

II.1. Contacting

After the announcement of the application results the staff of International Relations and Accreditations Unit (Ms. Dóra Szakonyi, Ms. Esztella Varga) will notify the partner institutions about the outgoing students (this is the so-called nomination process). NB: all partner universities have separate – and differing – times for nominations for the fall and spring semesters. If you applied for an exchange mobility for the spring semester, the nominations will only be possible in late fall. Please be patient. Rest assured once the nomination has taken place, the host university will contact you in due time (perhaps only in late November, early December!) regarding the registration process, the deadlines, information on courses and accommodation.

The e-mail will contain the necessary pre-Erasmus+ travel tasks, which are detailed below. You may access the listed documents at this link. We also put together a Checklist that makes it easy for you to keep track of where you are in the process.

If 1 month before the semester no one has contacted you yet, be sure to inform your Erasmus+ coordinator!

TIP: Check your e-mails regularly (including the “Spam” and “Promotions” e-mails, to ensure you do not miss out on any information sent!



II.2. Accommodation

We recommend you gather information about the possible options for accommodation as soon as possible. If the host university can offer dormitory places for exchange students, you will find information on this and on the application process on their website. In case you are not sure whether you will be admitted to the dormitory or you might prefer to go to an apartment, we suggest that you check whether or not the host university provides assistance in these cases (many do). You can also visit different websites and join Facebook pages/groups. If you need assistance, get in touch with your host university coordinator. Exercise caution when finding accommodation and especially before signing a contract.



II.3. Travel



Most of the countries can be reached with different kind of transport. However, you also need to take into consideration that you are moving for at least a 4-6 month period, and most likely you will not be going with just one backpack. Make sure to take this into consideration when making your travel arrangements. As you will in most cases not be the only one going to a given university for a study abroad period, we suggest you meet and discuss together the possible options of travel.

II.4. Subsistence

Please be aware that while the scholarship amount you will receive will assist you in covering some of the arising costs of living abroad, it will almost certainly not cover all of the arising expenses. Make sure to check the costs that will arise (accommodation, approximate cost of monthly living expenses, travel costs) and be aware of the approximate amount that you will have to cover from your own pocket. You can find a comparison (approximate, of course) of what the cost of living in another country is like as compared to Hungary [here](#).



University Study Abroad Support Scholarship

Students who have applied for a study abroad period successfully, can, further to the official grant due to them, apply for additional financial support for their semester abroad period. Students of full-time bachelor degree programs, divided or undivided master's programs may apply for this grant. The call for applications is always listed in the daily Corvinus News

You can find further information on Corvinus' [webpage](#) and the [Facebook page of the Student Union](#).



III. Prior the mobility period

III.1. Preparing for the study abroad period

Before leaving, check the host university's academic calendar. It is possible that the semester begins at a different time than at Corvinus (e.g. at the beginning of August, or in the middle of October).

It is important to be aware of these. On one hand, you will have to specify in contract the exact proposed start and end days of your mobility period (the amount of your scholarship will be calculated based on the exact duration of your mobility period), on the other hand, if in parallel with your studies abroad you have also decided to take some classes at Corvinus (Request for Reduced Curriculum is a must in the case of all such courses!) and will need to take exams at Corvinus, you must know for sure whether this will be feasible based on the exam period of the host university. **Plan your semester carefully, think ahead.**

Know where you will be going. Read about the host university, the country and city where you will be living, prices, travel, and accommodation. Check for the opening hours of shops, holidays, and information about the public transportation. These may and do differ from country to country.

We recommend you to read the report of previous students due to the fact that there are lots of valuable information and advice in them for you.



IMPORTANT: When deciding which semester to choose for your mobility, please take the following into consideration. IF you decide to go in the last semester of your studies you must have at least 21 credits still to be completed at the start of the study abroad period, moreover,

You must know that in this case, you will not be able to graduate at the end of the given semester (many universities take time to issue the official transcripts after the study period, moreover, the credits achieved abroad must be accepted as transferable into your degree program by the Credit Transfer Committee which meets only on two occasions a year, both after the beginning of the academic semester).

