

# ***Administrative duties of outgoing students***





## ***Contact information***

**Réka Buda (coordinator for outgoing students)**

- E-mail: [buda.reka@pte.hu](mailto:buda.reka@pte.hu), [erasmus@pte.hu](mailto:erasmus@pte.hu)
- Rector's Office, Vasvári Pál Str. 4., 1st floor, office 113
- Telephone: 72/501-500/12128
- Teams

# 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

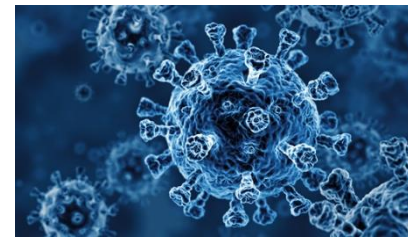


## ***Important information***

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 studies
Countries with higher living costs	600 €
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	540 €
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
- 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 students***

- **Meet the deadlines of the receiving institution (application form, dormitory, etc.)**
- **Get to know the academic calendar of the receiving university**
  - **Dates of the study period**
  - **Dates of the exam period**
- **Insurance: for EU citizens it is compulsory to have the European Health Card + accident and travel insurance (recommended)**



# ***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***

- 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 <https://international.pte.hu/forms>
- Except: support agreement and student declaration (every student will get them in a private message)



# ***Learning Agreement***

- **Preferably use an online LA**
- **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:**
  - The first day of an intensive language course or
  - The first day of the orientation week or
  - The first day of the study period
- **The last day of the mobility period:**
  - The day of the last exam or
  - The day before departure or
  - The last day of the exam period
- **3 signatures are necessary: the student + 2 coordinators**
- **Scanned version is acceptable**



## ***During the mobility***

- Inform your coordinators about your arrival by sending an e-mail to them (within 8 days)
- Arrival form (within 8 days)
- Finalize your Learning Agreement – During the mobility (within 1 month after the start of your studies)
- Visit classes and take exams
- Participate in the online language course
- Ask for a Validation form
- Ask for a Transcript of records

## ***After the mobility***

- **Fill in the EU survey (within 30 days after you arrive home)**
- **Fill in the final online language test (within 30 days)**
- **Write your Erasmus experience report (within 30 days)**
- **Submit the Validation form (within 30 days; minimum 90 days of mobility)**
- **Submit your Transcript of records (within 30 days)**
- **Start the recognition process of the Erasmus courses and credits**
- **Learning Agreement After the Mobility (within 2 months)**

# Once Erasmus, always Erasmus

