MŰEGYETEM 1782

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

2026-2027

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) announces a mobility programme with the following conditions.

Erasmus+ staff mobility for teaching and training are open to:

- full-time, part-time or external lecturers/staff at BME
- contracted lecturers/staff at BME

Applications under this call are open during the 2026/2027 academic year, and the mobility must be completed by 31 July 2027 at the latest.

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

Application Conditions Applicable to Both Types of Mobility:

1. Each applicant may submit a maximum of five mobility applications per academic year.
2. In addition to the required application documents, applicants must upload a signed approval from their direct supervisor. (The template is available for download from the NKI's website.)
3. Group mobilities are limited to a maximum of three participants. Each faculty may nominate one group mobility per academic year.
4. Priority will be given to applications that contribute to an increase in teaching activities (STA)
5. Faculty mobility quotas will be established for each academic year and published on the NKI's website.

Please note that the Directorate of International Relations (NKI) reserves the right to reject applications that do not comply with the eligibility requirements and conditions set out in this Call for Applications.

MOBILITY OPTIONS

Staff mobility for teaching (STA)

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.

3. Eligible activities

Teaching mobility of staff.
The **minimum duration of** staff mobility for teaching **to programme countries (EU) is 2 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 mobility periods of less than 1 week. In case of periods longer than one week, the number of teaching hours must increase proportionally.

For mobility periods shorter than 1 week, the mobility may take the form of blended mobility, in which the in-person component is supplemented by a virtual component. Thus, in-person classes may be supplemented by online classes, and the two together must total 8 hours (4 hours in-person, 4 hours online). Funding is available only for the in-person part of the mobility.

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 the country of the sending institution (so it cannot be another Hungarian university).

4. Application process

We can accept applications up to 20 working days before the planned mobility, in line with the application periods specified above (see the first page).

Applications must be submitted with the **MOBILITY AGREEMENT and 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**, **application form in xls, employment contract and direct supervisor's approval** must be sent to szemelyzetimobilitas@bme.hu.

Please note that there may be internal application procedures within your faculty. It is the responsibility of each applicant to familiarize themselves with these procedures before submitting their application.

It is also important to obtain the approval of the Head of Department or the applicant's immediate supervisor before the mobility. Arranging this approval is the responsibility of the applicant. For this reason we require the direct supervisor's approval to be attached to the application. (Template can be downloaded from the webpage.)

Applicants must obtain the required signature from the Erasmus Faculty Coordinator of their own faculty. Please note that only the signature of the same Faculty's Erasmus Faculty Coordinator will be accepted.

The list of Erasmus Faculty Coordinators is available on the website.

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 will then review the applications and make the final decision.

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

Staff mobility for training (STT)

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.

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 of 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 programme countries (EU) is 2 days** (and **maximum 2 months**) + 2 days for travel.

The **minimum duration of** staff mobility for training **to partner countries outside of EU is 5 days** + 2 days for travel. Applications for periods shorter than this will be rejected.

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 only accept applications up to 20 working days before the planned mobility.
The latest closing date for mobility activities: 31 July 2027.

The **Mobility Agreement** (signed by the applicant, the Faculty Erasmus Coordinator and the host institution), **a copy of the identity card**, the **application form**, the **certificate of employment** and the **Direct Supervisor's Approval** must be sent to szemelyzetimobilitas@bme.hu.

Please note that there may be internal application procedures within your faculty. It is the responsibility of each applicant to familiarize themselves with these procedures before submitting their application.

It is also important to obtain the approval of the Head of Department or the applicant's immediate supervisor before the mobility. Arranging this approval is the responsibility of the applicant. This is why the Direct Supervisor's Approval is required. (Template can be downloaded from the webpage.)

Applicants must obtain the required signature from the Erasmus Faculty Coordinator of their own faculty. Please note that only the signature of the Erasmus Faculty Coordinator will be accepted.

The list of Erasmus Faculty Coordinators is available on the website.

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 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.

Please note that for trips of less than 500 km, choosing the green travel option is <u>mandatory</u>.

Supplementary funding for green travel is only available if at least 51% of the round-trip journey (between the country and city of origin and the city of the host institution) is completed using green travel methods. 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.

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

The mode of travel shall be verified with travel documents (within 5 days after 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 with the participant's prior consent.

<u>Countries participating in the programme for both types of mobility:</u>

<u>Programme countries:</u>

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)
Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Liechtenstein, Luxemburg, Netherlands, Norway, Sweden	**170 €**
Third countries not associated to the Programme from Regions 13 and 14.	**170 €**
Cyprus, Czech Republic, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain	**152 €**
Bulgaria, North Macedonia, Croatia, Poland, Lithuania, Hungary, Romania, Serbia, Turkey	**132 €**
Third countries not associated to the Programme from Regions 1-12.	**190 €**

****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

Travel allowance based on distance for both types of mobility:

Distance	Amount	Amount for green travel
between 10-99 kms:	28 € / participant	56 € / participant
between 100–499 kms:	211 € / participant	285 € / participant
between 500–1999 kms:	309 € / participant	417 € / participant
between 2000–2999 kms:	395 € / participant	535 € / participant
between 3000–3999 kms:	580 € / participant	785 € / participant
between 4000–7999 kms:	1188 € / participant	1188 € / participant
8000 km or more:	1735 € / participant	1735 € / participant

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.