**QUESTIONS FOR THE ERASMUS+ „INTERNATIONAL CREDIT MOBILITY” (KA171) ELTE APPLICATION**

**2025**

# **DEADLINE: 11 NOVEMBER 2024**

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# SECTION I. Questions to the ELTE Academic Coordinator

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| **FACULTY** |  |
| **DEPARTMENT/INSTITUTE** |  |
| **NAME OF ELTE ACADEMIC COORDINATOR:** |  |
| **CONTACT INFORMATION OF ELTE ACADEMIC COORDINATOR e-mail & tel.:** |  |

**BY SUBMITTING THIS FORM I CONFIRM THAT ALL DETAILS IN IT ARE VALID AND BASED ON REAL INFORMATION FROM MY UNIT AND THE PARTNER INSTITUTION.**

**PLANNED MOBILITY NUMBERS**

*If funding is awarded to the cooperation, the Department/Institute/Faculty will be able to implement the following mobilities with the partner university in the project cycle of* ***2025–2028****.*

*Please note that, due to the numerous administrative tasks of launching a funded project, the actual period of implementing exchange mobilities will be* ***2026 fall – 2028 spring. Please plan mobilities accordingly.***

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| **DIRECTION OF MOBILITY** | **TYPE OF MOBILITY** | **LEVEL OF STUDIES**  **(BA, MA, PhD)** | **NUMBER OF PARTICIPANTS** | **LENGTH OF ONE MOBILITY** |
| **INCOMING (from Partner to ELTE)** | **STAFF MOBILITY** |  |  | **……. (DAYS)** |
| **OUTGOING (from ELTE to Partner)** | **STAFF MOBILITY** |  |  | **……. (DAYS)** |
| **INCOMING (from Partner to ELTE)** | **Student mobility for studies** |  |  | **……. (MONTHS)** |
| **Student mobility for training** |  |  | **……. (MONTHS)** |
| **Short-term doctoral mobility**  **(5-30 days)** |  |  | **……. (DAYS)** |
| **Blended short-term mobility for BA/MA students**  **(5-14 days)** |  |  | **……. (DAYS)** |
| **OUTGOING (from ELTE to Partner)** | **Student mobility for studies** |  |  | **……. (MONTHS)** |
| **Student mobility for training** |  |  | **……. (MONTHS)** |
| **Short-term doctoral mobility**  **(5-30 days)** |  |  | **……. (DAYS)** |
| **Blended short-term mobility for BA/MA students**  **(5-14 days)** |  |  | **……. (DAYS)** |

**QUESTIONS TO THE ELTE ACADEMIC COORDINATOR**

1. **The history of the partnership**

Please answer *Questions A* if you have already successfully implemented at least one Erasmus+ ICM cooperation with the Partner Institution and *Questions B* if this is the first time you apply for participating in an Erasmus+ ICM project together.

*Questions A*

1. Please describe the origins of the partnership.
2. In how many projects have you participated with the partner so far?
3. How many students and professors have participated in the exchanges?
4. Which types of student mobilities have you implemented so far? (for studies/traineeship/short-term doctoral mobility)
5. Concerning the educational cooperation, what would you highlight as key achievemnt(s) of past (and running) ICM project(s) so far?

*Questions B*

1. Please present the history of the cooperation with the partner, include all achievements and results. (Min. 700 characters)
2. What particular considerations or synergies motivate you, and the partner, in applying for the 2025-2028 Erasmus+ ICM project?
3. **Past impact of the partnership on your department/institute/faculty.**
4. What kind of knowledge/teaching method/course structure/etc. have you managed to incorporate in your department’s/institute’s/faculty’s teaching practice and/or curriculum as a result of ICM cooperation(s) with this particular partner?
5. Have you conducted joint research project with the partner? If your answer is yes, please go into details.
6. Have you had joint publications as a result of the Erasmus+ cooperation with this partner? If your answer is yes, please give a list of these publications.
7. Have you co-organized any events or conferences with this partner? If the answer is yes, please detail it.
8. **Long-term goals of the cooperation**

Please describe the long-term academic benefits and goals of this cooperation.

