



# Call for Applications for the Erasmus+ Staff Mobility for teaching and training

**2024/2025, 2025/2026**

Based on the Tempus Public Foundation's call for application for the Erasmus+ KA131 Staff Mobility for teaching and training, the Department of International Relations (NKI), in cooperation with the International Services Unit (NSZO) announces a mobility programme with the following conditions.

Applications under this call are open during the 2024/2025 and 2025/2026 academic years, and the mobility must be completed by 31 July 2026 at the latest. We can accept applications up to 20 working days before the planned mobility.

## **MOBILITY OPTIONS**

### **Staff mobility for teaching**

#### **1. The purpose of the call**

The staff mobility for teaching facilitates the mobility of higher education staff for teaching purposes to a partner institution abroad. The aim of the teaching mobility is to provide an opportunity for teaching staff to teach abroad and to develop their professional skills in order to

- a) share their expertise,
- b) learn about new educational environments,
- c) acquire new innovative pedagogical, curriculum development and digital skills,
- d) develop joint activities with their foreign partners that serve the objectives of the programme
- e) share good practices and enhance cooperation with other higher education institutions,
- f) better prepare students for the world of work by involving company staff.

The purpose of the call is also to

- a) promote the teaching mobility of higher education teaching staff in foreign partner institutions and the teaching mobility of professionals from foreign enterprises in a Hungarian higher education institution,



- b) make the knowledge and experience that a lecturer from another European university can offer available to students who cannot participate in student mobility,
- c) exchange and expand expertise and experiences,
- d) enrich the range and content of training programmes.

## 2. Eligible persons

Erasmus+ staff mobility for teaching is open to full-time, part-time or external lecturers at BME.

- In the case of contracted lecturers, a contract valid for the entire duration of the mobility must be attached to the application file.
- PhD students can participate in mobility if they also have a teaching position. A copy of the service contract and the proof of legal status must be attached as a compulsory annex.

## 3. Eligible activities

Teaching mobility of staff.

The **minimum duration of staff mobility for teaching to programme countries (EU) is 2 days, maximum 5 days + 2 days for travel.**

**The minimum duration of staff mobility for teaching to partner countries (outside of EU) is 5 days + 2 days for travel.**

Teaching staff can travel for teaching activities under this type of application.

Number of hours taught: at least 8 hours per week, but also at least 8 hours for periods of less than 1 week.

The host institution must have a valid bilateral agreement with BME (See list of eligible institutions on the website).

The country of destination cannot be either the country of the sending institution or the country of residence.

## 4. Application process

We can accept applications up to 20 working days before the planned mobility.



Applications must be submitted with the **MOBILITY AGREEMENT, STAFF MOBILITY FOR TEACHING** document, signed by the host organisation/institution, the Faculty Erasmus Coordinator and the applicant, in the case of the latter two, stamped. The **Mobility Agreement** signed by all three parties (applicant, host institution, Faculty Erasmus Coordinator) and stamped, **a copy of the identity card** and the **application form** must be sent to [szemelyzetimobilitas@bme.hu](mailto:szemelyzetimobilitas@bme.hu).

In the case of an application submitted by a Faculty Erasmus Coordinator, the vice dean or the dean of the faculty is entitled to make a decision.

The programme coordinator NKI, in cooperation with the NSZO, will then review the applications and make the final decision based on the quotas published on the website.

Applications are subject to the professional content of the application and the budget available at BME.

### **Staff mobility for training**

#### **1. The purpose of the call**

To enable teaching, administrative and other non-teaching staff to gain experiences to facilitate knowledge transfer or skills development (seminars, courses, practice period, transfer, etc.) at a partner institution (higher education institution or enterprise) in a foreign programme country (EU). A further goal is to share good practices and enhance cooperation with other higher education institutions,

#### **2. Eligible persons**

Erasmus+ staff mobility for training is open to full-time, part-time or external lecturers/staff at BME.

- In the case of contracted lecturers/staff, a contract valid for the entire duration of the mobility must be attached to the application file.
- PhD students can participate in staff mobility for training if they also have a teaching or research position at BME. In this case, a copy of the service contract and the proof of legal status must be attached as a compulsory annex.

In addition to faculty staff, staff from the BME's comprehensive organisational units can also apply for ERASMUS+ mobility for training.

#### **3. Eligible activities**

Mobility of higher education staff for training purposes, including participation in organised further training, courses, visits to colleagues in similar jobs in partner universities, job-shadowing and contacts with new institutions in programme countries



within and outside the EU. If an application is submitted for organised training, the training must be professionally justified and closely related to the employee's current job. During their mobility for training, lecturers can work on developing joint programmes, conduct research and exchange experiences in a laboratory setting. The period for which applications can be made is normally 5 days + 2 days travel, with longer periods being allowed only if duly justified and subject to the availability of funds. The training period may take the form of training events (excluding conferences), professional visits or observation periods.

**The minimum duration of staff mobility for training to partner countries (outside of EU) is 5 days – maximum 2 months + 2 days for travel.**

If the training is organised by a university, the host institution must have a valid bilateral agreement with BME.

