

# *Administrative duties of outgoing students*



## ***Contact information***

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# Contact

- **Webpage: [international.pte.hu/erasmus](http://international.pte.hu/erasmus)**
  - **[List of administrative duties](#)**
  - **[Forms](#)**
  - **[Reports of former students](#)**
  - **[Useful tips](#)**
- **Facebook: [Erasmus PTE](#)**
- **Instagram: [ErasmusPTE](#)**
- **ErasmusApp**

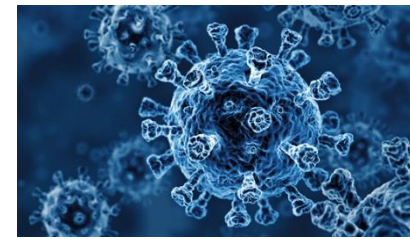


## ***Important information***



### **The participants:**

- **Don't pay tuition fee at the receiving institution**
- **Must be active students at UP (activate your status in Neptun at the beginning of the Erasmus semester)**
- **Have to pay their tuition fee in the sending institution**
- **Can't receive their degree before completing the Erasmus mobility period**
- **Additional financial support (for students with special needs and students with fewer opportunities)**



## *Vis maior*

- Only the physical mobility period is financed by an Erasmus scholarship (face-to-face/online/hybrid forms of education are all acceptable)
- Online learning from Pécs is not supported by an Erasmus grant
- It is the student's responsibility to get information about the entry regulations of the receiving country and the epidemiological rules of the receiving university
- **Vis maior**: unpreventable event, usually caused by a natural force, the occurrence of which may exempt a party from performing the obligations of a contract -> cancel/terminate the mobility -> inform your coordinator and describe the situation



# *How much money will you get?*

	Mobility for Traineeship
Countries with higher living costs	670 €
Austria (AT), Belgium (BE), Cyprus (CY), Denmark (DK), Finland (FI), France (FR), Germany (DE), Greece (EL), Ireland (IE), Iceland (IS), Italy (IT), Lichtenstein (LI), Luxemburg (LU), Malta (MT), Netherland (NL), Norway (NO), Portugal (PT), Spain (ES), Sweden (SE), United Kingdom (UK)	
Countries with medium living costs	620 €
Bulgaria (BG), Czech Republic (CZ), Estonia (EE), Croatia (HR), Lithuania (LT), Latvia (LV), Poland (PL), Romania (RO), Serbia (RS), Slovenia (SI), Slovakia (SK) Macedonia (MK), Turkey (TR)	



## ***Scholarship info***

- **The amount of the scholarship is calculated according to the days of the mobility period (based on the first and last days of the mobility set in the Learning Agreement)**
- **Transfer in euro**
- **Either to a forint or a devisa account**
- **The scholarship will be transferred to the account given in the support agreement**
- **It is not possible to change the account after the support agreement is signed**
- **The scholarship will be provided for the student within 30 days after the support agreement is signed**



## ***Duties of the student***

- **Define your job and the mobility period**
- **Minimum 2 months**
- **Minimum 30 working hours per week**
- **European Health Insurance Card for EU citizens**
- **Compulsory: liability and accident insurance**
- **Organize your travel**
- **Book your accommodation**





# *Accommodation and travel*

- It is your responsibility to organize your travel and book your accommodation
- Green travel support (50 euro) + max. 4 days support for days of travel
- Accommodation portals:
  - [Erasmus Student Housing](#)
  - [Housing Anywhere](#)
  - [Spotahome](#)
  - [Uniplaces](#)
- Facebook groups
- ESN
- Coordinator of the receiving institution
- former Erasmus students

## ***Before the mobility***

- **Fill in the online language test (two months before the start of the mobility)**
- **Learning Agreement – Before the Mobility (1,5-2 months before the start of the mobility)**
- **Support agreement and student declaration (1-1,5 months before the start of the mobility)**
  
- **The forms are available at [international.pte.hu](http://international.pte.hu)**
- **Except: support agreement and student declaration (every student will get them in a private message)**



# ***Learning Agreement***

- **Use the Word form**
- **You have to add the first and last days of the mobility**
- **The first and last days have to be weekdays**
- **The days of travel do not belong to the mobility period**
- **The first day of mobility period: first day of the internship**
- **The last day of the mobility period: last day of the internship**
- **3 signatures are necessary: the student + sending faculty coordinator + responsible person at the receiving institution**
- **Scanned version is acceptable**



## ***During the mobility***

- Inform your coordinators about your arrival in e-mail (within 8 days)
- Arrival form (within 8 days)
- Do your job as an intern 😊
- Participate in the online language course
- Ask for a Validation form (minimum 60 days of mobility)
- Ask your mentor to write an evaluation of your job (minimum 5-8 sentences)



## ***After the mobility***

- **Fill in the EU survey (within 30 days after you arrive home)**
- **Fill in the final online language test**
- **Submit the Validation form (within 30 days)**
- **Submit your Traineeship Certificate: Learning Agreement**  
**After the mobility with an evaluation of 5-8 sentences**  
**(within 30 days)**
- **Write your Erasmus experience report (within 30 days)**

# Once Erasmus, always Erasmus

