

Procedure of submitting a force majeure request for CEEPUS scholarship holders travelling to Hungary



Dear CEEPUS Scholarship Holder,

Please follow this step-by-step guide to start a force majeure procedure in order to require the reimbursement of your extra costs related to your CEEPUS mobility and incurred due to the coronavirus pandemic.

You are eligible to submit a request if

- you had extra costs related to your CEEPUS mobility that incurred due to the COVID19 pandemic **and/or**
- your actual mobility period was shorter than the minimum period in that mobility type (Short Term Student mobility: min 21 days, Student mobility: full months and min 16 days in the last month, Teacher mobility: min 5 working days)

We advise you to submit the request after the end of your mobility as the submission of a request terminates your mobility. Please submit your request as soon as possible after your mobility.

1. Scholarship holders should first try to reclaim the costs of the services that they have paid for but have not used from the providers (accommodation, air company, etc.). By this force majeure request procedure, only costs that cannot be reclaimed from the providers or extra costs arising exceptionally from the COVID19 situation can be requested.
2. Your request has to be justified and fully documented (by invoices, certificates, statements or emails proving that you had contacted the service providers asking for reimbursement).
3. Full mobility grant can only be issued for the period spent in Hungary (proved by your Letter of Confirmation). A mobility grant cannot be issued for the period not spent in Hungary but we try to reimburse all your force majeure costs incurred. It is intended that you will not have any financial loss.
4. At the end of your mobility, please fill in the Mobility Report in the www.ceepus.info system indicating that you had to postpone/interrupt your mobility due to the pandemic, and have this document signed by your host coordinator. If you realised (or at least partly realised) your mobility, your host university will issue your Letter of Confirmation, which has to be enclosed to your force majeure request.
5. Please prepare:
 - a. your Letter of Award (issued and sent to you via e-mail before your mobility by the National CEEPUS Office Hungary),
 - b. the Letter of Confirmation signed and stamped by your host university (downloadable from the www.ceepus.info system),
 - c. all the invoices, certificates, statements or emails proving your extra costs incurred due to the coronavirus pandemic that are related to your mobility.
6. Submit the force majeure request form with the necessary attachments at <https://vismaior.tka.hu>.
 - a. You can change the language to English with the drop-down menu.
 - b. You need a Google account to sign in. If you cannot log in with a Google account please contact the National CEEPUS Office Hungary at ceepus@tpf.hu.
 - c. Please click on the 'Start new itiner' button on the left hand side.
 - d. Please choose 'CEEPUS force majeure procedures'.
 - e. Please read all the information and fill in the online form.
 - f. Please enclose the necessary attachments.
7. All force majeure requests will be evaluated individually considering individual circumstances, so please provide all relevant information.
8. You will be notified of the decision in writing. Based on the total amount approved your host institution will inform you if you are eligible to receive further payments or you have to pay back a certain amount of money.

Should you have any questions please contact the National CEEPUS Office Hungary at ceepus@tpf.hu.

Best regards,

Tempus Public Foundation / National CEEPUS Office Hungary