



## **Step by step guide**

Budapest Business University, 2024

*International Relations and Mobility Office*

# Contact information:

- **Virtual office:**  
<https://calendly.com/fazekas-bence/outgoing-erasmus-virtual-office>
- **BBU data** when filling the Learning Agreement – Sending Institution part:

**Name:** *Budapest Business University*

**Erasmus Code:** *HU BUDAPES20*

**Contact Person:** **Bence Fazekas**

**E-mail:** [Fazekas.Bence@uni-bge.hu](mailto:Fazekas.Bence@uni-bge.hu)

**Responsible person:** **Denissza Blanár**

**E-mail:** [Blanar.Denissza@uni-bge.hu](mailto:Blanar.Denissza@uni-bge.hu)

Responsible person for Double Degree  
Students at KKK (FIMB):  
**David Parker:** [David.Parker@uni-bge.hu](mailto:David.Parker@uni-bge.hu)

- **Study Related Issues:** Your Faculty's Student  
Services Office (**HÜCS**)

## ***Step #1 Nomination and online registration***

- Nomination of students is sent out via e-mail by the BBU International Team to the partner institution
- **Online registration:** At the website of the partner institution, or other confirmation method specified by the partner.
- Your Pannonia application **becomes valid only if the partner confirmed and you have completed your registration** procedure before the **given deadline** by the receiving institution.
- **Deadlines must be met, so please check out the partner institution's website or contact your host coordinator.**

## ***Step #2 Documents needed for the next step***

- Filled and signed Learning Agreement
- Insurance/EHIC card
  - Proof of bank data
    - Letter of Acceptance
      - Travel documents (passport, visa, etc.)

IN the following pages we will tell you about each of these documents.

## Step #2 Learning Agreement

- Get the list of courses available for exchange programme students at your host institution *if necessary*
- Check which courses you would like to follow. If it is an obligatory course please submit an **Equivalency Request** in Neptun. **This step is compulsory**, but of course if you only plan to get courses accepted as optional courses at BBU this is not necessary.
- **If time is pressing** and you need your Learning Agreement signed ASAP, you are free to fill and sign the Learning Agreement without waiting for the result of the Equivalency Request in Neptun, thus marking all courses as „optional” however it is at your own risk. Once you have the results you will have to change the LA accordingly
  - Once you have filled and signed the Learning Agreement BBU and the host university’s responsible person will also has to sign it. You can find the [Learning Agreement](#) here.

## ***Step #2 Insurance and Bank Account***

- **European Health Insurance Card / Valid health insurance is required which should be valid throughout your mobility.**
- Accident and Liability insurance is **NOT** required for study mobilities
- We would **advise** you to **contact** your **host university's coordinator** for any specific requirements regarding health care and insurance
- **Certificate of bank account** stating your **name** and **bank account number** and SWIFT Code (prints or screenshot from e-banking site is OK)
- You can usually download it from your online banking system
- Revolut accounts **have to be in IBAN format!**

## ***Step #2 Letter of Acceptance, Travel Documents***

- **Letter of acceptance** form the receiving institution stating the exact start and end date of your planned studies (signed and stamped)
- Travel documents must be valid
  - **If applies**, Visa and Residence Permit must be obtained
  - Make sure to check the **requirements of the host country!**

## **Step #3 Log in to your Online profile**

- Fill all necessary data and upload your:
  - I. **Learning Agreement** signed by all parties
  - II. **European Health Insurance Card (EHIC) / Valid Health Insurance**
  - III. **Proof of bank account**
  - IV. **Letter of Acceptance**

**Please make sure to give us Emergency contact person and their contacts!**

Be sure to check your **travel documents**.



## ***Step #4 Grant Agreement***

- **Once you have successfully uploaded the documents mentioned on the 3rd step**, we can prepare your Grant Agreement. It will include the location and the exact dates of your mobility, as well as the **amount of the financial support** provided for you.

The Grant Agreement should be signed **at least 1 month prior** to the departure!

- You will receive your Grant Agreement via email.
- Check all data and read carefully.
- **If everything is fine**, please **send 2 copies** back to us at:
  - **Nemzetközi Kapcsolatok és Mobilitási Iroda**  
**"E" Igazgatási Épület 1149 Budapest, Buzogány utca 11-13.**  
To the attention of Mr. Bence Fazekas
- Once the Grant Agreement is signed by all parties BBU **have 30 days to transfer** your grant.
- **DO NOT TRAVEL/START YOUR MOBILITY WITHOUT SIGNING THE GRANT AGREEMENT!**
- **Any financial commitment without signing it is at your own risk!**

## ***Step #5 Registration at BBU for the 2024/25 fall semester***

- **In order to continue your studies at home** while you are abroad, your **status** have to be **active**, which means you have to **complete** the **enrolment procedure** and have to have **at least one subject registered**.

If you feel neccessary you **can request individual study schedule**

- **Here is how to do it:** *Neptun -> Studies -> Curriculum, "..."* choose it according to your program and look for the subject(s) ->"+" at the end and submit your request

*(Deadlines change according to each semester, visit the login page [HERE](#))*

## ***Step #6 After Arrival***

- **Upon arrival** to your host institution please log in to your [online profile](#) upload your:
  - **Filled and signed Certificate of Arrival declaring your arrival uploaded within 15 days.**
    - **If there are any changes to the original Learning Agreement**, within 5 weeks upon arrival, you should fill the "During Mobility" part of the Learning Agreement and upload the updated signed version.

## ***Step #7 Final reporting – After mobility***

- **Within 30 days** after the official end date of your mobility, please log in <https://exchange.uni-bge.hu> profile, fill the requested data and upload your:
  - **Transcript of records**
  - **Filled and signed [Certificate of Study Period](#)**, make sure the **dates match** with your Grant Agreement!
    - **A summary** of your Pannonia Journey: written report at least 1-1,5 pages **Signed by student**, photos and videos if you have them  
Your report can be used on our website, to help other students!

## ***Step #7 Final reporting – After mobility***

- Beside uploading all the required documents stated at te previous slide, you will have to send the Journey Summary/Report to your **Director of International Affairs**.
  - FIMB (KKK): Dr. Furcsa Laura [furcsa.laura@uni-bge.hu]
  - FCHT (KVIK): Dr. Pál Ágnes Ibolya [pal.agnes@uni-bge.hu]
  - FFA (PSZK): Dr. Réthi Gábor [rethi.gabor@uni-bge.hu]

# *Summary*

- Before Mobility: <https://exchange.uni-bge.hu>
  - Letter of Acceptance
  - Neptun equivalency request
  - Learning Agreement
  - Health Insurance
  - Travel Documents
  - Bank Accounts
  - Grant Agreement

# Summary

- **During Mobility** - <https://exchange.uni-bge.hu>
  - Certificate of Study Period (Confirmation of Arrival)
  - Learning Agreement, During the Mobility (in case of changes)
- **After Mobility** - <https://exchange.uni-bge.hu> + e-mail your report to your Director of International Affairs according to which faculty you are studying at (Slide #13)
  - Certificate of Study Period
  - Transcript of records
  - Written report or vlog, blog, performance, presentation etc.

**THE END**