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**HUNGARIAN UNIVERSITY OF AGRICULTURE AND LIFE
SCIENCES
ORGANISATIONAL AND OPERATIONAL REGULATIONS**

**3rd VOLUME
REQUIREMENTS FOR STUDENTS**

3.1. STUDY AND EXAM REGULATIONS

3rd ANNEX

3.1.3 PARTIAL STUDIES REGULATIONS

Effective from: 1 August 2025

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I. GENERAL PROVISIONS

Pursuant to Act CCIV of 2011 on National Higher Education (hereinafter referred to as 'NHE Act. '), Government Decree 87/2015. (IV. 9.) on the Implementation of Certain Regulation Provisions of Act CCIV of 2011 on National Higher Education (hereinafter referred to as 'NHE Gov. Decree'), the Senate of the Hungarian University of Agriculture and Life Sciences (hereinafter referred to as the 'University') in agreement with the Student Union of the Hungarian University of Agriculture and Life Sciences (hereinafter referred to as the 'University Student Union') established the Partial Studies Regulations as 3rd Annex of the Study and Examination Regulations (hereinafter referred to as 'SER').

II. SCOPE OF THE REGULATION

1. §

- (1) The scope of these Regulations covers foreign partial studies organized by the University for its students, foreign partial studies organized by the students themselves, foreign professional internships, and foreign research mobility of students (hereinafter collectively referred to as "mobility"). Within the framework of partial studies, students establish guest student status at a foreign higher education institution (the provisions relating to guest student status are contained in Section 20 of the TVSZ). Foreign student mobility is open to students who are enrolled at the University, are pursuing studies leading to a degree, and have completed at least the number of semesters required by the current application at the start of the mobility period.
- (2) Based on these Regulations, calls for proposals and related evaluation descriptions must be prepared and published for each tender procedure.
- (3) In addition to these Regulations, the Doctoral Regulations may also contain provisions on the partial studies abroad of students enrolled in doctoral programs.
- (4) The personal scope of the regulations extends to:
 - a) students planning or participating in international mobility, incoming or outgoing;
 - b) university staff involved in organizing and implementing foreign mobility programs organized by the University.
- (5) These Regulations shall apply to students studying at the University under any scholarship program, subject to the terms and conditions of the scholarship program in question.

III. INTERPRETATIVE PROVISIONS

2. §

- (1) **Institutional coordinator of mobility program:** provides institutional coordination for each mobility program. The institutional coordinator is appointed by the head of the Center for International Education (hereinafter referred to as DIRD-CIE) of the Directorate for International Relations and Development (DIRD).
- (2) **Mobility coordinators:** they perform tasks related to the given mobility program within the structure designated by the head of the DIRD-CIE.
- (3) **ECTS credits:** the European Credit Transfer and Accumulation System (ECTS) unit. The concept of credit is regulated by Section 2 (40) of the SER.
- (4) **Erasmus+ mobility projects in the higher education:** this type of higher education

mobility project supports the physical and mixed mobility of higher education students in any field of study and cycle (short-cycle training, bachelor's, master's and doctoral levels). Students can either study abroad at a higher education partner institution or complete a professional internship at a company, research institute, laboratory, organization/institution, or other relevant workplace abroad. Students can combine their period of study abroad with a professional internship, thereby enhancing their learning outcomes and the development of transversal skills. Long-term physical mobility is strongly recommended, but this type of application takes into account the need to offer more flexible physical mobility periods in order to make the program accessible to students from different backgrounds, with different circumstances, and in different fields of study. This type of application also supports blended intensive programs, which allow groups of higher education institutions to jointly develop blended mobility curricula and activities for students, academic staff, and administrative staff.

