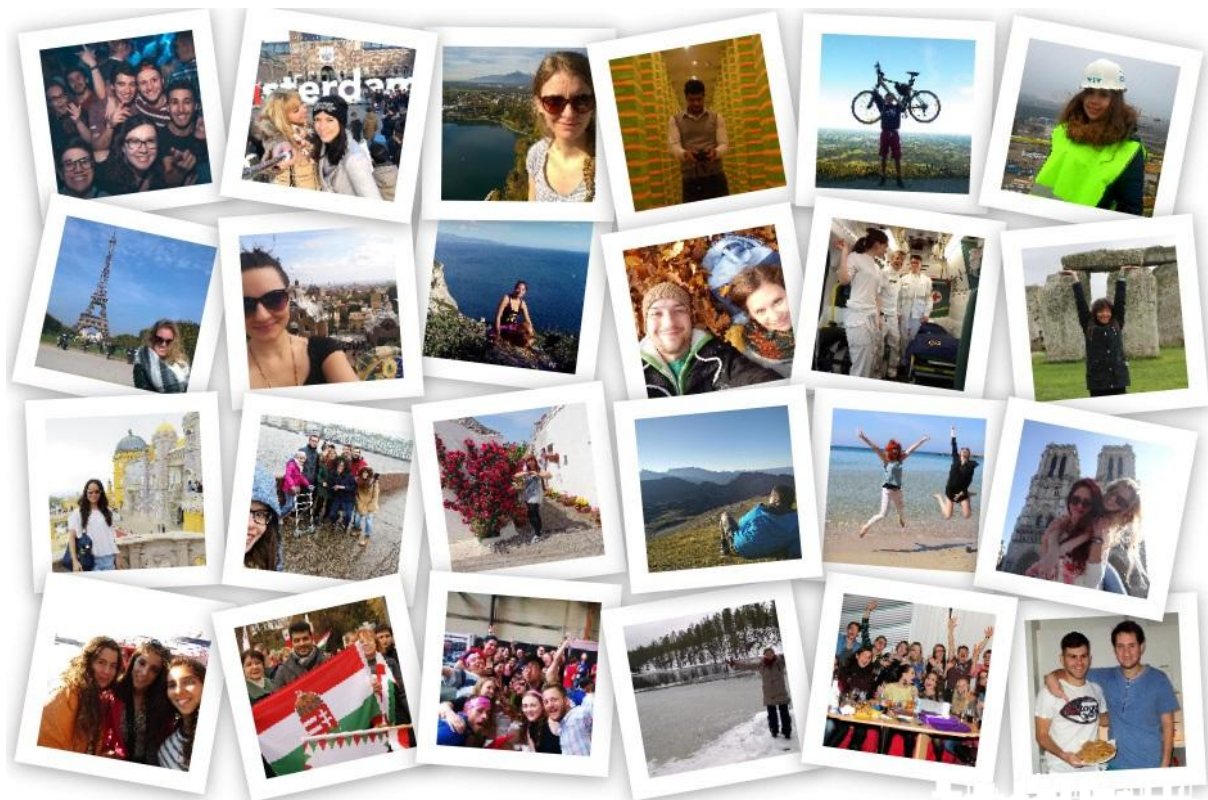


# Erasmus+

# Information Booklet



Erasmus+  
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## **Table of contents**

- I. About the Erasmus+ program
- II. Criteria of participation
- III. Student mobility for studies
  - a. Period of the scholarship program, amount of scholarship grant
  - b. Duties of the students
  - c. Detailed duties of the students, necessary forms
- IV. Student mobility for traineeships
  - a. Place and period of the scholarship program, amount of scholarship grant
  - b. Duties of the students
  - c. Detailed duties of the students, necessary forms
- V. Contact information of the institutional and departmental Erasmus coordinators

## **I. About the Erasmus+ program**

Erasmus+ is the new EU program for education, training, youth and sport for 2014-2020, started in January 2014. It combines seven programs from the 2007-2013 period, namely the Lifelong Learning program, the Youth in action program and five international cooperation programs.

