1. **ERASMUS+ “To dos” for students on study scholarships**
2. **Things to do for ERASMUS+ STUDY scholarships**

**Before departure (after selection):**

1. Visit the website of the host institution:

* Check deadlines
* Check list of courses

2. Apply to the host institution:

* Application form: according to the instructions, meeting the deadlines, with appropriate signature(s)
* questions for the host institution:
* dates
* accommodation
* list of courses (if not on the website or not clear)
* enquire about exact arrival - departure times
* Apply for Erasmus+ additional support, if available.

 3. After the reply letter / letter of acceptance:

* obtain a signed certificate and send it to SZE’s Centre for International Programmes (CIP), downloadable from the website (Certificate form for students who have been awarded a study grant): to be signed by the Head of Department and the sending Departmental Coordinator
* Take-up of courses:

Learning Agreement (LA) to be completed - min. 30 credits per semester including home semester of which at least 15 credits must be completed abroad.

The Learning Agreement must be signed by the course coordinator and sent to the host institution for signature. The period of study must be entered precisely to the day.

* if there is a course that coincides with your studies here, its recognition must be clarified (Study Department) For more information on how to apply, deadline for applications: TO/NEPTUN

Courses can be recognised in the following semester.

All courses taken abroad will be included in NEPTUN, but will only count towards Hungarian credits if there is a Hungarian equivalent.

4. Studies in Hungary

* enrol for the current semester
* postponement, deferment or transfer is not possible
* individual timetable (if required) to be organised in time at the Academic Registrar’s.

 For further information on how to apply, deadline for applications: TO/NEPTUN

5. before departure (approx. 1 month):

* European Insurance Card and/or sickness, accident and luggage insurance

*For study trips, a European Health Insurance Card (which provides the same level and conditions of health cover as nationals of the country concerned) is sufficient, but an additional Erasmus sick and accident insurance is recommended.*

* submit travel application

 Conclusion of grant contract in CIP (Administration building, room 103)

* submission of Learning Agreement signed by both institutions
* submission of signed permit
* transfer of scholarship (student can decide to which account):
	+ - * in HUF to the scholarship holder’s account
			* in euros to the foreign currency account of scholarship holder

**During your stay abroad:**

* In the case of a change (e.g. change of course / extension), consult with the course coordinator, sign the LA amendment and send it to host institution for signature, and send the signed Learning Agreement to the CIP.

**On completion of your studies, on your return home:**

* Letter of participation signed by the host institution
* "Certificate/Transcript of records" (certificate of examinations passed or "After Mobility" section of Learning Agreement)
* online EU report (you will receive an automatic e-mail)
* preparation of an individual report with photo

In the mobility semester, at least 30 credits must be taken together with the credits taken at SZE, of which at least 15 credits must be from courses taken at the foreign institution. If a student fails to complete the minimum number of credits (15) at the foreign university, he/she may be subject to full or partial repayment of the scholarship. The number of credits completed at home does not affect the scholarship contract.

In table A of the Learning Agreement you must enter a list of the courses taken abroad and in table B the equivalent of the courses from table A recognised in Hungary. If there is no Hungarian equivalent, you must enter the subject from Table A again.

Széchenyi István University recognises and all credits earned abroad and enters them into NEPTUN.

All of the subjects listed in Table A of the Learning Agreement must be included in Table B. If there is a Hungarian equivalent, it is the Hungarian course, and if not, the name of the foreign course.

If you wish to have credits earned abroad recognised in a later semester, you must submit a Credit Transfer Application in the semester of recognition.

If the scholarship holder takes courses during the semester and cannot attend in person, you a reduced tuition schedule must be requested