- (5) **Physical mobility:** mobility for study, professional practice, education, training or research purposes in a country other than the country of residence of the person participating in the mobility, with actual residence in that country.
- (6) **Pannonia Scholarship Program:** A higher education scholarship program established by the Culture and Innovation Ministry and coordinated by the Tempus Public Foundation. The aim of the call for proposals is to implement an internationalization program in line with government objectives, based on Act IX of 2021 on public interest asset management foundations performing public tasks, (hereinafter referred to as "model-changed universities") established on the basis of Act IX of 2021 on public interest asset management foundations performing public tasks. The internationalization program will be implemented through the creation and operation of an international mobility scholarship, which will provide short- or long-term mobility opportunities outside Hungary for students, teachers, researchers and staff (hereinafter collectively referred to as university citizens) through bilateral agreements concluded by the model-changed universities. In terms of mobility opportunities, the Pannonia program supports the mobility of university citizens for study, research, or teaching purposes, as well as professional internships and partial training at any higher education institution in the world.
- (7) **Mobility scholarship:** living and/or travel allowance determined on the basis of an institutional support agreement between the University and the organization supervising the mobility program.
- (8) **Cross-border student mobility:** Depending on the rules of the specific mobility program, cross-border student mobility may be long-term or short-term, for study, professional practice, or research purposes.
- (9) **Student mobility for study purposes abroad:** physical mobility for study purposes undertaken by the student abroad for a period specified in the rules of the mobility program, not including travel time.
- (10) **Partial study abroad** is defined as a period of study (semester) that a student spends at a foreign university, organized by the University and/or through a grant awarded to the University, through grants awarded outside the University, and/or through individual arrangements, but in all cases with the awareness and approval of the University. during this period, the student is registered for and completes an active semester at the University, and the University may recognize and accept the courses completed abroad in accordance with Sections 38 and 38/A of the SER.
- (11) **Student mobility for professional practice abroad:** a professional internship completed by the student abroad for a period specified in the rules of the given mobility program, not

including travel time. A professional internship completed by the student abroad through a grant awarded to the University or through individual arrangements, but with the awareness and approval of the University, is considered a professional internship abroad. Internships abroad are carried out under the supervision of the University, and the University may accept internships abroad as fulfilling the internship requirements set out in the training and output requirements.

- (12) **Student mobility for research purposes abroad:** physical mobility for research purposes undertaken by the student abroad for a period specified in the rules of the mobility program.
- (13) **Learning / Mobility Agreement:** an agreement between the sending and receiving organization/institution and the persons participating in the mobility, which sets out its objectives and content in order to ensure the relevance and quality of the mobility period. It can also be used as a basis for the recognition of the period spent abroad by the receiving organization/institution.
- (14) **Partner institution:** the higher education institution with which the University concludes an inter-institutional agreement within the framework of a mobility program. This agreement sets out the framework for cooperation between the institutions and additionally the circumstances of the student mobility.
- (15) **Program Coordination Unit:** the organizational unit responsible for implementing the program shall determine the general conditions of the application and shall be responsible for ensuring compliance with them (the Directorate for International Relations and Development, pursuant to Section 38/A of the Organizational and Operational Rules).
- (16) **Scholarship for a part of the costs (grant):** only the amount of funds covering part of the costs.
- (17) **Tuition waiver:** the foreign institution only waives the tuition fees charged by that institution; in such cases, the student must cover all other costs incurred.
- (18) **Trimester:** a period shorter than a semester at Hungarian higher education institutions, but with a maximum duration of three and a half (3.5) months.
- (19) **Mobility window:** the period specified in Section 2 (51a) of the SER.
- (20) **Mobility program:** a program aimed at contributing to the University's internationalization strategy:
 - a) strengthening international interdisciplinary cooperation;
 - b) promoting excellence and agility; promoting/supporting competitive education, research, and innovation;
 - c) strengthening the concept of lifelong learning; developing quality assurance and automatic credit recognition;
 - d) supporting advancement in university rankings.

The program provides university citizens with short- or long-term mobility opportunities outside Hungary, and enables mobility from partner institutions to the university through bilateral agreements. The calls for applications for each program are decisive in terms of mobility opportunities.