Erasmus+ will provide opportunities for over 4 million Europeans to study, train, gain work experience and volunteer abroad. In addition to grants for individuals, Erasmus+ will support transnational partnerships to foster cooperation and bridge the worlds of Education and work in order to tackle the skills gaps we are facing in Europe. It will also support national efforts to modernize Education, Training and Youth systems. In the field of Sport, there will be support for grassroots projects and cross-border challenges such as combating match-fixing, doping, violence and racism.

*Be part of it!*

## **II. Criteria of participation**

### **Eligible participants**

Students registered in a higher education institute (HEI) and enrolled in studies leading to a recognized degree or another recognized tertiary level qualification (up to and including the level of doctorate). In case of mobility for studies, the student must be enrolled at least in the second year of higher education studies. For traineeships, this condition does not apply. Recent higher education graduates may participate in a traineeship. Recent graduates must be selected by their HEI during their last year of study, and must carry out and complete their traineeship abroad within one year of obtaining their graduation.

### **Duration of the activity**

Study periods: from grant to 12 months (including a complementary traineeship period, if planned).

Traineeships: from 2 to 12 months.

The same student may participate in mobility periods totaling up to 12 months (prior experience under LLP – Erasmus Program counts towards the 12 months per study cycle) maximum per each cycle of study (in one-cycle study programs, such as Medicine, students can be mobile for up to 24 months), independently from the number and type of mobility activities. Participation with a zero - grant from EU funds counts as well towards this maximum duration.

- during the first study cycle (Bachelor or equivalent) including the short - cycle (EQF levels 5 and 6);
- during the second study cycle (Master or equivalent - EQF level 7); and
- during the third cycle as doctoral candidate (doctoral level or EQF level 8).

The duration of a traineeship by recent graduates counts towards the 12 months maximum of the cycle during which they apply for the traineeship.

### **Venue(s) of the activity**

Students must carry out their mobility activity in a Program or Partner Country different from the country of the sending organization and the country where the student has his/her accommodation during his/her studies.

## **III. Student mobility for studies**

### **a) Period of the scholarship program, amount of scholarship grant**

- Study periods: from minimum 3 months (90 days) to 12 months (360 days)

The EU grant provided to students will depend on their mobility flow, as follows:

- mobility towards a country with similar living costs: students will receive the medium range EU grant;
- mobility towards a country with higher living costs: students will receive the higher range EU grant;

- mobility towards a country with lower living costs: students will receive the lower range EU grant.

<b>Partner countries</b>	<b>Student mobility for studies</b>
<b>Countries with higher living costs:</b> Denmark, Ireland, France, Italy, Austria, Finland, Sweden, United Kingdom, Liechtenstein, Norway	500 € / month
<b>Countries with medium living costs:</b> Belgium, Czech Republic, Germany, Greece, Spain, Croatia, Cyprus, Luxembourg, Netherlands, Portugal, Slovenia, Iceland, Turkey	450 € / month
<b>Countries with lower living costs:</b> Bulgaria, Estonia, Latvia, Lithuania, Malta, Poland, Romania, Slovakia, former Yugoslav Republic of Macedonia	400 € / month

- Those students who participate in the mobility program in the winter semester have the opportunity to lengthen their stay for the summer semester but the scholarship grant for the second semester is not guaranteed.
- The scholarship grant is not meant to cover all the costs of living, the students may supplement the money they get from other sources.
- The scholarship grant will be transferred in euros to the bank account (forint or foreign currency) given by the student before the mobility.
- In the case of mobilities that are longer than 5 months, before the mobility the university will transfer the scholarship grant calculated for the first 5 months. The remaining amount will be transferred after the student submits his/her Validation form and the Transcript of records to the central Erasmus Office.

#### **b) Duties of the students**

- Inquiring about the schedule of the receiving institution: beginning and the end of the study period and the exam period, holidays

- Application deadlines (submission of the application form of the receiving institution, booking accommodation, etc.)
- Asking for information whether there is a compulsory insurance required by the receiving institution or whether students receive free insurance during their stay abroad. We suggest that students should ask for a European Health Insurance Card that covers basic services in the member states of the EU.
- Inquiring about accommodation, organizing the travel (booking airline tickets, ordering train/bus tickets, etc.)