1. How does this cooperation add to the work at your department/institute/faculty (depending on what the applying unit is, or which aspect is relevant)?
2. What larger strategy does this cooperation fit in?
3. What kind of additional knowledge/aspect/method/etc. does this cooperation provide to your students in the long run?
4. Usually, in what form are teaching mobilities integrated into the curriculum? (E.g. as one/two week(s) long intensive courses; as part of a course held by you or your colleagues; public lectures; other; or a combination of these?)
5. **Project-level goals of the cooperation**

Please describe what short-term plans do you wish to achieve during the 2025-2028 project cycle together with the partner.

1. What educational achievements do you wish to carry out with the partner? (E.g. Updating course syllaby? Integrating new forms of teaching? Introducing new course(s)/joint course(s)? Introducing co-tutelle? Introducing a joint program? Etc.) Please give as detailed an answer as possible.
2. Do you plan to carry out any research with the partner during this period? If the answer is yes, please give a detailed description.

How do the required mobilities serve these plans? (Here, you should explain how do you plan to use the particular mobility types/numbers/lengths you apply for.)

1. If you apply for A) long-term mobility for studies IN/OUT, B) traineeship IN/OUT, C) short doctoral mobility IN/OUT, D) short blended mobility IN/OUT,
   1. how will ELTE/partner students benefit from these mobilities (e.g. what special knowledge can they acquire, what special methods can they learn, special training can they get etc.?
   2. what explains the mobility numbers you apply for?[[1]](#footnote-1)
   3. if A) longer/shorter than a semester, B) longer than 2 months, C) longer/shorter than 14 days D) longer than 7 days, please explain the reason for your request.

Please provide your detailed answer here – for

A) long-term mobility for studies IN/OUT:

B) traineeship IN/OUT:

C) short doctoral mobility IN/OUT:

D) short blended mobility IN/OUT:

1. If you apply for STA IN/OUT,
   1. how do you plan to integrate guest lectures/seminars into your department’s/institute’s curriculum?
   2. will visiting professors provide public lecture(s) at ELTE?
   3. how does the partner plan to integrate ELTE guest lectures into its own curriculum?
   4. how will students staying at home (ELTE/the Partner Institution) benefit from these mobilities (what particular knowledge/practice/experience will they gain? etc.)
   5. if you apply for mobilities longer than one week, please explain the reasons.
2. If you apply for STT IN/OUT,
   1. please explain why do you find the implementation of this kind of mobility necessary and beneficial for your cooperation, for your department/institute/faculty, for ELTE.
3. If outgoing mobilities to the partner country are not or scarcely supported in the ICM program, please also indicate whether you plan to apply for the 20% grant and with what kind of mobilities (student/staff, level of study, number, length). Please explain your request along the logic of the previous questions.

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| **DIRECTION OF MOBILITY** | **TYPE OF MOBILITY** | **LEVEL OF STUDIES**  **(BA, MA, PhD)** | **NUMBER OF PARTICIPANTS** | **LENGTH OF ONE MOBILITY** |
| **OUTGOING (from ELTE to partner)** | **STAFF MOBILITY** |  |  | **……. (DAYS)** |
| **OUTGOING (from ELTE to partner)** | **Student mobility for studies** |  |  | **……. (MONTHS)** |
| **Student mobility for training** |  |  | **……. (MONTHS)** |
| **Short-term blended mobility** |  |  | **……. (DAYS)** |
| **Short-term doctoral mobility**  **(5-30 days)** |  |  | **……. (DAYS)** |

Explanation for the request of the above mobilities:

1. **Expected impact of the project**
2. What beneficial outcomes do you expect from this particular 3-year-long project?
3. In the long run, how does this cooperation benefit the wider community? (E.g. by integrating new knowledge/approaches/teaching methods/research methods/etc. into academia and thus into society?) If the cooperation might have an impact on the regional level, please detail it, too (E.g. there is a cooperation forming between your partner institution, ELTE and other university/ies from the CEE region/the EU; the knowledge resulting from the cooperation will help to better understand the effects of climate change in the CEE region etc.).
4. If you plan to conduct joint research during the coming project cycle, what benefits will it yield to the participants/your department/the partner/the wider community? If the research might have an impact on the regional level, please detail it.
5. **Recognition**
6. How do you insure that the courses your students complete at the partner institution will be incorporated and recognized in their ELTE curriculum? If you have created a table of equivalent courses with the partner, you may insert it here.
7. How is recognition of student mobilities managed at your Department/Institute? (Please reply to the relevant questions.)
8. Long-term (full-term) student mobility for studies:
9. Traineeship:
10. Doctoral mobility:
11. Short blended mobility:
12. How will you indicate staff mobility achievements in the portfolio of the faculty members? Is there an already existing practice at your department/institute/faculty for recognizing professors’ work done at the partner university?
13. **Dissemination/Recruitment**

What channels do you/does your department/institute/faculty use to advertise available mobilities to

1. students?
2. professors?

Approximately how many people can you reach with your recruitment strategy among

1. students?
2. fellow professors?

How do you/does your department/institute/faculty advertise guest lectures/seminars among

1. students
2. fellow professors
3. the wider ELTE community?

Approximately how many people can you reach when advertising guest lectures/seminars among

1. students?
2. fellow professors?
3. the wider ELTE community?

On what channels do you share

1. mobility reports of participating students/professors with ELTE community/wider community?
2. cooperation research results and other joint achievements with ELTE community/wider community?

How many people can you reach with published mobility reports among

1. students
2. fellow professors
3. the wider ELTE community?

How many people can you reach with published research results among

1. students?
2. fellow professors?
3. the ELTE community?
4. the wider community?
5. **Project Report**

At the end of each project cycle the beneficiary university (ELTE) is obliged to submit a final report to the National Agency (Tempus Public Foundation). Will you contribute to this final report by presenting all relevant results of the cooperation in a so-called Partnership Report?

DATA OF THE PARTNER UNIVERSITY

# SECTION 2. Questions to the Academic Coordinator of the Partner Institution

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| **COUNTRY AND CITY WHERE THE PARTNER INSTITUTION IS SITUATED:** |  |
| **NAME and OID CODE\* OF THE PARTNER INSTITUTION:**  \*Eligible Partner Universities must have an OID code. Should you do not have an OID number yet, please read [this guide](https://erasmusplus.rs/applications/oid-pic/) on how to register your organization. |  |
| **NAME AND POSITION OF THE ACADEMIC COORDINATOR AT PARTNER INSTITUTION:** |  |
| **CONTACT INFORMATION OF THE ACADEMIC COORDINATOR e-mail & tel.:** |  |

**QUESTIONS TO THE PARTNER ACADEMIC COORDINATOR**

*In the evaluation of the institutional application, one of the main factors is whether the aspects, goals and expected benefits of the Partner Institution are clearly presented. Therefore, it is of crucial importance that you clearly explain us the plans and expectations you share with your ELTE partner from the point of view of your University, your Department/Institute, your students and colleagues.*

1. Please present the history of the cooperation with your ELTE partner highlighting the main benefits, key achievements from the point of view of your Institution. (Even if this is the first time you apply for Erasmus+ ICM funding together.) (min. 700 character)

1. How does this cooperation contribute to the teaching and academic work done at your Department/Institution? How does it help the work of your academic colleagues, and the progress of your students? (min. 700 characters)
2. What are your long-term plans with your ELTE partner? What academic results do you wish to achieve together? (E.g. setting up a joint degree program, co-tutelle, joint courses, joint research etc.?) Please give a detailed answer.
3. Please explain in detail
   1. why, in your point of view, it is necessary to implement the required mobility types in the required number, length and study level?
   2. How will these benefit the participating students and staff members, and your Department/Institute/Faculty?
   3. How will these advance the cooperation? (min. 700 characters)
4. What kind of academic, social, cultural or political impact might the cooperation have
5. on participating students and staff members?
6. on your Institution
7. on the wider community? (members of the local community, the society in your country, or the entire region)?