- (21) **Emergency/ force majeure procedure:** In the event of force majeure (war, epidemic, natural disaster, unexpected political and social events, illness, death, other unavoidable events), participants in the mobility program are required to immediately inform the mobility coordinators of the host and sending institutions, to the extent possible. Any issues that may arise due to a force majeure event shall be resolved in accordance with the procedures of the

mobility program in question.

- (22) **Virtual mobility:** completing formal training online at universities in other countries without the student having to travel, i.e., students take courses online at universities in other countries and can count them toward their own training. This is implemented in the form of online courses, lectures, seminars, and online teaching materials.
- (23) **Mixed mobility:** mobility activities combining physical and virtual mobility, facilitating collaborative online learning exchanges/group work.

IV. PROCEDURES OF THE CROSS-BORDER STUDENT MOBILITY

1. Application process, application evaluation

3. §

- (1) Study and/or professional internship opportunities abroad are open to all students of the University who are pursuing higher education and professional qualifications (including doctoral degrees) at the University, subject to the terms and conditions of their scholarship program.
- (2) Students who are enrolled at the University during the period of study abroad and have fulfilled all their financial obligations to the University are eligible to participate in a partial study abroad program. Students applying for partial study abroad or professional internship must register at the University for the given semester and must have active student status at the University for the entire duration of the partial study abroad/professional internship. Furthermore, in the case of partial studies abroad organized by the University, they must initiate the prior acceptance of courses in accordance with paragraph (7), and the courses completed abroad must be recognised in their studies at the University after the partial studies abroad (course recognition). According to Section 14 (3) of the TVSZ, students participating in partial studies abroad may complete an active semester without registering for courses, but if they complete courses at the University during the semester, they must register for them in NEPTUN TR.
- (3) Students who have not yet obtained their pre-degree certificate, as well as students who have obtained their pre-degree certificate after the end of their student status, may participate in student mobility for the purpose of professional practice abroad within the framework of their student status. Students who have not yet obtained their pre-degree certificate must have active student status at the University during their period of mobility abroad, in accordance with paragraph 1 Section (1). Students who have obtained their pre-degree certificate may complete an internship abroad within one year of the termination of their student status, even without student status, the details of which are set out in the calls for applications/guidelines for the individual mobility programs. Internships completed abroad after the termination of student status cannot be accepted by the University, given that the student's student status has ended.
- (4) Only students who are enrolled during the application period may submit valid applications for partial studies and professional internships abroad. Long-term partial study applications by students completing their final semester of a bachelor's program are conditional; places will only be allocated to them after they have been admitted to and enrolled in a master's program, subject to the availability of remaining places. Students with passive status may not participate in partial studies or foreign mobility programs organized by the University.
- (5) In order to complete abroad the practical training required in the training and output requirements and the sample curriculum, prior permission from the course Supervisor Professor or, in the case of specialized training, from the Specialization Supervisor Professor

is required.

