TEMPUS PUBLIC FOUNDATION

STEP BY STEP GUIDE

FOR STUDENTS TAKING PART IN INTERNATIONAL MOBILITY PROGRAMMES IN HUNGARY
FOR THE PERIOD OF THE CORONAVIRUS PANDEMIC

Dear Mobility Participant,

The following guide was created for students taking part in international mobility programmes in Hungary (except *Stipendium Hungaricum students* since they received specific guidance via e-mail).

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 STUDENT TO TRAVEL IN HUNGARY

Please, select which of the below statements applies to you and read the related information.

1. I am currently not in Hungary, I am planning to travel to Hungary with an awarded grant this academic year, my grant agreement or Letter of Award is already signed.

2. I am currently not in Hungary, I am planning to travel to Hungary with an awarded grant this academic year, my grant agreement or Letter of Award is not yet signed, but I have an official notification of the awarded grant.

3. I am currently in Hungary on my mobility period, I would like to stay here and finish my mobility as planned.

4. I started my mobility in Hungary and about to interrupt it and travel home / I have interrupted my mobility and travelled home. I intend to achieve the learning outcomes in my learning agreements by following courses and doing assignments online.

5. I started my mobility in Hungary and about to interrupt it and travel home / I have interrupted my mobility and travelled home. I will not be able to continue my studies even by means of online courses.

6. I started my mobility in Hungary, then I have interrupted it and travelled home, I am planning to travel back to Hungary to continue my mobility later, thus I have not asked for *force majeure* procedure.

7. I am currently not in Hungary, I have not yet started my mobility. I intend to follow courses and do assignments only online because of the pandemic situation.

1

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

- According to current regulations, you must not travel to Hungary for an international mobility.
- If you have already paid for travel or accommodation, you should first try to ask for reimbursement from the providers (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 a grant agreement) in order to require the reimbursement of your costs incurred.
    - Please ask the *force majeure form* from your contractor. Your request has to be justified and fully documented (by invoices, certificates, statements).

  and/or

  - **b)** You should consider postponing/rescheduling your mobility.
    - Please ask for contract modification from your contractor (with whom you have a grant agreement).

2

I am currently not in Hungary, I am planning to travel to Hungary with an awarded grant this academic year, my grant agreement or *Letter of Award* is not yet signed, but I have an official notification of the awarded grant

- According to current regulations, you must not travel to Hungary for an international mobility.
- If you have already paid for travel or accommodation before the announcement of the measures on international mobility programmes (before 16 March 2020), you should first try to ask for reimbursement from the providers (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 future contractor (with whom you will have a grant agreement) in order to require the reimbursement of your costs incurred.
    - Please ask the *force majeure form* from your future contractor. Your request has to be justified and fully documented (by invoices, certificates, statements).

  and/or

  - **b)** You should consider postponing/rescheduling your mobility.
    - Please ask for contract modification from your future contractor (with whom you will have a grant agreement).
- You can make any financial commitments only at your own risk and responsibility after the announcement of the measures on international mobility programmes (after 16 March 2020). **Please consult your future contractor (with whom you will have a grant agreement) in advance.**

3

I am currently in Hungary on my mobility period, I would like to stay here and finish my mobility as planned

- There is no change in the implementation, you are entitled for the grant. Please monitor closely and follow the instructions and advices of your host institution and of the local authorities in your host country.
- In the case of shorter term mobilities (e.g. traineeships of 1-3 months) if your host institution cannot provide the continuation of your activities there is no professional reason for you to stay in Hungary, we advise you to interrupt your mobility and travel home. You can postpone the rest of your mobility period.
- In the case of longer term mobilities (3-6+ months) please consider the circumstances provided by your host institution and the regulations of the local authorities in your host country.
  - You should consider to stay in Hungary if there is a good chance to fulfil your professional programme. You should travel home (as soon as possible) if you cannot continue your programme according to your contract.
- **If you cannot/could not (have no opportunity) travel home please ask for prolongation of your mobility period and additional grant from your contractor (with whom you have a grant agreement). Do not stay in Hungary without any financial means.**
- If you need a longer mobility period due to the current situation please consult your contractor and ask for prolongation and additional grant depending on available resources
- Please do not forget to ask for a mobility period certificate!
- You are free to make decision on a possible interruption even later during this global pandemic, you do not have to worry, the current mobility scheme provides a stable framework for your mobility.

