



STEP BY STEP GUIDE

FOR STUDENTS TAKING PART IN INTERNATIONAL MOBILITY PROGRAMMES FOR THE PERIOD OF THE CORONAVIRUS PANDEMIC

Dear Mobility Participant,

The following guide was created for students taking part in international mobility programmes in Hungary.

Although the global situation is changing and each mobility participant may be in a different situation, we advise you to follow this guide in order to get a clear picture of the possible steps and solutions you can take.



I AM A STUDENT TO TRAVEL TO HUNGARY

Please, select which of the below statements applies to you and read the related information.

- 1** I am currently not in Hungary, **I am planning to travel to Hungary** with an awarded grant this academic year, **my grant agreement is already signed.**
- 2** I am currently not in Hungary, **I am planning to travel to Hungary** with an awarded grant this academic year, **my grant agreement is not yet signed.**
- 3** **I am currently in Hungary** on my mobility period, **I would like to stay** here and finish my mobility as planned.
- 4** **I am** currently in Hungary and **about to interrupt** my mobility and travel home / I have interrupted my mobility and travelled home, **I intend to achieve the learning outcomes** in my learning agreements **by following courses** and doing assignments **online.**
- 5** I am currently in Hungary and **about to interrupt** my mobility and travel home / I have interrupted my mobility and travelled home, and I will not be able to continue my studies even by means of online courses.
- 6** **I have interrupted my mobility** and travelled home, **I am planning to travel back to Hungary to continue my mobility later**, thus I have not asked for force majeure procedure.



I am currently not in Hungary, I am planning to travel to Hungary with an awarded grant this academic year, my grant agreement is already signed

1.1 I have not received the grant

- > According to current regulations, you must not travel to Hungary for an international mobility.
- > If you have already paid for travel or accommodation, you should first try to ask for reimbursement from the providers (you have to prove by emails that you have acted so).
- > If you cannot get a reimbursement from the providers, you have two options:
 - a) you should ask for *force majeure* procedure from your contractor (with whom you have a grant agreement) in order to require the reimbursement of your costs incurred.
 - Please ask the force majeure form from your contractor.
 - Your request have to be justified and fully documented.
 - The chances of getting a full reimbursement in this case are modest, it can only happen in very exceptional cases.
 - Your grant agreement will be closed via this option.
 - or
 - b) You should consider postponing your mobility. Please ask for contract modification from your contractor (with whom you have a grant agreement).

1.2 I have already received the grant

- > According to current regulations, you must not travel to Hungary for an international mobility.
- > If you have already paid for travel or accommodation, you should first try to ask for reimbursement from the providers (you have to prove by emails that you have acted so).
- > If you cannot get a reimbursement from the providers, you have two options:
 - a) you should ask for *force majeure* procedure from your contractor (with whom you have a grant agreement) in order to require the reimbursement of your costs incurred.
 - Please ask the force majeure form from your contractor.
 - Your request have to be justified and fully documented.
 - The chances of getting a full reimbursement in this case are modest, it can only happen in very exceptional cases.
 - Your grant agreement will be closed via this option.
 - or
 - b) You should consider postponing your mobility. Please ask for contract modification from your contractor (with whom you have a grant agreement).



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I am currently not in Hungary, I am planning to travel to Hungary with an awarded grant this academic year, my grant agreement is not yet signed

- > According to current regulations, you must not travel to Hungary for an international mobility.
- > You cannot ask for reimbursement, your costs are not eligible.



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I am currently in Hungary on my mobility period, I would like to stay here and finish my mobility as planned

- > If your mobility can be finished and there is a good chance to achieving the learning outcomes of your learning agreements, you are entitled for the grant. Please monitor closely and follow the instructions and advices of the local authorities in your host country
- > Please do not forget to ask for a mobility period certificate!
- > You are free to make decision on a possible interruption even later during this global pandemic, you do not have to worry, the current mobility scheme provides a stable framework for your mobility.



4

I am currently in Hungary and about to interrupt my mobility and travel home / I have interrupted my mobility and travelled home, I intend to achieve the learning outcomes in my learning agreements by following courses and doing assignments online

- > You should contact your contractor (with whom you will have a grant agreement) as soon as possible, preferably via e-mail, and communicate your plans.
- > Mobility grant can only be issued for the period spent in Hungary (proved by e.g. a mobility period certificate).
- > If you have extra costs related to travelling home that are not attributable to you (e.g. mandatory prepayment of your housing for a longer period):
 - » you should ask for *force majeure* procedure from your contractor, and full closure of your mobility
 - » the sum of approved *force majeure* costs and the grant calculated on your realised mobility duration cannot exceed the grant stated in your original grant agreement.
- > If you can continue your studies remotely by following courses online and your Hungarian host can provide it, please do so, try to achieve your planned learning outcomes.
- > Please do not forget to ask for a mobility period certificate and a transcript of records from your Hungarian host university or organisation.





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I am currently in Hungary and about to interrupt my mobility and travel home / I have interrupted my mobility and travelled home, and I will not be able to continue my studies even by means of online courses

- > You should contact your contractor (with whom you will have a grant agreement) as soon as possible, preferably via e-mail
- > Mobility grant can be provided only for the Hungarian period of your mobility. Please ask for a mobility period certificate from your host university or organisation and file your documents about travelling home.
- > If you have extra costs related to travelling home that are not attributable to you (e.g. mandatory prepayment of your housing for a longer period), you should first try to ask reimbursement from the providers (you have to prove by emails that you have acted so):
 - » If your request for reimbursement is denied (and it is documented properly), you can
 - a) ask for force majeure procedure from your contractor (with whom you will have a grant agreement), and full closure of your mobility.
 - Please ask the force majeure form from your contractor to start the process.
 - The sum of approved force majeure costs and the grant calculated on your realised mobility duration cannot exceed the grant stated in your original grant agreement.
 - or
 - b) You should consider postponing your mobility, please ask for mobility starting date modification from your contractor.



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I have interrupted my mobility and travelled home, I am planning to travel back to Hungary to continue my mobility later, thus I have not asked for force majeure procedure

- > You should alert your contractor about the interruption via e-mail.
- > We can provide mobility grant only for the abroad period of your mobility.

For more information please contact:
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