- (6) It is the applicant's responsibility to obtain information about the institutions they are applying to and their programs before submitting their application. Before submitting an application, applicants must ensure that the institution they wish to apply to does not impose any requirements that would prevent them from studying abroad at that institution (e.g., language proficiency requirements that exceed university requirements, etc.).
- (7) Before starting a cross-border partial program organized by the University, students are required as mandatory, to initiate the preliminary subject recognition procedure in accordance with Section 38/A of the SER. Courses that do not correspond to the model curriculum may be accepted by the University as optional "C" subjects (credits). The provisions of Sections 38 and 38/A of the SER, as well as the provisions of Appendix 4 of the SER, shall apply to the subject recognition procedure.
- (8) Students participating in cross-border mobility programs are required to do everything in their power to represent the University and Hungary in a dignified manner. Students who are the subject of a complaint by the host organization, and whose complaint is found to be justified, will be excluded from further mobility opportunities. The University may not charge students for extra credits earned abroad in accordance with Annex 1 of the University's Regulations for Student Benefits and Fees (hereinafter: RSBF).
- (9) Partial study opportunities organized by the university are publicly announced during application periods (e.g., on bulletin boards, the university website, Neptun messages). Admission to specific programs is based on application, and the pool of applicants and conditions are specified in the relevant call for applicants. The application and selection process are carried out by CIE-DIRD under the supervision of the Vice-Rector for Education and International Affairs.
- (10) In the calls for applications announced under the mobility programs, CIE-DIRD offers mobility opportunities supported by bilateral or international agreements. During the supplementary call for applications, only the remaining opportunities (places) can be applied for.
- (11) The call for applications must include a list of the documents to be submitted, the deadline, location, and method for submitting the application, the approximate dates of the oral/language interviews, and the academic, financial, and other conditions of the application.
- (12) Mobility coordinators are responsible for implementing the selection process for each program and publishing the results.
- (13) During their studies, students may apply for university-organized mobility several times. The total duration of a given mobility program at a given level of education is determined by the program regulations. In the case of programs providing financial support, applicants may not participate in mobility in the country of their citizenship or permanent residence. Students may apply for or commence a new period of study abroad if they have completed at least 15 credits or at least 5 courses during their previous period of study abroad. This rule does not apply in cases of force majeure/emergency.
- (14) The selection criteria are published by CIE-DIRD in the call for applications. If the selection process includes an oral/language interview, the interview committee shall consist of at least one lecturer, one representative of the Student Union, and the mobility coordinator.
- (15) Applicants must be notified in a timely manner, no later than three working days before the scheduled date, of any elements of the selection process that require their participation (e.g., oral/language interviews, etc.) and for which the location and time were not specified in the

call for applications. The notification shall be sent via the electronic application system, to one of the contact details provided in the application, or via Neptun message.

- (16) Applicants shall be notified of the result of their application via the electronic application system, using one of the contact details provided in the application, or via a Neptun message, and at the same time, students shall be made aware of their right to appeal. Information on the mobility awarded shall be made available to successful applicants.
- (17) The organizational unit coordinating the program must conclude a mobility contract with the successful applicants prior to their departure, which clearly sets out the obligations undertaken, the financial conditions, and the cases and rules for the repayment of any scholarships. An integral part of the mobility contract is the Learning/Mobility Agreement, which sets out the program that the student is required to complete at the host institution during their period of mobility abroad. The mobility program (specific subjects/courses, projects, research, etc.) is agreed upon by the sending and host institutions and the outgoing student.
- (18) Events requiring personal participation by students (e.g., oral interviews) will be conducted in the language in which student mobility takes place at the foreign institution.
- (19) In the case of mobility programs, mobility opportunities obtained in a given academic year cannot be carried over to the following academic year. Students must submit a new application, but the complete application documentation is acceptable. The application must be resubmitted in the correct format to comply with the current project year. Spending the two semesters of the same academic year on two different mobility programs abroad is only possible under the conditions specified by CIE-DIRD and subject to the availability of places.

2. Application requirements, evaluation criteria

4. §

- (1) In the case of outgoing student mobility under mobility programs, the application requirements and documents to be attached are specified in the relevant call for applications.
- (2) Only students who are not subject to disciplinary proceedings and who have not previously been subject to a disciplinary decision are eligible to initiate partial studies and establish guest student status.
- (3) After submitting applications, it is possible to supplement any missing information within 5 working days of receiving a request to do so. The mobility coordinator will notify the students concerned of this by email or Neptun message.
- (4) The evaluation criteria for submitted applications are specified in the relevant call for applications.
- (5) When evaluating applications, preference shall be given to:
 - a) who participated in an academic competition or scientific student conference;
 - b) who carried out demonstrator activities;
 - c) who participated in organizing and running programs for foreign exchange students, teachers, and guests;
 - d) who has performed mentoring duties, undertaken international volunteer work, or provided assistance through their professional activities;
 - e) is an outstanding participant in student public life.

- (6) Submitted applications will be evaluated by the program coordinators and any other persons specified in the call for applications by the deadline specified in the call for applications.
- (7) Applicants will be notified of the results of the application and further steps by email or Neptun message from the relevant mobility coordinator within 15 days of the decision being made.
- (8) The mobility coordinator nominates (designates) the student participating in study mobility to the partner institution.

