TEMPUS PUBLIC FOUNDATION

STEP BY STEP GUIDE

FOR STAFF TAKING PART IN INTERNATIONAL MOBILITY PROGRAMMES IN HUNGARY

FOR THE PERIOD OF THE CORONAVIRUS PANDEMIC

Dear Mobility Participant Colleague,

The following guide was created for higher education institutions' staff taking part in international teaching or training 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.

I AM A STAFF MOBILITY PARTICIPANT OF A HUNGARIAN HIGHER EDUCATION INSTITUTION AND HAVE A MOBILITY GRANT

Please, choose one from the following options and consult the related information!

1. I am a staff mobility participant, planning to travel from Hungary to my destination with an awarded grant in this academic year. My grant agreement is already signed.
2. I am currently in Hungary, planning to travel to my destination this academic year. My grant agreement is not yet signed.
3. I am currently abroad on my mobility period. I would like to stay abroad and finish my mobility as planned.
4. I am currently abroad and about to interrupt my mobility and travel home / I have interrupted my mobility and travelled home. I intend to complete my workplan online.
5. I am currently abroad and about to interrupt my mobility and travel home / I have interrupted my mobility and travelled home. I will not be able to complete my workplan online.
6. I have interrupted my mobility and travelled home. I plan to continue my mobility later, thus I have not asked for *force majeure* assessment.
7. I am currently at home, I have not started my mobility, but due to the coronavirus situation I would like to accomplish my teaching/training workplan online.

1

I am currently in Hungary, planning to travel to my destination with an awarded grant in this academic year. My grant agreement is already signed (regardless of the fact that I have already received the grant or not)

- 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 try to contact and ask reimbursement from service providers (you have to prove by emails that you have acted so)!
- If you cannot or only partially can have reimbursement from service providers:
  - **a)** You should ask for *force majeure* procedure from your contractor.
    - Please ask the *force majeure form* from your contractor. Your request have to be fully justified and documented.

  and / or
  - **b)** You should consider postponing your mobility.
    - Please ask for contract modification from your contractor, it is an option for you.

2

I am currently in Hungary, planning to travel to my destination in this academic year. My grant agreement is not yet signed, but I have a valid notification about the grant

- According to current regulations, you must not leave Hungary for an international mobility.
- If you, already having the notification have paid for travel or accommodation before the announcement of the state of emergency (i.e. 16th of March, 2020), you may ask for the reimbursement of your costs. You should first, however, try to get the reimbursement from the service providers (travel agents, accommodation etc.).
  - » Please 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 full reimbursement from the providers, you have two options:
  - **a)** you should ask for *force majeure procedure* from your contractor (with whom you have to sign 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.

  or
  - **b)** You should consider postponing / rescheduling your mobility.
    - Please ask for grant modification from your contractor.
- According to the rules in force, the financial steps you have taken so far are your own responsibility and risk after the announcement of the state of emergency in Hungary (16th of March, 2020). Please consult your contractor (with whom you have to sign a grant agreement) before any payment.

3

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

- If your mobility can be finished and there is a good chance to complete your workplan, you are entitled for the grant. Please monitor closely and follow the instructions and advice of the local authorities in your host country.
- If there is no reasonable way to travel back to Hungary, you should ask for extension of your grant period or extra grant from your contractor. Staying abroad without any resources should not be an option.
- 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. Please do not forget to ask for a mobility period certificate.

4

I am currently abroad and about to interrupt my mobility and travel home / I have interrupted my mobility and travelled home. I intend to complete my work plan online

- We can provide mobility grant only for the documented period abroad of your mobility. **Although we cannot provide mobility grant for your stay in Hungary, we wish to reimburse all your extra expenses regarding the force majeure situation so that you would not have any financial loss.**
- You do not have to prove the expenses during your mobility period (it is your grant).
- You should inform your contractor that you have travelled back to Hungary. It is also stated in you grant agreement that you should announce any changes immediately.
- If you have extra costs related to travelling home that are not attributable to you:
  - you should first try to ask reimbursement from the service providers (you have to prove by emails that you have acted so- plane tickets, prepaid accommodation, etc.)
  - your request for reimbursement is fully or partially denied (and it is documented properly), you should ask for force majeure assessment from your contractor, 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 **may exceed** the grant stated in your original grant agreement, you would not have any financial loss due to the situation.
    - All *force majeure forms* are individually processed, so please be thorough when listing the needed pieces of information.
- If you can continue your mobility activities remotely, please do so, try to comply with your workplan.
- Please do not forget to ask for a mobility period certificate from your host university or organisation.

5

I am currently abroad and about to interrupt my mobility and travel home / I have interrupted my mobility and travelled home. I will not be able to complete my work plan online

- You should inform your contractor about the change (with whom you have the grant agreement) as soon as possible, preferably via e-mail.
- We can provide mobility grant only for the abroad period of your mobility.
- You do not have to prove the expenses during your mobility period (it is your grant).
- If you have extra costs related to travelling home that are not attributable to you:
  - you should first try to ask reimbursement from the service providers (you have to prove by emails that you have acted so: plane tickets, prepaid accommodation, etc.
  - if your request for reimbursement is fully or partially denied (and it is documented properly), you should ask for *force majeure assessment* from your contractor, 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 **may exceed** the grant stated in your original grant agreement, you would not have any financial loss due to the situation.
    - All *force majeure forms* are individually processed, so please be thorough when listing the needed pieces of information.

    and/or

    - You should consider postponing your mobility. Please ask for mobility starting date modification from your contractor.
- Do not forget to ask for a mobility period certificate form the host institution.

6

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

- You should notify your contractor about the interruption via e-mail (with whom you have a mobility agreement).
- We can provide mobility grant only for the abroad period of your mobility.
- Considering the exceptional circumstances, the mobility may be realized in two parts. For the proper closing of such mobility you will need mobility period certificates for both periods from your host university or organization.

7

I am currently in Hungary, I have not started my mobility abroad. I intend to fulfil my whole mobility period by teaching online

- As fully online mobilities cannot be granted in the current programme, you must reschedule your physical mobility.
- Please consult your contractor (with whom you will have a grant agreement) and your host, there must be numerous flexible options.

For more information please contact:
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