

STEP BY STEP GUIDE

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

Dear Mobility Participant,

The following guide was created for students taking part in international mobility programmes from 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 OF A HUNGARIAN
HIGHER EDUCATION INSTITUTION
AND HAVE A MOBILITY GRANT**

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

- 1** I am currently studying in Hungary, I am planning to travel to my destination with an awarded grant this academic year. My grant agreement is already signed.
- 2** I am currently studying in Hungary, I am planning to travel to my destination with an awarded grant this academic year. My grant agreement is not yet signed, but I have a valid notification of the awarded grant.
- 3** I am currently abroad on my mobility period. I would like to stay there and finish my mobility as planned.
- 4** I am currently abroad and about to interrupt my mobility and travel home / I have interrupted my mobility and travelled home. I intend to fulfil the planned activity by following courses online.
- 5** I am currently abroad and about to interrupt my mobility and travel home / I have interrupted my mobility and travelled home. I will not be able to continue my studies even by online courses.
- 6** I have interrupted my mobility and travelled home. I plan to continue my mobility later, thus I have not asked for *force majeure* procedure.
- 7** I am currently studying in Hungary, I have not started my mobility abroad. I intend to fulfil my whole mobility period by following courses online.





1

I am currently studying in Hungary, I am planning to travel to my destination with an awarded grant this academic year. My grant agreement is already signed (regardless of the fact that I have already received the grant or not)

- > According to current regulations, you must not leave Hungary for an international mobility.
- > If you have already paid for travel or accommodation, you should first contact the service providers and notify them that you require reimbursement of the already paid costs (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 extra costs incurred.
 - Your request have to be justified and fully documented.
 - and / or
 - b) You should consider postponing / rescheduling your mobility.
 - Please ask for contract modification from your contractor (with whom you have a grant agreement).



2

I am currently studying in Hungary, I am planning to travel to my destination with an awarded grant this academic year. My grant agreement is not yet signed, but I have a valid notification of the awarded grant.

- > According to current regulations, you must not leave Hungary for an international mobility.
- > If you, already having the notification have paid for travel or accommodation before the announcement of the measure to terminate mobility activities in international mobility programmes due to the state of emergency (i.e. before 16th of March, 2020), you may ask for the reimbursement of your costs. You should first, however, try to get the reimbursement from the service providers.
 - » Please contact the service providers and notify them that you require reimbursement of the already paid costs (you have to prove by emails that you have acted so).
- > If you cannot get a full or partial reimbursement from the providers, you have two options:
 - a) you can ask for *force majeure procedure* from your contractor (with whom you have to sign 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.
 - or
 - b) You should consider postponing / rescheduling your mobility.
 - Please ask for grant modification from your contractor.
- > According to the rules in force, the financial steps you have taken so far are your own responsibility and risk after the announcement of the measure to terminate mobility activities in international mobility programmes due to the state of emergency (i.e after 16th of March, 2020). Please consult your contractor (with whom you have to sign a grant agreement) before any payment.





3

I am currently abroad on my mobility period, I would like to stay there and finish my mobility as planned

- > There is no change, you are entitled for the grant. Please monitor closely and follow the instructions and advices of the local authorities in your host country
- > In case of shorter mobilities (e.g. traineeships of 1-3 months) it might happen that your host cannot provide the proper conditions of the professional activities, thus your mobility might become pointless in this sense. In these cases we suggest interrupting the mobility and returning to Hungary, your mobility period can be postponed.
- > In case of longer mobilities (i.e. 3-6+ months) the circumstances of your hosting institution and the regulations of the host country should be considered.
 - » While real chances of fulfilling the grant agreement can be foreseen, staying abroad might be an option. However, if the conditions of successfully complying with the agreement are not met, you should travel home without further hesitation.
- > If there is no reasonable way to travel back to Hungary, you should ask for extension of your grant period or extra grant from your contractor. Staying abroad without any resources should not be an option.
- > Please do not forget to ask for a mobility period certificate.
- > You are free to make decision of interrupting the mobility 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 abroad 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 online and by doing assignments

- > We can provide mobility grant only for the abroad period of your mobility. Although **we cannot provide mobility grant for your stay at Hungary, we wish to reimburse all your extra expenses regarding the force majeure situation so that you would not have any financial loss.**
- > You do not have to make any financial statement about your abroad stay as it was covered by the mobility grant.
- > The following steps are to be fulfilled only, if your conditions have changed due to the pandemic, and you summarize all your expenses for the whole original mobility period thus you will not experience financial loss (eg. you has mandatory prepayment of your housing in advance, you had to buy plane ticket or had to finance your getting home in other ways with extra cost):
 - » We are committed that mobility participants should not suffer any financial loss because of the program. This, however, should not result in unjustified payments.
 - » *Step 1.* You should let your contractor that you have travelled back to Hungary. It is also stated in you grant agreement that you should announce any changes immediately.
 - » *Step 2.* 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, extra fee for plane ticket, etc.):




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- 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 full reimbursement is not fulfilled (and it is documented properly), you should 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.
- » Already reimbursed costs are not eligible.
- » The sum of approved *force majeure costs* and the grant calculated on your realised mobility duration may exceed the original grant stated in your grant agreement – it is our intention that you should not have any financial loss because of the programme.
- » All *force majeure forms* are individually processed, so please be thorough when listing the needed pieces of information.
- > If you can continue your studies remotely by following courses online, please do so, try to achieve your planned learning outcomes. You should not suffer curricular drawbacks if it is possible.
- > Please do not forget to ask for a mobility period certificate and a transcript of records from your host university or organisation.
- > It is important that your physical mobility and online learning periods should be clearly documented.



5

I am currently abroad 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.
- > We can provide mobility grant only for the documented abroad period of your mobility.
- > You do not have to make any financial statement about your abroad stay as it was covered by the mobility grant.
- > The following steps are to be fulfilled only, if your conditions have changed due to the pandemic, and you summarize all your expenses for the whole original mobility period thus you will not experience financial loss (eg. you has mandatory prepayment of your housing in advance, you had to buy plane ticket or had to finance your getting home in other ways with extra cost).
- > If you have extra costs related to travelling home that are not attributable to you:
 - » 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 full reimbursement is not fulfilled (and it is documented properly),
 - a) you should ask for *force majeure procedure* from your contractor, 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 might exceed the grant stated in your original grant agreement – it is our intention that you should not have any financial loss because of the programme.

or




5

- b) You should consider postponing your mobility.
 - Please ask for mobility starting date modification from your contractor
- > Consult your sending institution, try to continue your studies even through individual curriculum, try to achieve your planned learning outcomes. You should not suffer curricular drawbacks if it is possible.
- > Please do not forget to ask for a mobility period certificate and a transcript of records from your host university or organisation.



6

I have interrupted my mobility and travelled home, I plan to continue my mobility later, thus I have not asked for *force majeure* procedure

- > You should notify your contractor (with whom you will have a grant agreement) about the interruption via e-mail.
- > We can provide mobility grant only for the abroad period of your mobility.
- > Considering the exceptional circumstances, the mobility may be realized in two parts. For the proper closing of such mobility you will need mobility period certificates for both periods and a transcript of records from your host university or organization.



7

I am currently studying in Hungary, I have not started my mobility abroad. I intend to fulfil my whole mobility period by following courses online / teaching online

- > As fully online mobilities cannot be granted in the current programme, you must reschedule your physical mobility.
- > Please consult your contractor (with whom you will have a grant agreement) and your host, there must be numerous flexible options.

For more information please contact:
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