

ERASMUS+ Study Mobility Grants Open Call for applications - Second application round for Winter and Spring Term 2022/2023 -

Students who want to undertake an Erasmus+ exchange in Winter and Spring Term of 2023 may apply for any remaining spots at our partner universities.

Application deadline: 30 September 2022 (CEST)

Within the Erasmus+ Key Action 1 – Mobility of Individuals, opportunities are provided for students to undertake a study period abroad at a Higher Education Institution awarded with an Erasmus Charter for Higher Education and having signed an inter-institutional agreement with CEU before the mobility takes place. The receiving institution must be located in an Erasmus+ Program Country*. Please, consult the list of current partner universities by Departments on ACRO website: <https://acro.ceu.edu/erasmus-partner-universities>

CEU students may spend 1 semester or term at a partner university under the Erasmus+ Study Mobility Program. Students receive a grant, which is a contribution to their travel and the cost of living and studying in another country. Students are selected for an Erasmus+ Study Mobility on the basis of academic ability and the relevance of the proposed study plan to their studies at CEU. Participants are exempted to pay tuition at the host university while participating in the Erasmus+ Study Mobility Program. Small fees for insurance or student union membership may still apply. In case the student pays a Tuition fee at CEU, this must be continued during the Erasmus+ participation.

Please be informed that participation in the Erasmus+ program is conditional on the possibility of physical international mobility to the country of the chosen receiving university. Also, please note that remote study periods executed online are not eligible in the frames of this open call.

We would like to draw your attention to the fact that due to the uncertainties arising from the current global health situation, we cannot guarantee that it will actually be possible to fund a study mobility period, even if the application is selected for financial support from the Erasmus+ funds. Please be aware that final approval of the study mobility award and actual disbursement of funds will depend on the possibility of physical mobility, as well as on regional, national and organizational measures.

WHO CAN APPLY?

Bachelor¹, two-year Masters and Doctoral students², regardless of their nationality, who are enrolled at CEU PU are eligible to receive an Erasmus study mobility grant. The applicant must be a degree-seeking student at CEU at the time of the application and

¹ BA students: at the beginning of your stay abroad you must be at least in the 3rd year of your degree programme.

² Who completed at least two semesters at CEU.

must remain enrolled during the entire study period abroad. Students are expected to return at the end of the study period and complete their program at CEU.

Please note that the following students are ineligible to apply:

- Erasmus Mundus Scholarship holders
- MUNDUS MAPP students
- Doctoral Research Support Grant and CEU Write-Up Grant recipients
- Non-degree students with visiting or exchange status at CEU

LOCATION OF THE ACTIVITY

Students must carry out their mobility activity in a Program Country different from Austria. The receiving institution must be a Program Country higher education institution awarded with an Erasmus Charter for Higher Education, having signed an inter-institutional agreement with CEU. For the current list of CEU partner institutions, please visit: <https://acro.ceu.edu/erasmus-partner-universities>

*The Erasmus Program Countries are currently the following:

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 and Sweden

Non-EU Program Countries: North Macedonia, Iceland, Norway, Liechtenstein, Serbia, Turkey

Special Countries: Switzerland³, United Kingdom⁴

DURATION AND SCOPE OF THE ACTIVITY

- **Minimum duration of a study period abroad is 2 months, or 1 academic term or trimester. The actual length of your stay will depend upon the host university's term dates.**
- The study mobility period must be carried out between 1 January 2023 and 31 August 2023.
- The duration is calculated from the first day the student is required to be at the host university. The end date is the last date they need to be present.
- Priority will be given to students participating in the program for the first time (during their CEU studies) and to those choosing a destination country different from their home country/country of permanent residence.
- Erasmus+ is a full-time study programme, i.e. we recommend that you take classes worth 30 ECTS per semester. The reimbursement threshold for the mobility grant depends on the duration of your stay. You have to obtain at least 3 ECTS credits

³ SEMP Mobility Program - Please note that the EU has suspended for Switzerland's participation in the Erasmus+ programme. The student exchange with partner universities will be continued in the framework of the new «Swiss-European Mobility Programme (SEMP)» with bilateral exchange agreements. The scholarships for students are provided by the participating Swiss universities. General information about SEMP can also be found on the website of the national agency for exchange and mobility [Movetia](#). Please check the chosen partner university's website for more information on funding opportunities.

⁴ Please, note that list of partner universities in the UK is currently very limited.

per study month abroad, which then must be recognized by CEU (only the ECTS recognised by CEU count!)

FINANCIAL RULES

Selected applicants are eligible to receive a grant to partially support their mobility, thus the grant may not cover all the actual expenses incurred. Students are responsible for making all their travel, accommodation and related arrangements. The amount of the grant is set by the Erasmus+ Program and based on the receiving country. It is calculated at a monthly rate, where one month is equivalent to 30 days. In case of incomplete months, the number of days are multiplied by 1/30.

