

HOW TO APPLY FOR ERASMUS STUDY MOBILITY?

Thursday, 9 February
5.30 PM – 6.30 PM

Nador 13, 416

WHAT IS ERASMUS?

STUDY MOBILITY

- 3 – 12 months
- Higher Education Institutions in Program Countries
- No tuition fees
- Full academic recognition: ECTS credit transfer, requirement determined student's own study program

INTERNSHIP MOBILITY

- 2 – 12 months
- many organizations in Program Countries
- non-eligible receiving institutions: EU institutions and other EU bodies, organizations managing EU programs, national diplomatic representations (embassy or consulate) of the home country of the student

INFO SESSIONS: In March

AM I ELIGIBLE?

All two-year MA and PhD students enrolled in a degree program at CEU regardless of their nationality

1-year MA students are only eligible for **internship mobility** within 12 months after their graduation

(submit application and sign contract before graduation)

AM I ELIGIBLE?

The applicant must be a degree-seeking student at CEU during the application process and **must remain enrolled during the entire study period abroad**. Students must return at the end of the study period and complete their program at CEU.

Participants in the Erasmus+ Study Mobility Program continue to pay tuition fees at CEU, but are exempted from tuition at the host university.

WHERE CAN I GO?

Higher Education Institution in a **Program Country** **different from Hungary**

Your host destination in Europe depends on what **department** you are studying **at CEU**

- List of Erasmus partner institutions by department
- List of Erasmus partner institutions by country

Priority will be given to students participating in the Program for the first time and those who choose a country different from their country of permanent residence

PROGRAM COUNTRIES?

MEMBER STATES OF THE EUROPEAN UNION (EU)

Austria, Belgium, Bulgaria,
Czech Republic, Croatia,
Cyprus, Denmark, Estonia,
Finland, France, Germany,
Greece, Hungary, Italy, Ireland,
Latvia, Lithuania, Luxembourg,
Malta, Netherlands, Poland,
Portugal, Romania, Slovakia,
Slovenia, Spain, Sweden,
United Kingdom

NON-EU COUNTRIES

former Yugoslav Republic of
Macedonia, Iceland, Norway,
Liechtenstein, Turkey

HOW MUCH MONEY DO I GET?

- Contribution to subsistence costs: the grant covers partly the costs of the stay abroad
- Depending on target country, expected amount between **400 – 500 EUR/month** (counted on a daily rate)
- Payment in two installments: **80%** pre-payment and **20%** upon submission of documentation and EU online report
- Not compatible with other EU grants
- **Does not affect financial support from CEU**

HOW MUCH MONEY DO I GET?

- **500 EUR/month** for Austria, Denmark, Finland, France, Ireland, Italy, Liechtenstein, Norway, Sweden and United Kingdom
- **450 EUR/month** for Belgium, Croatia, Cyprus, Czech Republic, Germany, Greece, Iceland, Luxemburg, Portugal, Slovenia, Spain, The Netherlands and Turkey
- **400 EUR/month** for Bulgaria, Estonia, Latvia, Lithuania, Macedonia, Malta, Poland, Romania and Slovakia

FEATURES OF THE PROGRAM

- **Exempted** from paying fees for tuition, registration, examinations and access to laboratory and library facilities at the receiving institution
- **Small fees may be charged** for costs such as insurance, student unions and the use of miscellaneous material such as photocopies, laboratory products, on the same basis as these are charged to local students

FEATURES OF THE PROGRAM

Zero Grant

Same rights, obligations and benefits as granted Erasmus students,
but no payment.

APPLICATION PROCESS

1. Identify your study or research area

You should check all academic requirements with your supervisor for your time abroad including confirmation of courses that you will need to study abroad.

APPLICATION PROCESS

2. Select a host institution

Find out where you can go. Check CEU's Erasmus website for partner institutions listed by department or by country.

APPLICATION PROCESS

3. Check courses and requirements

Check the courses that the host university offer, check the language of teaching/ assessment/ the academic calendar including exams. Get in contact with the host institutions to find out specific requirements, semester dates, exam period etc.

All study mobilities shall be undertaken between **20 August 2017** and **30 September 2018**.

APPLICATION PROCESS

4. Prepare the **Study Plan**

Enter the courses you wish to attend at the host institution on the form.

Your Study Plan must be approved by your CEU department before submission - sign it yourself and have it signed by your supervisor or head of department

APPLICATION PROCESS

5. Prepare the all other application material

- Prepare the **Motivation letter, CV** and **Study Plan**
- Get **two original recommendation letters from CEU supervisor/lecturer** (signed hard copy will be requested)
- Prepare your **Transcript of Records** (unofficial copy)

APPLICATION PROCESS

1. Fill out and submit the online application form
2. Upload all required documents (make sure to have signed where necessary)
 - Study Plan
 - Motivation Letter
 - CV
 - Transcript of Records (Unofficial copy accepted)
3. Make sure that your original Letters of Recommendation have been sent to the Erasmus Office
4. **Applications must be submitted not later than February 28, 2017**

Applications received after the deadline, emailed applications and incomplete applications will not be considered

SELECTION PROCESS

The selection process and decisions for Erasmus exchange are executed by CEU's **Scholarship Advisory Committee**.

The Committee will send the final list of selected students for study exchange to CEU Erasmus Office **in Spring 2017**.

Once awarded, you will be **nominated** to the partner university and you will then need to complete their **application process**.

You will be informed about each step.

SELECTION PROCESS

- 40 points: your GPA x 10
- 10 points: beyond classroom activities – voluntary work, publications, articles, activities, presentations related to your present CEU studies
- 20 points: quality of your motivation letter
- 30 points: relevancy of your chosen mobility to your CEU studies from academic, professional and personal point of view
- 5 points: first time participants
- 5 points: if you choose a country different from your country of permanent residence

TOTAL: 100 points

ERASMUS OFFICE

ERASMUS COORDINATOR
Anna Szathmári



Tel: +36 1 327 3000 x 2018
Email: Erasmus@ceu.edu

ERASMUS ASSISTANT
Dorottya Urai



Tel: +36 1 327 3000 x 2616
Email: UraiD@ceu.edu

ERASMUS OFFICE

ACADEMIC COOPERATION AND RESEARCH SUPPORT OFFICE ERASMUS OFFICE

ADDRESS: József Attila u. 24. 1st floor, Room 103 – to the left

PHONE: + 36 1 327 3000/x2018

EMAIL: SzathmariA@ceu.edu

UraiD@ceu.edu

erasmus@ceu.edu

WEB: www.acro.ceu.edu

OFFICE HOURS 2016/17

TUESDAYS: 3.00 PM – 4.30 PM

WEDNESDAYS: 10.00 AM – 12.00 PM

THURSDAYS: 3.00 PM – 4.30 PM

FRIDAYS: 11.00 AM – 12.00 PM

QUESTIONS?

THANK YOU!