3. Activities to be completed before departure for partial studies abroad

5. §

- (1) Activities for students before departure:
 - a) completing the host institution's application form;
 - b) if necessary, obtaining the certificate(s) for the visa;
 - c) registration for the semester of partial study to complete an active semester at both the University and the host institution;
 - d) notification of the responsible mobility coordinator and the responsible Educational Administrator (at the Registrar's Office) about the mobility by email, at least three weeks prior to departure;
 - e) make travel arrangements;
 - f) inform the coordinator of the host institution and the mobility coordinator referred to in Section 2(2) about travel-related information;
 - g) taking out compulsory insurance (health, baggage, and liability insurance, depending on mobility) for the entire mobility period;
 - h) coordinating studies with the deputy director of the education at the Institute, the relevant Registrar's Office, and the mobility coordinator, as well as applying for and obtaining approval for a reduced-time studies, if necessary;
 - i) submission of a preliminary request for subject recognition in accordance with Section 38/A of the SER;
 - j) contacting the coordinator of the host institution (agreeing on the exact dates of arrival and departure, booking accommodation/dormitory room);
 - k) preparing a planned list of subjects to be taken from the course catalogue available on the host institution's website or, if unavailable, from the printed course catalogue, completing and signing the Learning/Mobility Agreement, and sending it to the foreign partner;
 - l) signing the grant/scholarship agreement prepared by the mobility coordinator.
- (2) The University shall conclude a Learning/Mobility Agreement and a grant/scholarship agreement with successful applicants prior to the commencement of mobility. Both agreements must first be signed by the student, after which they shall be signed by representatives of the University. After being signed by the University, the Learning/Mobility Agreement will be sent to the host institution for signature.
- (3) Before signing the Learning/Mobility Agreement, the student is required to submit the following documents to the mobility coordinator:

- a) decision on a reduced-timetable study, if a reduced study load has been requested (can also be supplemented after signing the study contract);
 - b) a copy of the transcript certifying the average grade for all semesters completed in the given program, in Hungarian and English;
 - c) student status certificate;
 - d) preliminary subject recognition decision (can be supplemented after signing the study contract).
- (4) In the Learning/Mobility Agreement, the host institution undertakes to provide the student with the opportunity to complete the study plan/professional practice plan contained therein, and the student undertakes to fulfil the provisions thereof. The University undertakes to fully recognize the studies/professional practice completed abroad in terms of credit value in accordance with the relevant regulations of the University, provided that the plan is fulfilled. The agreement shall be drawn up in three original copies and may only be amended with the consent of all three parties.
- (5) Before concluding the grant/scholarship agreement, students must provide the mobility coordinator with the bank details necessary for the transfer of the grant:
- a) the name of the bank account holder;
 - b) the number of the bank account;
 - c) IBAN-code;
 - d) SWIFT-code;
 - e) type of currency regarding bank account;
 - f) the name of the bank, the bank office address (where the holder opened the bank account);
 - g) if the bank account holder is not the same as the mobility participant, the holder must declare in writing that he will provide the participant with full access to the transferred scholarship.
- (6) The grant/scholarship agreement shall be drawn up in three original copies based on the model agreement published by the organization coordinating the mobility program and the institutional grant agreement between the supporting organization and the University. One copy shall be given to the student, one to the mobility coordinator, and one to the university organizational unit authorized to handle the application.
- (7) Requirements for students during the mobility:
- a) Notify the relevant mobility coordinator upon arrival and send the Certificate of Arrival document by email within 5 days of arrival;
 - b) maintaining regular contact with the mobility coordinator via email;
 - c) monitoring domestic studies while completing studies abroad (keeping in touch with teachers, classmates, thesis supervisors).
- (8) Upon returning home, the student shall fulfil their reporting obligations and subject recognition obligations pursuant to Sections 38 and 38/A of the SER, as well as submit their final documentation, in accordance with the provisions of the grant agreement.