Based on country rates, the amount of the grant is expected to be:

- **480 EUR/month** for Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxemburg, Norway and Sweden
- **430 EUR/month** for Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Portugal, Spain and The Netherlands
- **380 EUR/month** for Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey

The grant will be paid in two instalments: **80%** pre-financing upon the signature of the grant contract and proof of arrival about the start of the physical mobility. **20%** is transferred at the end of the mobility period, pending on receipt by the CEU Erasmus Office of all documentation and the submission of the online EU survey. All payments are processed through bank transfer.

Possible Additional top up: Green travel

Erasmus+ participants who travel to/from the host institution in an environmentally friendly way can apply for a Green Travel Top-Up. This includes travel by bus, train, carpooling or bicycle from Austria to the host institution and back from the host institution to Austria. For the additional Green Mobility funding, the submission of a declaration on honour will be required from awarded students (annex to the Grant Contract). Appropriate dated evidence (e.g. train ticket) must be submitted for the additional funding of travel days in connection with Green Mobility. Environmentally friendly mobilities are supported with a one-time top-up of 50,00 €. Please contact CEU Erasmus Office for more information.

AWARD RECIPIENT OBLIGATIONS

Students who receive an Erasmus+ grant will fully or partially return the EU grant if they do not comply with the terms of the grant contract and fail to complete the study mobility and submit the required documentation at the end of their visit. The CEU Erasmus Office must be immediately notified about any changes affecting the approved study plan at erasmusoutgoing@ceu.edu.

APPLICATION PROCEDURE

For a successful application you are required to:

- ❑ **Take a look on the chosen partner university's website for incoming exchange students.** It is important to find out, either by exploring the homepage of the partner institution or directly communicating with them, whether the partner institution offers courses which are related and compatible to your field of study and taught at the study level and in the language suitable for you
- ❑ **Check the application deadline of the university of your choice.** In some cases application deadline for Erasmus exchange students at the preferred host institution may expired already.
- ❑ Fill out the **Application Form** on the [Application Platform](#)
- ❑ Write a one-page long **Motivation letter** providing answers to the following questions:
 - Reasons for choosing the specific host university or universities
 - Which courses/study program would you like to attend? Why?
 - How will these courses or activities contribute to your studies at CEU?
 - What is the expected outcome of the mobility regarding your career plans?
- ❑ Prepare the **Study Plan**: It is possible to list an alternative in your application - you can list up to 2 preferred partner university in the study plan. Enter the courses and/or activities you wish to attend at the host institution on the form and have it signed by your Head of Department or Program Head at your CEU Department.
- ❑ Get a **recommendation letter from a CEU Professor**. Letters can be sent via email only by the recommender to erasmus@ceu.edu, with a subject: "Recommendation Letter_Name of the Applicant".

Contents of the recommendation letter may include:

 - The applicant's studies, skills, experiences that are relevant for the program
 - Why the applicant is suitable for the program and how can he/she/they benefit from it
 - Anything outstanding about the applicant, e.g. relevant beyond classroom activities, presentations, publications, previous engagements, experiences, particular talents, etc.
 - Brief description of the applicant's personal qualities
 - [Further help and tips](#)
- ❑ Upload an unofficial copy of your **Transcript of Records**
 - Students who are currently enrolled at CEU may download their own unofficial transcripts of records via the [SITS e:Vision Portal](#).
 - To download your unofficial transcript log in to e:Vision, then click on My Student Page – Academic/ My courses and grades/Download unofficial transcript.
- ❑ Prepare your **CV**
- ❑ Applications related to a study mobility in the student's home country or country of residence require additional documentation in the form of proof of student accommodation during the study period. Please, note that It is not possible to apply for

study mobility within Austria or in the country where the student maintains their accommodation during their CEU studies.

SUBMISSION OF APPLICATIONS

- **Applications can be submitted electronically through the [Application Platform](#) in one merged PDF file, which consists of all required application documents.**
- Applications must be submitted not later than **by midnight September 30, 2021 (CEST)**
- Late, incomplete and/or e-mailed application forms cannot be considered
- Please contact us with any questions at erasmusoutgoing@ceu.edu.

DOROTTYA URAI

Erasmus Office

Academic Cooperation and Research Support Office



CENTRAL EUROPEAN UNIVERSITY

OFFICE: Vienna Campus, C416

PHONE: + 36.1.327.3000 ext. 2616

OFFICE HOURS: TUESDAYS and THURSDAYS, between 10.00 AM - 12.00 PM and 1.00 PM - 3.00 PM

Erasmus@ceu.edu | www.ceu.edu

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