

STEP BY STEP GUIDE

FOR STAFF TAKING PART IN INTERNATIONAL MOBILITY PROGRAMMES FOR THE PERIOD OF THE CORONAVIRUS PANDEMIC

Dear Mobility Participant Colleague,

The following guide was created for higher education institutions' staff taking part in international teaching or training mobility programmes in Hungary.

Although the global situation is changing and each mobility participant may be in a different situation, we advise you to follow this guide in order to get a clear picture of the possible steps and solutions you can take.



I AM A STAFF MOBILITY PARTICIPANT
TO TRAVEL TO HUNGARY

Please, choose one from the following options
and consult the related information!

- 1 I am currently not in Hungary, **planning to travel to Hungary** with an awarded grant in this academic year. **My grant agreement or Letter of Award is already signed.**
- 2 I am currently not in Hungary, **planning to travel to my Hungarian host** this academic year. **My grant agreement is not yet signed, but I have an official notification of the awarded grant.**
- 3 I am currently **in Hungary** on my mobility period. **I would like to stay here and finish my mobility as planned.**
- 4 I am currently in Hungary and **about to interrupt my mobility** and travel home / I have interrupted my mobility and travelled home. **I intend to complete my workplan online.**
- 5 I am currently in Hungary and **about to interrupt my mobility** and travel home / I have interrupted my mobility and travelled home. **I will not be able to complete my planned activity even online.**
- 6 I have **interrupted my mobility** and travelled home. **I plan to travel back to Hungary to continue my mobility later**, thus I have not asked for *force majeure* assessment.
- 7 I am currently not in Hungary, **I have not started my mobility.** I intend to fulfil my whole mobility period online.





1

I am currently not in Hungary, planning to travel to Hungary with an awarded grant in this academic year. My grant agreement or Letter of Award is already signed regardless of the fact that I have already received the grant or not

- > According to current regulations, you must not travel to Hungary for an international mobility.
- > If you have already paid for travel or accommodation, you should first try to contact and ask reimbursement from service providers (you have to prove by emails that you have acted so)!
- > If you cannot or only partially can have reimbursement from service providers, you have two options:
 - a) You should ask for *force majeure* procedure from your contractor (with whom you have a grant agreement) in order to require the reimbursement of your costs incurred.
 - Please ask the *force majeure form* from your contractor. Your request has to be justified and fully documented (by invoices, certificates, statements).
 - and / or
 - b) You should consider postponing your mobility.
 - Please ask for contract modification from your contractor, it is an option for you.



2

I am currently not in Hungary, planning to travel to my Hungarian host this academic year. My grant agreement is not yet signed, but I have an official notification of the awarded grant

- > According to current regulations, you must not travel to Hungary for an international mobility.
- > If you have already paid for travel or accommodation before the announcement of the measures on international mobility programmes (before 16 March 2020), you should first try to ask for reimbursement from the providers (you have to prove by emails that you have acted so).
- > If you cannot get a full reimbursement from the providers, you have two options:
 - a) you should ask for *force majeure procedure* from your future contractor (with whom you will have a grant agreement) in order to require the reimbursement of your costs incurred.
 - Please ask the *force majeure form* from your future contractor. Your request has to be justified and fully documented (by invoices, certificates, statements).
 - and/or
 - b) You should consider postponing / rescheduling your mobility.
 - Please ask for contract modification from your future contractor (with whom you will have a grant agreement).
- > You can make any financial commitments only at your own risk and responsibility after the announcement of the measures on international mobility programmes (after 16 March 2020). Please consult your future contractor (with whom you will have a grant agreement) in advance.





3

I am currently in Hungary on my mobility period. I would like to stay here and finish my mobility as planned

- > If your mobility can be finished and there is a good chance to complete your workplan, you are entitled for the grant. Please monitor closely and follow the instructions and advices of the local authorities in Hungary.
- > If there is no reasonable way to travel back home, you should ask for extension of your grant period or extra grant from your contractor. Staying in Hungary without any resources should not be an option.
- > Please do not forget to ask for a mobility period certificate!
- > You are free to make decision on a possible interruption even later during this global pandemic, you do not have to worry, the current mobility scheme provides a stable framework for your mobility.