**c) Detailed duties of the students, necessary forms**

**BEFORE THE MOBILITY**

1. Complete the **application form of the receiving institution** (according to the nomination of the departmental coordinator) taking the application deadline into consideration
  2. Fill in and submit the online **application form of the sending institution** (1 printed and signed copy to the central Erasmus Office, deadline: 15th July of the year concerned)
  3. Take the **online language test**
  4. Send the **Learning Agreement** to erasmus@pte.hu (the document needs to contain the exact first and last days of the mobility and it must be signed by three parties, a scanned copy is acceptable)
  5. **Support agreement** (3 original copies signed by the student with a blue pen)
  6. Student declaration (1 original copy signed by the student with a blue pen)
- The student has to submit the declaration and 3 original copies of the support agreement to the Erasmus Office **at least 4 weeks before departure.**

7. Organize the travel, book the accommodation
8. Manage the insurance
9. Registration at the sending institution (activate your semester), pay the tuition fee (fee-paying students only)

All the forms listed above are available at the following link:

<http://erasmus.pte.hu/content/formanyomtatvanyok>

## **DURING THE MOBILITY**

1. Register the arrival to the sending institution by sending an e-mail to [erasmus@pte.hu](mailto:erasmus@pte.hu) and to the departmental coordinator **within 8 days after arrival** (please provide your address in the receiving country)
2. **Arrival form**: please fill it in, ask the departmental coordinator of the receiving institution to sign and seal it; then send a copy of the form to the Central Erasmus Office by e-mail to [erasmus@pte.hu](mailto:erasmus@pte.hu)
3. If there are any changes in the Learning Agreement please indicate them by filling and sending the second part of the document (Learning Agreement **During the Mobility**) **within 30 days after arrival** to [erasmus@pte.hu](mailto:erasmus@pte.hu)
4. Participate in the online language course
5. Attend courses, participating in research, taking exams
6. Ask the departmental coordinator of the receiving institution to fill in and sign the **Validation form** before leaving
7. Ask for the **Transcript of records**

## **AFTER THE MOBILITY**

1. Complete the **EU survey** according to the information sent by e-mail, deadline: **within 15 days after arrival**
2. Submit the **Validation form** to the Central Erasmus Office **within 15 days after arrival**
3. Submit the **Transcript of records within 30 days after arrival**
4. Submit the **Learning Agreement After the mobility** form (please fill it in according to the Transcript of records and ask for the signature of the departmental coordinators)
5. Take the final **online language test**
6. Send a **student report** to [erasmus@pte.hu](mailto:erasmus@pte.hu) **within 30 days after arrival**

## **IV. Student mobility for traineeships**

### **a) Place and period of the scholarship program, amount of scholarship grant**

- The receiving institution may be a company, research center, training institution or other organization, except EU organizations
- Traineeship periods: from minimum 2 months (60 days) to maximum 12 months (360 days)

The EU grant provided to students will depend on their mobility flow, as follows:

- mobility towards a country with similar living costs: students will receive the medium range EU grant;
- mobility towards a country with higher living costs: students will receive the higher range EU grant;
- mobility towards a country with lower living costs: students will receive the lower range EU grant.

<b>Partner countries</b>	<b>Student mobility for traineeships</b>
<b>Countries with higher living costs:</b> Denmark, Ireland, France, Italy, Austria, Finland, Sweden, United Kingdom, Liechtenstein, Norway	600 € / month
<b>Countries with medium living costs:</b> Belgium, Czech Republic, Germany, Greece, Spain, Croatia, Cyprus, Luxembourg, Netherlands, Portugal, Slovenia, Iceland, Turkey	550 € / month
<b>Countries with lower living costs:</b> Bulgaria, Estonia, Latvia, Lithuania, Malta, Poland, Romania, Slovakia, former Yugoslav Republic of Macedonia	500 € / month

- The scholarship grant is not meant to cover all the cost of living; the students need to supplement the money they get from other sources.
- The scholarship grant will be transferred in euros to the bank account (forint or foreign currency) given by the student before the mobility.
- In the case of mobilities that are longer than 5 months, before the mobility the university will transfer the scholarship grant calculated for the first 5 months. The remaining amount will be transferred after the student submits his/her Validation form and the Transcript of records to the central Erasmus Office.