4. Study conditions, recognition of foreign studies

6. §

- (1) The total number of credits required for students participating in partial studies within the framework of outgoing student mobility programs is 15 ECTS per semester (based on the credit values of the host institution). If the host institution does not use ECTS, at least 5 courses must be completed abroad. The number of credits and courses to be completed for partial studies lasting less than or more than one semester shall be proportionally lower or higher, as specified in the Learning Agreement. The calls for applications for individual mobility programs may specify a higher minimum number of credits or courses to be completed.
- (2) Students who apply for and are granted a reduced-timetable study load are required to agree on the requirements of the subjects taken at the University with the lecturers responsible for those subjects before their departure [SER 37. § Section (11).].
- (3) Students conducting research (e.g., doctoral students) or writing a thesis during their partial studies abroad are responsible for finding assistant (supervisor or consultant) at the host institution who will confirm the student's acceptance with a letter of acceptance and will be able to provide the certificate specified in paragraph (8) at the end of the partial training.
- (4) Students who do not meet the conditions set out in paragraphs (1)-(3) may be excluded from mobility.
- (5) Courses completed by a student of the University during partial studies abroad and accepted by decision of the Institute's Study and Credit Transfer Committee (hereinafter: SCTC) shall be considered as if they had been completed by the student at the University. The method of subject recognition is governed by Sections 38 and 38/A of the SER.
- (6) Only subjects that have not yet been completed by the student at the University may be completed at a foreign university.
- (7) During their partial studies abroad, students must take and complete subjects that are compatible with their studies at the University. Subject substitution does not necessarily have to apply to the semester of partial studies abroad; permission may also be granted for the substitution of subjects in later semesters in accordance with the model curriculum. In the case of subjects included in the model curriculum, content equivalence is required in accordance with Section 38 (3) of the SER; in the case of optional subjects, subject-level equivalence is not required. The request for subject recognition must be accompanied by the Learning Agreement, a document certifying the completion of the subjects, and the certified subject syllabus. The request for subject recognition is free of charge for students participating in foreign partial study programs organized by the University, based on Annex 1 of the RSFB.
- (8) Within 15 days of completing the foreign study period, the student must submit documentation certifying the subjects successfully completed (or studies completed) at the foreign higher education institution and the study contract to both the program coordinator and the organizational unit that issued the call for applications. On this basis, the mobility coordinator shall verify whether the student has fulfilled the obligations set out in the study contract.
- (9) If the student has not obtained the minimum number of credits specified in paragraph (1), or does not fulfil the obligations specified in paragraph (8), or if the student's legal status as a student is terminated during the period of study abroad, they shall be obliged to repay any scholarship received for the partial study program in full or in part, and to reimburse the host institution for the tuition fees for the given semester. The amount to be repaid shall be

determined on the basis of the following criteria, based on the credit values of the host institution:

- a) the full amount of the grant for 0-3 ECTS credits, 50% of the grant amount for 4-6 ECTS credits;
 - b) An amount equivalent to one month's grant for completing 7-10 ECTS credits;
 - c) Upon completion of 11-14 ECTS credits, the student must repay an amount equivalent to half a month's support.
- (10) If the student is not required to take 15 ECTS credits but at least 5 courses, the repayment obligation shall be fulfilled as follows:
- a) the full amount of support in the case of completion of 1 subject;
 - b) In the case of completion of 2 subjects, an amount corresponding to 50% of the grant amount;
 - c) an amount equivalent to one month's support for completing 3 subjects;
 - d) if 4 subjects are completed, the student must repay an amount equivalent to half a month's support.
- (11) If the student's legal status as a student is terminated but the student has met the minimum requirements of the mobility program, the repayment rules based on the credit value/number of courses specified in paragraphs (9) or (10) shall apply.
- (12) The regulations governing repayment obligations detailed in paragraphs (9) and (10) may be deviated from in the regulations or individual contracts of the given mobility program.
- (13) If the student fails to fulfil the administrative obligations related to the closure and settlement of mobility specified in paragraph (9) by the deadline set by CIE-DIRD, he/she shall be obliged to pay the late fee specified in Annex 1 of the RSFB.
- (14) In the case of individually organized partial study, the authorization process for any student of the University is governed by Section 20 (1) of the SER. The student must submit the host higher education institution's authorization of admission to the institute's SCTC within 8 days of receipt.