4

I started my mobility in Hungary and about to interrupt it and travel home / I have interrupted my mobility and travelled home. I intend to achieve the learning outcomes in my learning agreements by following courses and doing assignments online

- Full mobility grant can only be issued for the period spent in Hungary (proved by e.g. a mobility period certificate). **A mobility grant cannot be issued for the period not spent in Hungary but we try to reimburse all your force majeure costs incurred. It is intended that you will not have any financial loss.**
- You do not need to make a financial statement on your mobility period in Hungary as you received a mobility grant.
- The following steps should be taken if your situation has changed due to the state of emergency in Hungary and you would avoid any financial loss (e.g. you had to prepay for accommodation for the whole planned period or you had to buy flight ticket not planned or any other costs related to your forced travel home).
  - It is intended that you will not have any disadvantage due to the participation in an international mobility programme. Please bear in mind that you cannot ask for reimbursement of any costs not related to the *force majeure situation*.

4

Steps to take:

- You should contact your contractor (with whom you have a grant agreement) as soon as possible, preferably via e-mail, and communicate your plans that you intend to travel home / you have travelled home.
- If you have extra costs related to travelling home that are not attributable to you (e.g. mandatory prepayment of your housing for a longer period, buying flight ticket not planned or any other costs).
  - You should first try to ask for reimbursement from the service providers (you have to prove by emails that you have acted so).
  - If you cannot get a full or partial reimbursement from the providers, you should ask for *force majeure procedure* from your contractor (with whom you have a grant agreement) in order to require the reimbursement of your costs incurred.
    - Please ask the *force majeure form* from your contractor. Your request has to be justified and fully documented (by invoices, certificates, statements).
    - You cannot ask for reimbursement of any costs already reimbursed by the providers.
  - The sum of approved *force majeure costs* and the grant calculated on your realised mobility duration might exceed the grant stated in your original grant agreement. It is intended that you will not have any financial loss due to the participation in an international mobility programme.
  - All *force majeure requests* will be evaluated individually considering individual circumstances, so please provide all relevant information.
- If you can continue your studies remotely by following courses online and your Hungarian host can provide it, please do so, try to achieve your planned learning outcomes. Each party is committed to help you complete the semester.
- Please do not forget to ask for a mobility period certificate and a transcript of records from your Hungarian host university or organisation.
- It is important to clearly separate the physical mobility period in Hungary and the period of the online course.

5

I started my mobility in Hungary and about to interrupt it and travel home / I have interrupted my mobility and travelled home, and I will not be able to continue my studies even by means of online courses

- You should contact your contractor (with whom you have a grant agreement) as soon as possible, preferably via e-mail!
- Full mobility grant can only be issued for the period spent in Hungary (proved by e.g. a mobility period certificate).
- You do not need to make a financial statement on your mobility period in Hungary as you received a mobility grant.
- The following steps should be taken if your situation has changed due to the state of emergency in Hungary and you are to avoid any financial loss (e.g. you had to prepay for accommodation for the whole planned period or you had to buy flight ticket not planned or any other costs related to your forced travel home).
- If you have extra costs related to travelling home that are not attributable to you (e.g. mandatory prepayment of your housing for a longer period, buying flight ticket not planned or any other costs):

5

» You should first try to ask for reimbursement from the providers (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 a grant agreement) in order to require the reimbursement of your costs incurred.

- Please ask the *force majeure form* from your contractor. Your request has to be justified and fully documented (by invoices, certificates, statements).
- The sum of approved *force majeure costs* and the grant calculated on your realised mobility duration might exceed the grant stated in your original grant agreement. It is intended that you will not have any financial loss due to the participation in an international mobility programme.
- All *force majeure requests* will be evaluated individually considering individual circumstances, so please provide all relevant information.

or

b) You should consider postponing / rescheduling your mobility.

- Please ask for contract modification from your contractor (with whom you have a grant agreement).

› Please contact your home institution and try to complete the semester in the form of an individual curriculum. Each party is committed to help you complete the semester.

› Please do not forget to ask for a mobility period certificate and a transcript of records from your Hungarian host university or organisation.

6

I started my mobility in Hungary, then I have interrupted it and travelled home. I am planning to travel back to Hungary to continue my mobility later, thus I have not asked for *force majeure* procedure

› You should alert your contractor (with whom you have a grant agreement) about the interruption via e-mail and provide information about your plans to return to Hungary once it is possible.

› Full mobility grant can only be issued for the period(s) spent in Hungary (proved by e.g. a mobility period certificate).

› In this exceptional situation the mobility period can be realised in two parts. Please do not forget to ask for the mobility period certificate for both periods.

7

I am currently not in Hungary, I have not yet started my mobility, I have no costs related to my mobility and I intend to follow courses and do assignments only online because of the pandemic situation

› You should consider postponing your physical mobility. Please consult your host institution and your contractor in Hungary. Only virtual mobility cannot be supported within the current framework of mobility programmes. You cannot require the reimbursement of your costs in the case of virtual mobility.

› There are flexible options to postpone/reschedule your physical mobility.

For more information please contact:
felsooktatas@tpf.hu