Please provide fact-based, exact, detailed, research/study-field-specific explanations to all three questions. (Min. 700 characters)

1. How do you plan to disseminate the results of the cooperation?
   1. Please present the usual dissemination practices and platforms at your Dapertment/Institution and how do you plan to use these for disseminating the project results.
   2. What impact do you expect from your dissemination practices at departmental/institutional level and beyond?
2. If you already have experience about the impact of disseminating information, mobility experience, research results of this cooperation with ELTE at your home university, please share with us your insights.
   1. How do your dissemination practices contribute to the sucess, advancement, popularity of this particular cooperation among students and academic colleagues?
   2. Approximately how many people can you reach via the platforms/practices you use when disseminating:
      1. project results (mobility reports)?
      2. research results (if relevant)?
      3. lectures/seminars of visiting ELTE professors?
      4. call for applications for students/staff at your University?
3. During the three-year project, what other results do you plan to achieve with your ELTE partner beyond implementing mobilities (e.g. joint research, publications, launching a joint degree program)?

# SECTION 3. Questions to the Administrative Coordinator of the Partner University

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| **NAME AND POSITION OF THE PARTNER ADMINISTRATIVE COORDINATOR:** |  |
| **CONTACT INFORMATION OF ADMINISTRATIVE COORDINATOR e-mail & tel.:** |  |
| **Name and email address of the responsible person for International Affairs (vice rector/vice president/provost etc.):** |  |

**QUESTIONS TO THE PARTNER ADMINISTRATIVE COORDINATOR**

*In the evaluation of the institutional application, one of the main factors is whether the aspects, goals and expected benefits of the Partner Institution are clearly presented. Therefore, it is of crucial importance that you clearly explain us the plans and expectations you share with your ELTE partner from the point of view of your University, your Department/Institute, your students and colleagues.*

1. How will this particular cooperation comply with or even advance the internationalization ambitions of your University? Please give a detailed answer in min. 700 characters.

If there is an official internationalization strategy of your University available online, please include its link here.

1. Please describe the selection process of student and staff participants at your University.
2. What are the steps of the process?
3. What are the main criteria of selection?
4. In the Erasmus+ Inter-Institutional Agreement ELTE agrees with all its Partners in the following minimum criteria of selection of

Student participants

* Outstanding studies in the relevant study field (preferably among the top 20% students in the HI study programme); preliminary study programme detailed in a motivation letter; English on level B2 accord-ing to CEFR; in case of equivalence, priority given to students with fewer opportunities

Staff participants

* Professional CV with a list of publications that are relevant to the fields of education as agreed in the IIA; preliminary teaching or work plan;

How does your own selection process relate to and/or add to these minimum criteria?

1. How does your University ensure the recognition of courses completed by your students during their mobility abroad?
2. Do you have a mobility window integrated in the curriculum?
3. What are the criteria of recognition?
4. What is the process of recognition?
5. If you do not have a current practice for recognizing credits completed abroad, how do you plan to incorporate student participants’ studies at ELTE into their home curriculum?
6. If possible, please provide a table of equivalent courses with your ELTE partner.
7. How does your University ensure the recognition of teaching staff members’ mobility activities abroad? (E.g. it counts towards academic advance, or adds to the number of teaching hours taught at the home institution etc. For a collection on good practices please see: <https://realise-erasmusplus.fr/sites/default/files/REALISE-Handbook_DIGITAL-VERSION-FULL_0.pdf>)
8. What are the dissemination practices of international cooperation / Erasmus+ cooperation opportunities and results at your University?

