

Step by Step Guide

for staff taking part in international mobility programmes

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.

First, please, select which of the below statements applies to you.

[I am a staff mobility participant of a Hungarian Higher Education Institution and have a mobility grant](#)

[I am a staff mobility participant to travel to Hungary](#)

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

[A1. 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](#)

[A2. I am currently in Hungary, planning to travel to my destination this academic year, my grant agreement is not yet signed](#)

[A3. I am currently abroad on my mobility period, I would like to stay abroad and finish my mobility as planned](#)

[A4. 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](#)

[A5. I am currently abroad and about to interrupt my mobility and travel home / I have interrupted my mobility and travelled home, and I will not be able to complete my workplan online](#)

[A6. I have interrupted my mobility and travelled home, I plan to continue my mobility later, thus I have not asked for force majeure assessment](#)

A1. 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

A1.1 I have not received the grant

- According to current instructions, you must not leave Hungary for an international mobility
 - If you have already paid for travel or accommodation, you should first try to ask reimbursement from the providers (you have to prove by emails that you have acted so)!
 - If you can't have reimbursement:
 - a) you should ask for *force majeure* assessment from your contractor
Please ask the *force majeure form* from your contractor. Your request have to be fully documented, however, the chances of getting a full reimbursement in this case are modest. Your grant agreement will be closed via this option.
or
 - b) You should consider postponing your mobility, please ask for contract modification from your contractor
-

A1.2 I have already received the grant

- According to current instructions, you must not leave Hungary for an international mobility
 - If you have already paid for travel or accommodation, you should first try to ask reimbursement from the providers (you have to prove by emails that you have acted so)!
 - If you can't have reimbursement:
 - a) you should ask for *force majeure* assessment from your contractor
Please ask the *force majeure form* from your contractor. Your request have to be fully documented, however, the chances of getting a full reimbursement in this case are modest. Your grant agreement will be closed via this option.
or
 - b) You should consider postponing your mobility, please ask for contract modification from your contractor
-

A2. I am currently in Hungary, planning to travel to my destination this academic year, my grant agreement is not yet signed

- According to current instructions, you must not leave Hungary for an international mobility
 - You cannot ask for reimbursement, your costs are not eligible
 - You should consider postponing your mobility, please ask for mobility starting date modification from your contractor
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A3. 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 advices of the local authorities in your host country
- Please do not forget to ask for a mobility period certificate.
- 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.

A4. 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

- We can provide mobility grant only for the period abroad of your mobility. Please keep all documents about your travelling 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):
 - you should first try to ask reimbursement from the providers (you have to prove by emails that you have acted so)!
 - if your request for reimbursement is 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 cannot exceed the grant stated in your original grant agreement.
 - 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 and a transcript of records from your host university or organisation.
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A5. I am currently abroad and about to interrupt my mobility and travel home / I have interrupted my mobility and travelled home, and I will not be able to complete my workplan online

- You should contact your contractor as soon as possible, preferably via e-mail
 - We can provide mobility grant only for the abroad period of your mobility. Please ask for a mobility period certificate from your host university or organisation and file your documents about travelling 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):
 - you should first try to ask reimbursement from the providers (you have to prove by emails that you have acted so)!
 - if your request for reimbursement is 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.
 - The sum of approved force majeure costs and the grant calculated on your realised mobility duration cannot exceed the grant stated in your original grant agreement.
- or
- You should consider postponing your mobility, please ask for mobility starting date modification from your contractor.
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A6. 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 alert your contractor about the interruption via e-mail.
- We can provide mobility grant only for the abroad period of your mobility.

For more information please contact felsooktatas@tpf.hu

I am a staff mobility participant to travel to Hungary

Please, choose one of the below options that corresponds to your situation and read the information below it.

B1. I am currently not in Hungary, planning to travel to Hungary with an awarded grant in this academic year, my grant agreement or Letter of Award is already signed

B2. I am currently not in Hungary, planning to travel to my Hungarian host this academic year, my grant agreement is not yet signed

B3. I am currently in Hungary on my mobility period, I would like to stay here and finish my mobility as planned

B4. I am currently in Hungary and about to interrupt my mobility and travel home / I have interrupted my mobility and travelled home, I intend to complete my workplan online

B5. I am currently in Hungary and about to interrupt my mobility and travel home / I have interrupted my mobility and travelled home, and I will not be able to complete my planned activity even online

B6. I have interrupted my mobility and travelled home, I plan to travel back to Hungary to continue my mobility later, thus I have not asked for force majeure assessment

B1. I am currently not in Hungary, planning to travel to Hungary with an awarded grant in this academic year, my grant agreement is already signed

B1.1 I have not yet received the grant

- According to current instructions, 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
- If you can't have reimbursement, and it is documented properly:
 - a) you should ask for force majeure assessment from your contractor
 - Please ask the force majeure form from your contractor. Your grant agreement will be closed via this option. The chances of getting a full reimbursement in this case are modest.
 - or
 - b) You should consider postponing your mobility, please ask for contract modification from your contractor

B1.2 I have already received the grant

- According to current instructions, 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
- If you can't have reimbursement, and it is documented properly:
 - a) you should ask for force majeure assessment from your contractor
 - Please ask the force majeure form from your contractor. Your grant agreement will be closed via this option. The chances of getting a full reimbursement in this case are modest.
 - or
 - b) You should consider postponing your mobility, please ask for contract modification from your contractor

B2. I am currently not in Hungary, planning to travel to my Hungarian host this academic year, my grant agreement is not yet signed

- According to current instructions, you must not travel to Hungary for an international mobility
- You cannot ask for reimbursement, your costs are not eligible

B3. I am currently in Hungary on my mobility period, I would like to stay here 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 advices of the local authorities in your host country.
- 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.

B4. I am currently in Hungary and about to interrupt my mobility and travel home / I have interrupted my mobility and travelled home, I intend to complete my workplan online

- You should contact your contractor as soon as possible, preferably via e-mail, and communicate your plans.
 - Mobility grant can only be issued for the period spent in Hungary (proved by e.g. a mobility period certificate).
 - 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):
 - you should ask for force majeure assessment from your contractor, and full closure of your mobility
 - the sum of approved force majeure costs and the grant calculated on your realised mobility duration cannot exceed the grant stated in your original grant agreement.
 - If you can continue your planned activities online, please do so, try to complete your workplan
 - Please do not forget to ask for a mobility period certificate from your Hungarian host university or organisation.
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B5. I am currently in Hungary and about to interrupt my mobility and travel home / I have interrupted my mobility and travelled home, and I will not be able to complete my planned activities online

- You should contact your contractor as soon as possible, preferably via e-mail
 - Mobility grant can be provided only for the Hungarian period of your mobility. Please ask for a mobility period certificate from your host university or organisation and file your documents about travelling 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):
 - you should first try to ask reimbursement from the providers (you have to prove by emails that you have acted so)
if your request for reimbursement is denied (and it is documented properly), you can
 - a) 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.
 - The sum of approved force majeure costs and the grant calculated on your realised mobility duration cannot exceed the grant stated in your original grant agreement.
 - or
 - b) You should consider postponing your mobility, please ask for mobility starting date modification from your contractor.
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B6. I have interrupted my mobility and travelled home, I plan to travel back to Hungary to continue my mobility later, thus I have not asked for force majeure assessment

- You should alert your contractor about the interruption via e-mail.
- We can provide mobility grant only for the abroad period of your mobility.

For more information please contact felsooktatas@tpf.hu