

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.



I AM A STAFF MOBILITY PARTICIPANT
TO TRAVEL TO HUNGARY

Please choose one from the following options
and consult the related information!

- 1 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**.
- 2 I am currently not in Hungary, **planning to travel to my Hungarian host** this academic year, **my grant agreement is not yet signed**.
- 3 I am currently in Hungary on my mobility period, **I would like to stay here and finish my mobility as planned**.
- 4 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**.
- 5 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.
- 6 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.





1

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



1.1 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.



1.2 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.



2

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.





3

**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.



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**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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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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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:
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