5. Financial conditions

7. §

- (1) The financial conditions applicable to each program are set out in the call for applications and in the grant/scholarship agreement to be concluded with the student.
- (2) Since during the period of foreign mobility the student is enrolled as an active student at both the University and the host institution, the student must pay all fees prescribed by the University for its students (e.g., tuition fees), and the student is entitled to all the benefits available to students of the University. This rule applies only to students participating in foreign mobility before obtaining their pre-degree certificate.
- (3) Students who have any debts (financial or otherwise) to the University arising from foreign mobility are not eligible to take the final exam.

6. Extension of the period of mobility abroad

8. §

- (1) If the program allows it, students may request an extension of their period of mobility abroad

from the mobility coordinator. The extension of the mobility period must be approved by both the University, through the mobility coordinator, and the host institution.

- (2) In the case of programs involving financial support, the extension of the mobility period does not automatically entail a proportional increase in the partial scholarship; in this case, mobility can be achieved on a self-financing basis.

V. PROCEDURES FOR INCOMING MOBILITY

9. §

- (1) The university departments, their employees, and the academic staff shall be jointly responsible for the quality of mobility of students arriving at the University under inter-institutional agreements.
- (2) The mobility coordinator handles and checks incoming mobility-related administrative tasks. The relevant academic department deals with academic issues, while the University Dormitory Administration handles matters related to dormitories.

1. Incoming students

10. §

- (1) As stipulated in the inter-institutional agreement, the foreign partner institution shall nominate its students for the spring semester by November 15 and for the fall semester by May 31. Students may apply for the spring semester by December 1 and for the fall semester by June 15. The deadline may be modified in justified cases (e.g., if the sending institution selects students at a later date).
- (2) Based on the student applications received, the mobility coordinator responsible for incoming mobility shall notify the University Dormitory Administration (if the student requests dormitory accommodation) in accordance with Section 6 (7) of the Dormitory Regulations, and the relevant campus Study Department of the student's arrival and, at least 15 days before the start of the semester, forwards the data required for recording part-time students in the NEPTUN Study System to the Neptun Department of the Education Directorate.
- (3) The University shall assist incoming students in the following activities:
 - a) enrolment, registration and guidance on studies;
 - b) administrative procedures with the Immigration Office;
 - c) preparation of documents required for visa applications, information on accommodation options and insurance requirements;
 - d) providing information, organizing study work.
- (4) Upon arrival, the mobility coordinator shall inform the student of his or her obligations and rights for the semester. Foreign students shall maintain regular contact with the mobility coordinators during their stay at the University.
- (5) Upon the student's departure, the mobility coordinator shall issue documents certifying his/her participation in and completion of the mobility program for the period spent at the University. The campus Registrar's Office shall issue a Transcript of Records, which shall include the credits earned and the grades for the courses completed.

VI. MENTORING PROGRAM

11. §

- (1) In mentoring programs that support foreign students (e.g., Erasmus Student Network, Student Union of Hungary mentoring program, other self-organized mentoring programs), university students who are motivated to facilitate and assist their foreign peers in their daily lives can become mentors, thereby building their own international network, language skills, and careers.
- (2) Mentoring activities may be recognized by the University with subject credits or in other ways.

VII. FINAL PROVISIONS

12. §

- (1) These Regulations were approved by the Senate of the Hungarian University of Agricultural and Life Sciences by Resolution No. 143/2025 (VII.31.) adopted on July 31, 2025, It shall enter into force on August 1, 2025, and at the same time, the previous Partial Studies and Erasmus Regulations approved on February 1, 2021, shall terminate on July 30, 2025.

Gödöllő, 31 July 2025

Dr. Csaba Gyuricza
rector, chairman of the Senate