III.2. Bankaccount



If you will go abroad with the Erasmus+ scholarship, your scholarship money will be calculated in and if you have a EUR bank account, transferred in EUR. Those who apply for and are awarded a Campus Mundi scholarship will be receiving their scholarship in HUF.

For those receiving their scholarship in EUR, we do suggest looking into the pros and cons of opening a EUR bank account (costs related to the opening of a EUR bank account, costs of cash withdrawal, cost of an account based debit card, etc.) as in this case, you can possibly save on the currency exchange costs and foreign currency cash withdrawals and card payments from a HUF-based account may lead to additional costs. Make sure that you are able access your bank account easily from abroad (netbanking)

Your bank account details will have to be given in the scholarship contract.

If you are traveling during COVID-19, please gather info from the country's embassy here (or check their webpage), to avoid the compulsory quarantine.

Please get information before travelling on the following webpage!

1. Consulate

Testing

The only test they accept in every country is the PCR test. You can have a test like this at the official testing centres.

1. National Testing Centre
2. Testing Centre of Buda (only in hun)

If you are travelling to Asia or to a South –American countries it is recommended to visit a testing centre to ask about the compulsory vaccination such as Hepatitis A-B or meningitis.

III.4. Required documents

III.4.1. Data for the contract:

Prior to the preparation of your Erasmus+ Grant contract, To prepare the Erasmus+ Grant contract you will have to provide various data in an Excel sheet (precise duration of the planned mobility period, bank account details to which you wish to receive the grant, all previously used Erasmus+ months, etc.) and send it to the Erasmus+ coordinator. It is important to check when the semester starts and ends at the host university as it is your responsibility that the grant and study contract contains the correct starting and ending dates of your mobility period (and later Learning Agreement). Remember to check with the host university whether or not there is a compulsory orientation period or language course before the start of the academic semester and, if yes, whether they will confirm this as part of your mobility period. **IMPORTANT: The date of pre-degree certificate (“abszolválás”) (stating that all program requirements have been completed) cannot be a date that precedes the official closing/last day of the mobility.**



Providing the required data is a prerequisite for the signing of the contract! The contract of those who do not submit all the required data by the given deadline, will not be prepared, i.e. the student will lose the Erasmus+ grant.

In case you applied for Campus Mundi scholarship as well, we suggest that you send the necessary information as soon as possible, because the Erasmus+ 'zero-grant' contract is one of the basic requirements of a Campus Mundi scholarship. Only with the Erasmus+ “zero-grant” contract will you be able to sign the Campus Mundi scholarship contract with the Tempus Public Foundation.

III.4.2. European Health Insurance Card

You have to apply for this card (free of charge) yourself at the National Health Insurance Fund of Hungary (Hungarian acronym: NEAK – earlier: OEP), or at any District Office. With this card you are entitled to receive emergency/basic medical care you may need during your stay abroad. The card must be valid until the end of your mobility period abroad, having it is one of the preconditions for signing the contract. You will have to send a pdf or JPEG version of the card to your Erasmus+ coordinator with the side where your personal data and the expiration day are given. Please name the file as follows: *lastname_givenname_Eucard*

It is in your own interest to apply for the EU card and send in the scanned version to corvinus.erasmus@uni-corvinus.hu soon as possible!

The European Health Insurance Card can be substituted with a valid insurance at the host country. In this case it is necessary to send in supporting documentation about this, moreover, it is important that you arrange for a supplementary health insurance.



III.4.3. Online Language Test: The Online Language Test measures the level of proficiency of the host institution's language of instruction in the case of students going on an Erasmus+ scholarship abroad. The corresponding link on when and where you can take the OLT will be sent to you by e-mail. You will receive the survey in the primary language of your studies at the host country. Check your Spam and Promotion folders as well, however, if you cannot find the link, please let us know!

Completing the first OLT language test is one of the prerequisites of the contract. Give yourself enough time to fill it out (takes about 30-60 minutes) and do not hurry! Make sure you are in a quiet place where you can concentrate, because if your result is under B2 level, you will have to participate in an online language course. At the end of your mobility you will need to take the exam again (see later) to measure any progress you had made as a result of your mobility period. If the result of your first OLT is C2, you will not have to complete the language test at the end of your mobility period.

