

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.

First, please, select which of the below statements applies to you.

I am a student of a Hungarian Higher Education Institution and have a mobility grant

I am a mobility student to travel to Hungary as host country

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

A1. 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

A2. 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

A3. I am currently abroad on my mobility period, I would like to stay there and finish my mobility as planned

A4. 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

A5. 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 online courses

A6. I have interrupted my mobility and travelled home, I plan to continue my mobility later, thus I have not asked for force majeure procedure

A1. 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

A1.1 I have not received the grant

- 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 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 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).

A1.2 I have already received the grant

- 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 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 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).

A2. 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

- According to current regulations, you must not leave Hungary for an international mobility
- You cannot ask for reimbursement of your costs are. According to the rules in force, the financial steps you have taken so far are your own responsibility and risk.
- You should consider postponing your mobility, please ask for mobility starting date modification from your contractor (with whom you will have a grant agreement).

A3. I am currently abroad on my mobility period, I would like to stay there 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
 - 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. If the conditions of successfully complying with the agreement are not met, you should travel home without further hesitation. Please keep in mind, if you cannot justify your stay abroad, your grant should be partly or fully reimbursed.
 - Please do not forget to ask for a mobility period certificate.
 - You are free to make this decision even later during this global pandemic, you do not have to worry, the current mobility scheme provides a stable framework for your mobility.
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A4. 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. Please keep all documents about your 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 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.
 - Reimbursed costs are not eligible.
 - 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, 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 host university or organisation.
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A5. 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 abroad 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 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 cannot exceed the grant stated in your original grant agreement.
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A6. 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 alert 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.

For more information please contact felsooktatas@tpf.hu

I am a student to travel to Hungary

Please, choose one of the below options that corresponds to your situation and read the information below it.

B1. 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

B2. 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

B3. I am currently in Hungary on my mobility period, I would like to stay here and finish my mobility as planned

B4. 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

B5. 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

B6. 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

B1. 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

B1.1 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).

B1.2 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).

B2. 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

B3. 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.
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B4. 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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B5. 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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B6. 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 felsooktatas@tpf.hu