4

I am currently in Hungary and about to interrupt my mobility and travel home / I have interrupted my mobility and travelled home. I intend to complete my workplan online

- > You should contact your contractor as soon as possible, preferably via e-mail, and communicate your plans.
- > Full mobility grant can only be issued for the period spent in Hungary (proved by e.g. a mobility period certificate). A mobility grant cannot be issued for the period not spent in Hungary but we try to reimburse all your force majeure costs incurred. It is intended that you will not have any financial loss.
- > You do not need to make a financial statement on your mobility period in Hungary as you received a mobility grant.
- > The following steps should be taken if your situation has changed due to the state of emergency in Hungary and you would avoid any financial loss (e.g. you had to prepay for accommodation for the whole planned period or you had to buy flight ticket not planned or any other costs related to your forced travel home):
 - » It is intended that you will not have any disadvantage due to the participation in an international mobility programme. Please bear in mind that you cannot ask for reimbursement of any costs not related to the *force majeure situation*.

Steps to take:

- > You should contact your contractor (with whom you have a grant agreement) as soon as possible, preferably via e-mail, and communicate your plans that you intend to travel home / you have travelled home.
- > If you have extra costs related to travelling home that are not attributable to you (e.g. mandatory prepayment of your housing for a longer period, buying flight ticket not planned or any other costs):
 - » You should first try to ask for reimbursement from the service providers (you have to prove by emails that you have acted so).
 - » If you cannot get a full or partial reimbursement from the providers, you should ask for *force majeure procedure* from your contractor (with whom you have a grant agreement) in order to require the reimbursement of your costs incurred.
 - Please ask the *force majeure form* from your contractor. Your request has to be justified and fully documented (by invoices, certificates, statements).
 - You cannot ask for reimbursement of any costs already reimbursed by the providers.





4

- » The sum of approved *force majeure costs* and the grant calculated on your realised mobility duration might exceed the grant stated in your original grant agreement. It is intended that you will not have any financial loss due to the participation in an international mobility programme.
- » All *force majeure requests* will be evaluated individually considering individual circumstances, so please provide all relevant information.
- > If you can continue your workplan remotely by following teaching, training online and your Hungarian host can provide it, please do so.
- > It is important to clearly separate the physical mobility period in Hungary and the period of the virtual activities.



5

**I am currently in Hungary and about to interrupt my mobility and travel home / I have interrupted my mobility and travelled home.
I will not be able to complete my planned activities online**

- > You should contact your contractor as soon as possible, preferably via e-mail.
- > Mobility grant can be provided only for the Hungarian period of your mobility. Please ask for a mobility period certificate from your host university or organisation and file your documents about travelling home.
- > You do not have to make any financial statement about your stay in Hungary as it was covered by the mobility grant.
- > The following steps should be taken if your situation has changed due to the state of emergency in Hungary and you would avoid any financial loss (e.g. you had to prepay for accommodation for the whole planned period or you had to buy flight ticket not planned or any other costs related to your forced travel home).
- > If you have extra costs related to travelling home that are not attributable to you (e.g. mandatory prepayment of your housing etc.):
 - » you should first try to ask reimbursement from the providers (you have to prove by emails that you have acted so).
 - » If you cannot get a full or partial reimbursement from the providers, you should ask for *force majeure procedure* from your contractor (with whom you have a grant agreement) in order to require the reimbursement of your costs incurred.
 - Please ask the *force majeure form* from your contractor. Your request has to be justified and fully documented (by invoices, certificates, statements).
 - You cannot ask for reimbursement of any costs already reimbursed by the providers.
- and/or
- You should consider postponing your mobility, please ask for mobility starting date modification from your contractor.
- > Please do not forget to ask for a mobility period certificate from your host.





6

**I have interrupted my mobility and travelled home.
I plan to travel back to Hungary to continue my mobility later,
thus I have not asked for *force majeure* assessment**

- > You should inform your contractor about the interruption via e-mail.
- > We can provide mobility grant only for the Hungarian period of your mobility.
- > Considering the exceptional circumstances, the mobility may be realized in two parts. For the proper closing of such mobility you will need mobility period certificates for both periods from your host.



7

**I am currently not in Hungary, I haven't started my mobility.
I intend to fulfil my whole mobility period online**

- > As fully online mobilities cannot be granted in the current programme, you must reschedule your physical mobility.
- > Please consult your contractor (with whom you will have a grant agreement) and your host, there must be numerous flexible options.

**For more information please contact:
felsooktatas@tpf.hu**