As the Student Mobility team can access the results achieved by Corvinus students on the OLT, you do not have to send us the result.



III.4.4. Learning Agreement before the mobility: This document will contain the courses you would like to study, at least 30 ECTS or 6 courses are compulsory. Of these, you will have to complete successfully a minimum of 21 ECTS or 5 courses.

The list of courses available to incoming exchange students can either be found on the website of the partner universities or can be requested from them directly. PLEASE check this out before handing in your application for Erasmus+ (i.e. when deciding which universities to apply for). Some universities may offer only a limited number of courses in English and not necessarily in all fields of study. If you wish to avoid a possible delay in the graduating from Corvinus, you must check in advance that the university you apply to for the study abroad period will be providing the courses (in the language and at the level) you need.

After checking the course offer of the host university, checking with your professors at Corvinus on the equivalency (only required in the case of core and core elective courses) of courses offered there that you could have accepted directly into your study program, you will have to fill in the “Before the Mobility” Learning Agreement. After filling it in, sign it with a blue pen and send a scanned coloured version to corvinus.erasmus@uni-corvinus.hu (in the “subject” of the e-mail, put your name, Neptun code and “LA”). Your Erasmus+ coordinator will forward it to the relevant Dean for approval. After the Dean has signed it, you will have to send it via e-mail to the host institution for approval. Once you have an LA that has been signed by all parties concerned: you, the relevant Corvinus Dean and the host institution, you must send a scanned copy to corvinus.erasmus@uni-corvinus.hu (in the “” of the e-mail put your name and “LA fully signed”)

IMPORTANT: The fully completed Learning Agreement signed and with the seal of both Corvinus and the host university is a precondition for the transfer of the scholarship.

TIP: As getting all the required signatures on the Learning Agreement may take several weeks, start working on it as soon as possible!



III.4.5. Credit Recognition – required document

A mandatory annex is required if you wish to have any or all of the courses taken abroad accredited as core or core elective courses to your Corvinus study program.

Use the official form provided by Student Services. You will have to enter the code, title and credit value of the course to be taken at the host institution, the code, course title and credit value of the course it would substitute for in your Corvinus study program and must be approved by the instructor responsible for the course at Corvinus. To get the approval of the relevant Corvinus professor, attach the English syllabus of the host university course to your request.

Make sure to arrange for all the required approvals (only needed for core and core elective courses) before the end of the examination period, as you will find it difficult, if not impossible, to reach professors during the summer vacation period. Subjects to be accredited to your study program as “elective” must be included in Table “B”.

The mandatory annex must always be attached to the Learning Agreement.

You should not register for courses included in the mandatory annex in Neptun.



III.4.6. Reduced curriculum: In addition to completing core and core elective courses of your study program abroad (these must be approved in the mandatory Annex to your Learning Agreement), you can also request a reduced curriculum in the case of courses that you cannot complete at your host university and that you would need to take in order to complete your Corvinus study program on time.

Important: A request for reduced curriculum can be submitted at the beginning of the semester and is possible only in cases where this is indicated in the given course's syllabus. If your request for reduced curriculum is approved, you must register for the given course and, of course, contact the professor teaching the course to sort out what tasks you must complete and the deadline for the submission of any assignments, as well as the expected date when you will be able to take the examination.

If the syllabus of the course taken in the frame of the reduced curriculum allows students to take the exam at a time outside of the official examination period if it is taken in a reduced curriculum form or if the professor so allows, it is potentially possible to take the final exam of the course outside of the official examination period, i.e. until the end of the spring semester registration period in the case of fall semester courses and until June 30th at the latest in the case of spring semester courses. (Study and Exam Regulations: 91§ (1))

III.4.7. The Grant Contract

This is an official, legal contract signed by the student and the university regarding the Erasmus+ scholarship. The contract must be signed with a blue pen and submitted to the Erasmus+ contract coordinator in person or by post no later than 1 month prior to your date of departure.

In case of a Campus Mundi scholarship a so called 'zero-grant' (no support) contract has to be signed, which is a prerequisite for the Campus Mundi Scholarship.



III.4.8. The Condition of the Grant Contract (for Erasmus+ and Campus Mundi scholarship holders!)

