To participate in the Lifelong Learning Programme (LLP)/ERASMUS mobility program, the following conditions must be fulfilled:

A) **Principles Regarding The Institutions:**

1. Higher education institutions that have obtained an Erasmus University Charter from the European Commission can participate in the LLP/Erasmus mobility program. The selection of teachers to participate in Erasmus is undertaken by the institutions at which they are employed.
2. Mobility is possible only between those Hungarian and European higher education institutions who have **signed bilateral agreements prior to departure** of the teaching staff.
3. Mobility is possible only between countries participating in the LLP programme.
4. The **sending institution** must organize a selection procedure and is responsible to fulfill the duty of treating each application in a transparent, objective and equal manner. It is responsible for the application procedures, to take decisions and to sign the contract which is to determine the rights and obligations of each party in respect of the award of European Community funds allocated under the LLP/Erasmus programme for teaching staff mobility grants. The Beneficiary shall provide reports for the supporter on ERASMUS teaching period abroad and documentation and/or evidences of the teaching activity abroad.
5. The sending institution is responsible to procure evidence that the visiting teacher’s contribution will form an integral part of the receiving university’s official curriculum.
6. Priority should be given to the following cases:
   - The mobility activities will contribute to the production of new teaching material or to the preparation of a new Erasmus project
   - The participation of the teacher will help to strengthen relations between the sending and the receiving universities’ departments and faculties, and in a more global context, will help prepare future cooperation within the frame of the LLP/Erasmus programme

B) **Teaching Staff Mobility Principles:**

7. Only institutions holding an Erasmus University Charter may send or receive an Erasmus teacher.
8. Only those teachers may receive an Erasmus grant who are employed full- or part time by the eligible institutions. The purpose of the travel should exclusively be **teaching activity** at the partner institution. The grants cannot be used for research activities.
9. The selection of teachers to participate in Erasmus is undertaken by the institutions at which they are employed.
10. Teachers may be awarded an Erasmus grant several times. Priority should be given to candidates who participate for the first time in Erasmus teaching staff mobility.
11. The participating teachers must be nationals of one of the countries participating in LLP. Refugees, stateless persons or permanent residents can also participate in Erasmus teaching staff mobility.
C) Teaching Staff Mobility Period:

12. The length of the Erasmus mobility period is maximum 6 weeks. The minimum requirement is at least 5 teaching hours.
13. Teaching abroad activities for 2009/2010 academic year should be completed by 30 September 2010.

D) Financial Regulations

14. The Erasmus teaching staff mobility grant is intended as contribution to the additional costs arising from teaching in another country but does not cover all the actual expenses incurred. Teachers are also responsible for arranging and covering the costs of their visa, insurance and travel themselves.
15. Prior to the departure, the sending institution and the Erasmus grant recipient will sign a teaching staff mobility contract, including the total amount and financial conditions of the grant.
16. The maximum grant amount that may be awarded from the European Union’s Erasmus funds is 800 € / week. For the whole teaching period abroad, the total grant cannot be higher than 2000 €. In the selection process the sending institutions need to consider the objective that the travels abroad must be equitable in the participating countries.
17. The grant amount cannot be less than 200 € / week.
18. Teachers are entitled to receive the Erasmus teaching staff mobility grant only if they do not receive any other support from European Union during this period (e.g. Leonardo da Vinci, Marie Curie, Jean Monnet) for the same purpose and expenses.