#### **4. Conditions of application**

- a) The host institution can be an ECHE-certified higher education institution or any foreign "enterprise" (private or public institution active in the labour market, in education, training or youth-related areas),
- b) Conference participation is not eligible!
- c) The country of destination cannot be either the country of the sending institution or the country of residence.
- d) The staff member will follow the training schedule submitted in their application and signed by the host institution and the applicant (**MOBILITY AGREEMENT, STAFF MOBILITY FOR TRAINING**).

#### **5. Application process**

Submission deadline: continuous, but we can accept applications up to 20 working days before the planned mobility.

The latest closing date for mobility activities: 31 July 2026.

The **Mobility Agreement** signed by the applicant, the Faculty Erasmus Coordinator and the host institution), **a copy of the identity card** and the **application form** must be sent to [szemelyzetimobilitas@bme.hu](mailto:szemelyzetimobilitas@bme.hu).



Applications are assessed by the head of the faculty/organisational unit. In the case of an application submitted by a Faculty Erasmus Coordinator, the vice dean or the dean of the faculty is entitled to make a decision.

Applications are subject to the professional content of the application and the budget available at BME.

The programme coordinator NKI, in cooperation with the NSZO, will then review the applications and make the final decision.

Signatures required for the **MOBILITY AGREEMENT, STAFF MOBILITY FOR TRAINING** document:

- For faculty staff: applicant, Faculty Erasmus Coordinator, host institution.
- For member of staff in a comprehensive organisational unit: applicant, head of organisational unit, host institution.

## **6. ERASMUS+ Supplementary grant**

Staff members participating in ERASMUS+ mobility programmes abroad can apply for supplementary financial support, available for lecturers/staff living with disability or a chronic illness.

Call for applications for supplementary grant is published once every term on the programme coordinator NKI's website.

These applications are to be submitted by the announced deadline of the given term, before the staff start their mobility programme.

## **7. ERASMUS+ Green travel supplementary grant**

If staff in Erasmus+ mobility choose a sustainable mode of travel between their country/city of departure and the city of the host institution, they may apply for an additional support based on the distance in kilometers.

The supplementary grant must be requested at the same as the application is sent in. It is not possible to request it after the mobility.

This supplementary grant for green travel is only available if at least 50% of travel is sustainable in at least one direction between the country/city of departure and city of host institution.

Sustainable modes of travel: train, bus, bicycle, carpooling.

The mode of travel shall be verified with travel documents (within two weeks as of the end of mobility). Tickets and receipts demonstrating green travel shall be submitted after the mobility.



Please note that travel documents dated within the mobility period specified in the Grant Agreement will be accepted, with a maximum deviation of 5 days allowed.

## 8. Personal data processing

By submitting the application, the applicant consents to the processing of their personal data in compliance with the provisions on data management set out in Articles 18 and 19 of Act CCIV of 2011 on Higher Education, Act CXII of 2011 on Informational Self-determination and Freedom of Information; and the data protection regulations in force at BME.

By submitting the application, the applicant accepts to draft a report about the staff mobility to BME NKI upon completion, which BME may publish on the NKI (Department of International Relations) website [www.nki.bme.hu](http://www.nki.bme.hu) with the participant's prior consent.

### **Countries participating in the programme for both types of mobility:**

#### **Programme countries:**

The Member States of the European Union (Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden)

Non-EU states in the programme: Iceland, Liechtenstein, North Macedonia, Norway, Serbia and Turkey.

#### **Partner countries:**

<https://erasmus-plus.ec.europa.eu/programme-guide/part-a/eligible-countries>

### **Grant amount for both types of mobility:**

Host country	Days 1-14 (per day)	Day 15 and over (per day)
Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxemburg, Norway, Sweden  + region 14 countries*: <i>United Kingdom*, Faroe Islands*, Switzerland*</i>	170 €	119 €

Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain  + region 13 countries*: <i>Andorra*, Monaco*, San Marino*, Vatican City*</i>	<b>140 €</b>	<b>98 €</b>
Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey	<b>110 €</b>	<b>77 €</b>
<i>Mobility to partner countries* (ICM) (excluding countries in regions 13 and 14)</i>	<b>180 €</b>	<b>126 €</b>

***\*It is advisable to enquire in advance about the institutional budget.***

Destination: cannot be either the country of the sending institution or the country of residence.

**List of partner institutions**

-For mobility to a destination country within Europe (programme countries):

<http://nki.bme.hu/oktatoiszemelyzeti>

-For mobility to a destination country outside Europe (partner countries):<http://nki.bme.hu/oktatoiszemelyzeti>

To calculate the travel grant part of the scholarship, use the Erasmus+ distance calculator:

[https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en)

**Travel allowance based on distance for both types of mobility:**

<b>Distance</b>	<b>Amount</b>	<b>Amount for green travel +50 euros</b>
between 10-99 kms:	23 € / participant	73 € / participant
between 100–499 kms:	180 € / participant	210 € / participant
between 500–1999 kms:	275 € / participant	320 € / participant
between 2000–2999 kms:	360 € / participant	410 € / participant



between 3000–3999 kms:	530 € / participant	610 € / participant
between 4000–7999 kms:	820 € / participant	NA
8000 km or more:	1500 € / participant	NA

The "distance" is the one-off distance between the sending and receiving institutions and the "amount" is the total amount of support that can be given for the outward and return journeys.