1. Complete the first **online language proficiency test**.
2. Provide - by the given deadline - the **information required** for the preparation of the contract.
3. Submission of the **European Health Insurance Card** (scanned in PDF or JPEG) and submitted to the Erasmus+ contract coordinator
4. Valid signed contract for scholarship status (Erasmus + or Campus Mundi)



Please be patient as contracts for all scholarship students are signed based on the order of the departure, (i.e. those traveling in August will get their contract before those traveling only in September or October).

III.4.9. Requirements for bank transfer of the grant:

1. **Existence of an Erasmus + grant agreement**, signed by you and the university. **Important: an original copy signed with a blue pen is required!**
2. The completed **Learning Agreement – Before the mobility** part, signed by all three parties (and sealed by the two partner institutions) submitted in PDF via e-mail to the Erasmus + coordinator at corvinus.erasmus@uni-corvinus.hu.



If all the requirements for the contract are met, the scholarship amount will be transferred to the scholarship holder's bank account within 30 days of signing the grant contract.

If you opened a bank account after signing the contract and would like to receive the grant to this account, the transfer shall be made within 30 days after you have sent in the required bank account details (bank account holder's name, bank's name, bank account number and the currency in which it has been opened, IBAN code, SWIFT/BIC code). To get the IBAN code of your bank account, check [here](#) or [here](#).



TIP: Information on the amount of Erasmus+ support you can expect can be found here:

<http://www.tka.hu/palyazatok/110/hallgatok-tanulmanyicelu-mobilitasa>



Information on the scholarship transaction:

If you are an Erasmus+ Scholarship holder, please note the information below:

- Erasmus+ scholarships are paid through the Neptun System in EUR.
 - The support can only be transferred to a bank account number that is registered in the Neptun System. You must be the account holder. It is your responsibility to register your bank account details in Neptun!
- Please use the same bank details (bank account holder's name, bank's name, bank account number and the currency in which it has been opened, IBAN code, SWIFT/BIC code) that you gave in the Excel datasheet prior to the signing of the grant contract.
- After signing the grant contract, make sure to set the bank account to which you will receive the grant amount as the "default" bank account. If you have more than one bank accounts registered in Neptun, the scholarship – as it will be transferred via Neptun - will be automatically transferred to "default" bank account.
- If you plan to open a new bank account for receiving the scholarship or you plan to open an account abroad, please indicate this in the Excel sheet as: "Account opening in progress". In this case, the scholarship transfer will not be initiated until you have provided the required bank account details. Please make sure to enter (and set as default) the new bank account and the inform the Erasmus+ contract coordinator by resubmitting an updated version of your Excel datasheet via e-mail (corvinus.erasmus@uni-corvinus.hu) with your bank details.
- As the scholarship is paid in EUR, it is worthwhile providing an EUR bank account number.
- The account number should be submitted together with the IBAN code (without hyphens, spaces or any other characters!
- **If you have more than one bank account in Neptun and are waiting for any other transfers (e.g. study grant, etc.) it is important that the account number to which you requested any given transfer is set as the default prior to the due date of the transfer.**
- The bank account number in the Neptun System can be changed as follows, or a new one can be added (you will find a detailed description of this in Hungarian and English, attached to our letter):
 1. Finances
 2. Settings
 3. New bank account number (tick the foreign box)
 4. Enter the bank account number with the IBAN code (for this the IBAN code must be ticked) and state the BIC/SWIFT code and – in case Neptun System allows – the name and address of the bank as well.
 5. Save (after that it will be active, in case a change is needed, the data can be changed with a click to the + sign next to it)

Please note, that the transfer of the scholarship will be initiated only after all the requirements described above have been fully completed. The Erasmus+ scholarship is paid in EUR in a single installment payment (100% pre-financing). We can ensure that your scholarship grant arrives to your bank account – if possible - before or near to the date of your departure only if you meet all the deadlines given. Please calculate the time required for administration and transfer, if necessary, be prepared for the fact that you may need to self-finance the initial period of your mobility.