What channels does your University use to advertise available mobilities and calls for applications to

1. students?
2. professors?

Approximately how many people can you reach with your recruitment strategy among

1. students?
2. fellow professors?

How do does your University / the Department/Institute/Faculty participating in the cooperation advertise guest lectures/seminars among

1. students
2. fellow professors
3. the wider university community?

Approximately how many people can you reach when advertising guest lectures/seminars among

1. students?
2. fellow professors?
3. the wider university community?

On what channels do you share

1. mobility reports of participating students/professors with your community/the broader public?
2. cooperation research results and other joint achievements with your community/the broader public?

Approximately how many people can you reach with published mobility reports among

1. students
2. fellow professors
3. the wider university community?

Approximately how many people can you reach with published research results among

1. students?
2. fellow professors?
3. the university community?
4. the broader public?

**Please continue with the Practical Questions below!**

**PRACTICAL QUESTIONS**

**Please provide clear, detailed, comprehensive answer at every point below. Please also include links to relevant web pages if available. Your answers below will be annexed to the project application as well as published in ELTE’s internal call for applications to inform students.**

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|  | **Your answers** | **Link to relevant web sites if available** |
| **Academic Calendar**  Please provide the typical structure of an academic year at your University. (When do semesters start and end? When do you have exam periods, how long they are? When do you have holidays etc.) |  |  |
| **Housing**  Does your University provide accommodation to incoming students and staff? If yes, in what form? If no, how do you assist participants in finding accommodation? |  |  |
| **Health Insurance**  Does your University require incoming students/staff to have a particular health insurance? Or do they have to arrange insurance individually? In the former case, what kind of insurance it is? |  |  |
| **Visa arrangements (Outgoing)**  Where is the nearest Hungarian Embassy/Consulate? What kind of assistance do you provide to outgoing students *and* staff in visa issues? |  |  |
| **Visa arrangements (Incoming)** What kind of assistance do you provide to incoming students and staff in visa issues? |  |  |
| **Bank account (Outgoing)**  ELTE can pay scholarship to individual participants ***only*** via bank transfer and in euros. Do your students/staff have the means of easily receiving (large amount of) international bank transfer and/or opening a euro account? Is it guaranteed that your students access their bank account from abroad? Please present any possible difficulties with accepting international bank transfer in your country. Please explain how your University can assist outgoing students to resolve these issues. |  |  |
| **Language course/intercultural programme/both**  Do you provide extra support to incoming and outgoing participants in the form of language course and/or intercultural training? Do you organize orientation week for incoming students? |  |  |
| **Do you have an existing mentor system for incoming students or provide individual support for them in possible practical issues?** |  |  |
| **Inclusion (outgoing mobilities)**  In the new program cycle, there is possibility for extra funding for students with fewer opportunities. This extra funding is requested in the application.  Please indicate the number/percentage of outgoing disadvantaged students/students with social needs you expect (from your Institution) as participants throughout the 3-year long project? |  |  |
| **Do you accept incoming participants with fewer opportunities? (Yes/No)** |  |  |
| **Inclusion (incoming mobilities)**  If your answer to the previous question was ‘yes’, what kind of services do you provide for incoming students and staff members with fewer opportunities? |  |  |
| **Green travel**  To make green travel top-ups available to your outgoing participants throughout the project cycle, please indicate the number/percentage of your student and staff participants who would prefer green travel solutions (anything except airplane and boat) – if this aspect can be relevant at all. The participant is eligible for green travel top-up if (s)he travelled green ***at least half*** ***the distance*** between the Sending and Receiving Institutions. |  |  |

1. We ask this question, because mobility numbers might indicate e.g. the expected impact of the project (too few student mobilities make an impact dubious), or whether the project can be implemented (too many mobilities might raise the question if it will be possible to implement all of them). If, in such cases, you have a reasonable explanation, it will help persuade those making final evaluation and decision over funding that the project fully deserves support. [↑](#footnote-ref-1)