## **b) Duties of the students**

- Look for the place of the internship
- Agree on the exact period of the mobility and the duties related to the job
- Send the Learning Agreement for Traineeships to the receiving institution to be signed
- Inquire about accommodation, organize the travel (book airline tickets, order train/bus tickets, etc.)
- Students need to have a European Health Insurance Card (EU members) that covers basic services in the member states of the EU.
- Students need to have appropriate health, accident and liability insurance for the whole period of the mobility

## **c) Detailed duties of the students, necessary forms**

**BEFORE THE MOBILITY** (*the duties are valid for all outgoing students from the second point*)

### ***1. Variant A – the student looks for an internship placement individually***

- The student asks for a **declaration of intent** that expresses the receiving institution/company's intention to receive the student as a trainee
- The student submits his/her application (attach the declaration of intent and further documents according to the calling for tender)

### ***1. Variant B – the department offers an internship placement for the student***

Duties after assessing and informing the student about getting an Erasmus+ grant:

2. Fill in and submit the online **application form of the sending institution** (1 printed and signed copy to the central Erasmus Office, deadline: 15th July of the year concerned)
3. Take the **online language test**
4. Send the **Learning Agreement** to erasmus@pte.hu (the document needs to contain the exact first and last days of the mobility and it must be signed by three parties, a scanned copy is acceptable)
5. **Support agreement** (3 original copies signed by the student with a blue pen)
6. **Student declaration** (1 original copy signed by the student with a blue pen)

The student has to submit the declaration and 3 original copies of the support agreement to the Erasmus Office **at least 4 weeks before departure.**

7. Organize the travel, book the accommodation
8. Manage the insurance
9. Registration at the sending institution (activate your semester), pay the tuition fee (fee-paying students only)

All the forms listed above are available at the following link:

<http://erasmus.pte.hu/content/formanyomtatvanyok>

### **DURING THE MOBILITY**

1. Register the arrival to the sending institution by sending an e-mail to [erasmus@pte.hu](mailto:erasmus@pte.hu) and to the departmental coordinator **within 8 days after arrival** (please provide your address in the receiving country)
2. **Arrival form:** please fill it in, ask the responsible person of the receiving institution to sign and seal it; then send a copy of the form to the Central Erasmus Office by e-mail to [erasmus@pte.hu](mailto:erasmus@pte.hu)
3. If there are any changes in the Learning Agreement please indicate them by filling and sending the second part of the document (Learning Agreement **During the Mobility**) **within 30 days after arrival** to [erasmus@pte.hu](mailto:erasmus@pte.hu)
4. Participate in the online language course
5. Accomplish the tasks set in the Learning Agreement
6. Ask the responsible person of the receiving institution to fill in and sign the **Validation form** before leaving
7. Ask for the **Traineeship Certificate** (Learning Agreement After the mobility with short evaluation of the trainee)

### **AFTER THE MOBILITY**

1. Complete the **online student report** according to the information sent by e-mail, deadline: **within 15 days after arrival**
2. Submit the **Validation form** to the Central Erasmus Office **within 15 days after arrival**
3. Submit the **Learning Agreement After the mobility** (Traineeship Certificate) form
4. Take the final **online language test**
6. Send a **student report** to [erasmus@pte.hu](mailto:erasmus@pte.hu) **within 30 days after arrival**

## **V. Contact information of the institutional and departmental Erasmus coordinators**

### **Center for International Relations, Erasmus Office**

#### **Judit Németh**

institutional Erasmus coordinator

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Fax: 72/501-626

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Office hours can be found here:

<http://erasmus.pte.hu/content/elerhetoseg>

### **Departmental Erasmus coordinators:**

#### **Faculty of Law**

##### **Melinda Hengl**

72/501-500/23112

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#### **Medical School**

##### **Anett Tomózer**

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PTE ÁOK International Relations Office

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**Péter Várnagy**

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