Important information for Campus Mundi students

- As your support will be paid by the Tempus Public Foundation (TPF), please turn to them for details.
- Bank account details should be submitted to Tempus Public Foundation, as well.
- The Erasmus+ grant contract and the study contract (Learning Agreement) are prerequisites of the Campus Mundi scholarship.
- It is important that the mobility period (start and end dates) indicated in the two documents (LA, Erasmus+ grant contract) be exactly the same, otherwise you will not be able to contract with Tempus Public Foundation.
- In order to be able to sign the contract for the Campus Mundi scholarship, you must first have a so-called 'zero-grant' Erasmus+ contract, in which the number of Erasmus+ supported days will be 0 and the scholarship will be 0 EUR.
- Please note that resigning an Erasmus+ "zero-grant" contract that has already entered into force can take up to several weeks, so make sure to give all data very precisely, as contracts cannot be modified retrospectively.



III.5. In case of withdrawal

If you cannot start the mobility or have to give up your Erasmus+ status for any reason, be sure to notify your Erasmus+ coordinator in written form as soon as possible. Also remember to inform your host institution about your withdrawal if you are already in contact with them!

If possible, indicate your intention to withdraw before signing your Erasmus+ contract – in order to avoid any study / financial consequences. If your Erasmus+ contract has already been signed by all parties when cancel your mobility, you must sign a declaration of cancellation. If your scholarship grant has already been transferred to your bank account, you must refund the full amount of the grant.

Please remember that in the case of a late withdrawal (after the subject registration period at Corvinus), you may not be able to register for courses at Corvinus.



III.6. Supplementary Social Support

The aim of social support is to provide an equal opportunity for all students participating in higher education mobility in the frame of the Erasmus + program.

Any student who has been awarded a scholarship grant for study or internship mobility in each semester can apply for social grant. In the case of study mobility, the social support is 200 EUR/30 days, while in the case of Erasmus+ internships the supplementary social support is 100 EUR per month.)

You have to fill out the application form, which you will find in the Call for Application. The scanned colour copy (PDF or JPEG) of the original, signed and stamped documents for Supplementary Social Support must also be sent to your Erasmus+ contract coordinator via e-mail (corvinus.erasmus@uni-corvinus.hu). Furthermore, in case the applicant is a resident of a beneficiary place, a copy of the address card which confirms your permanent address should be attached to the application. This secondary aspect will be confirmed by your Erasmus+ coordinator.

You can always find the current call for proposals [at this link](#).



1. Main conditions considered (not listed in order of importance):

- The applicant - as a disadvantaged or cumulatively disadvantaged student - received extra points for equal opportunities at the time of application to Corvinus University;
- The applicant receives/received a Bursa Hungarica Study Scholarship;
- The student is/was a regular or extraordinary holder of a social grant;
- Is or was a HÖOK Mentoring Program Beneficiary Student;
- The applicant is or was the beneficiary of the “Road to Graduation” competition;
- The student is or was a member of the Roma College for Advanced Studies;
- The student received a social basis start-up allowance when starting his/her university studies.

2. Secondary condition:

- The student is a permanent resident of one of the beneficiary places defined in the 105/2015. (IV.23.) Government Decree
- For the detailed list of places, please check the application form



IV.1. Necessary Documents

IV.1.1. Learning Agreement - During the mobility section (required if you make any changes in the subjects approved in the original Learning Agreement)

If one or more of the courses you gave in the original Learning Agreement are cancelled or you wish to change your original choice of courses, you must fill in the “During the Mobility” section of the Learning Agreement.

The courses you would like to delete must be listed as ‘deleted’ components and the ones you would like to add should be marked in the ‘added’ field, together with the subject code, and with the reason for change (marked on a scale of 1-7). In this part it is also necessary to indicate in Table ‘B’ whether you wish the newly added course to be accepted as a core / core elective or an elective subject. If you wish to have any of the newly added course(s) accepted as core / core elective courses to your Corvinus study program, remember to arrange to have it approved in the frame of a “mandatory annex”. Of the required 30 ECTS or 6 subjects you have to be registered for, you must complete a minimum of 21 ECTS or 5 subjects. The Learning Agreement During the mobility (together with the original LA) should be signed by you, your host institution coordinator and then sent via e-mail (corvinus.erasmus@uni-corvinus.hu) to your Erasmus+ coordinator at Corvinus once signed by the relevant Dean, it will be return to you.

Changes can be made maximum twice, thus it is important that after the second change your courses at the host institution be finalized!

If any changes are needed to the originally approved LA, be sure to finalize the LA – “During the mobility part” within 15 days of the end of the course registration period of the host institution. Remember, the approval process on the Corvinus side may take several weeks! The final "During the mobility" part, signed by all three parties, must be sent to us.

Remember: If any changes made to the list of previously approved courses, the mandatory annex must also be updated and attached.

IV.1.2. Confirmation Form I.:

With this document you certify when you have started your study mobility abroad. The date must be indicated in Part 1 of the Confirmation Form (Confirmation of Arrival). After arriving to the host university you have a week to get this document signed by the host institution coordinator! It is very important that the date on the Confirmation of Arrival form and the date in the contract be the same. Any discrepancy in the dates in the two official papers will result in your having to possibly repay part of the grant received.



IV.2. Registering for the semester in Neptun in the semester of your mobility



During your semester abroad you must be registered in Neptun System as an active student at the Corvinus University of Budapest. All you have to do is to register in the Neptun System under the 'Administration' menu point by clicking on the 'Enrollment/Registration' button. In addition to activating your semester, you must also register for the xxxxxx in Neptun.

IV.3. Enrollment and orientation at the Host University

Once you have been nominated (possible only from the time indicated by the host university) the host university will contact you. In the first few e-mails they will describe the enrollment procedure and list the documents you will have to provide beforehand or take with you.

If there is an orientation day or week, we very much recommend that you attend. Usually, it is the orientation day/week when you enroll, and it is also the time when you have the possibility to get to know the host university, take part in leisure programs, get to know the student organizations of the host university (e.g.: [ESN](#)) and meet with other international students.



IV.4. Insurance



During the semester, your European Health Insurance Card will cover your medical issues you may have in keeping with the health legislation of the given country. As the extent of basic health coverage may and does vary from country to country, the medical care you are entitled to will also vary depending on the country where your host institution is located.

For more information about the European Health Insurance Card please visit the website of National Health Insurance Fund of Hungary (Hungarian acronym: NEAK). As health care costs can be and usually are extremely high if not covered by health insurance, we recommend – especially for those who may have any chronic illnesses and are required to take medication regularly, to arrange for additional private insurance for the mobility period.

IV.7. Extension

IV.7.1. Extension within the current semester:

In case you would only want to request an extension within the current semester because your mobility will be at least 6 or more days longer than stated in your contract (and this is confirmed by the Confirmation Form), please contact the Erasmus+ contract coordinator (corvinus.erasmus@uni-corvinus.hu). If this can be covered from the Erasmus+ budget, you can get additional support for the remaining period.

An extension to the original contract can be requested till up to maximum one month before the closing date included in the contract! (Once there is less than one month till the end of the original contract period, an Erasmus+ contract amendment can no longer be initiated.)

IV.7.2. Extension for an extra semester (possible only in the fall semester):

In case you would like to stay abroad for the Spring semester, as well, please do as follows:

1. Indicate your intention to your Erasmus+ coordinator at Corvinus (corvinus.erasmus@uni-corvinus.hu) to check whether it would be possible for you to stay on at the host university for the next semester, as well.
2. If, after checking with the International Relations and Accreditations Office of Corvinus, the extension is approved, fill out the Support for Extension form on the website and get it signed by the host institution coordinator.
4. E-mail the signed Support for Extension and the [extension request](#) to your home coordinator for approval.
5. The coordinators responsible for the contract amendment shall prepare the contract modification. You will have to sign this with a blue pen and send the original to the Erasmus+ Contract Coordinator of the Student Service Mobility Group (by post or in person).

Deadline: Paperwork related to the contract modification must be started at the very latest no later than one month before the end date of the contract.

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IV.7.3. Extension of a semester in case of Campus Mundi scholarship:

All the steps mentioned above apply equally to every Campus Mundi scholarship holder! In addition to these they must also make sure to:

Submit an entirely new application for the Campus Mundi Scholarship. This can be done only if the application for the extension has been approved.

Important: An Erasmus+ contract modification can take up to 3-4 weeks and the results of Campus Mundi applications will be received in 1-2 months after submission!

V.1. Necessary documents

V.1.1. Transcript of Records (TOR)/Learning Agreement After the mobility:

If the host institution provides a TOR on the completed courses, this will replace the LA - After the mobility part, i.e. there is no need for both documents. You can request a TOR from the host institution, they will send it by e-mail or by post at the end of the mobility. Within 2 weeks after receiving this document, the form must be forwarded to your Erasmus+ coordinator at Corvinus by e-mail (filename: *firstname_lastname_ToR*).

If the TOR is sent directly to Corvinus, your Erasmus+ coordinator will inform you as soon as it arrives.

IMPORTANT: Once you have received the **TOR** be sure to check that all the courses you took are listed, the grades in the TOR correspond to what you were told by your professor and also check the number of ECTS points awarded for each course.



V.1.2. Confirmation Form II. (Confirmation of Departure):

The Confirmation of Departure must be signed by the coordinator of the host institution during the last few days of your mobility will confirm the end of your mobility. Do not forget to send this document electronically to your Erasmus+ coordinator at Corvinus within max 2 weeks after coming home (filename: *firstname_lastname_CF*). It is important to fill in the header as well as to get the start and end dates of the mobility certified by the host university.

V.1.3. Travel Report:

This is a written report in which you share the experiences gained during your exchange period with us and with students planning to go to the host university in subsequent semesters. Its main purpose: is to provide important information, give advice, etc. The best reports will be uploaded to the website. You can choose to submit it without adding your name and contact details, however, in this case, others will not be able to turn to you with any questions they may have. It can be written in Hungarian or English, and pictures may be inserted, too. The report must be sent to your Erasmus+ coordinator within 2-4 weeks after arriving home.



V.1.4. Admission Form / Credit Transfer Form:

You can initiate your credit transfer request after your return. In order to do so, you will have to provide the following:

- Transcript of Records (TOR)
- Learning Agreement Before the mobility
- Learning Agreement During the mobility (if applicable)
- Mandatory appendices (on subject equivalences previously signed by the relevant professors)

Process:

1. Collect all documents
2. Fill in the Credit Recognition form in Neptun with all the subjects completed abroad accepted as core, core elective or elective subjects
3. Pay the fee of course recognition through the Neptun System.

Accepted courses will be registered in Neptun after the Credit Transfer Committee has taken its decision. Please note it may take up to 2 months for the accredited courses to be registered in Neptun.

V.1.5. Second (final) Online Language Test:

You will receive a link to the second online language test via e-mail from the OLS (Online Linguistic Support) system. It is important that you complete the second test, as it will be compared to the first one in order to evaluate the degree to which your language skills improved during your exchange period. You can also access it manually by going to www.erasmusplusols.eu.

If your pre-mobility test result was C2, you do not need to do the test again.

Deadline: Within one week of receiving the request.



V.1.6. Online EU Survey (Participant Report): You will automatically receive this questionnaire by e-mail when you end your mobility from the following address:

replies-will-be-discarded@ec.europa.eu.

The questionnaire was compiled by the European Commission and is related to your exchange semester, and it will inquire about information such as fulfillment of mandatory subjects, living costs in the host country, recommendation of the host university, etc.

Deadline: Within one week of receiving the link.



V.2 Refund of scholarship grant (if needed)

If you have completed less than 21 ECTS or 5 subjects, or the length of your mobility period is more than 5 days shorter than stated in your grant contract, you will have to refund a given part of the scholarship.

For more information on the regulations of repayment please read the '[Regulations of Partial Training Abroad](#)'.

In case of Campus Mundi students, the Campus Mundi regulation applies. The refund will have to be paid to the Tempus Public Foundation.



IMPORTANT: In case you are also applying for a Campus Mundi Scholarship, all the tasks listed above and the Erasmus+ rules apply to you!

I.e. It is not sufficient to just contact and send your information to the Tempus Public Foundation, but also you must complete all the steps described previously in the same way and send all the documents to your Erasmus+ contract coordinator, as well!



CONGRATULATIONS!
WE WISH YOU A SUCCESSFUL STUDY ABROAD
SEMESTER

Student Services, Student Mobility Team

