



- In Table B, the sending university (your university) has to approve of your courses by listing what the matching courses at your home university are. That way they acknowledge that the courses that you've chosen at the receiving university will count towards your degree at your home university, upon completion.

<i>Recognition at the Sending Institution</i>					
Table B Before the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution	
				<b>Total: ...</b>	
Provisions applying if the student does not complete successfully some educational components: <i>[web link to the relevant information]</i>					

- After that, you, your home university and the receiving university must approve of the learning agreement and all other arrangements, terms & conditions by signing the 'Commitment'-table.

<b>Commitment</b>					
By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.					
Commitment	Name	Email	Position	Date	Signature
Student			<i>Student</i>		
Responsible person <sup>20</sup> at the Sending Institution					
Responsible person at the Receiving Institution <sup>24</sup>					

## Regarding applications to Art-programs

- ▶ We would like to emphasize once more that everyone who applied to an Art-program at Budapest Metropolitan University will need to upload their portfolio, as well as all the other required information & documents.
- ▶ If you're having trouble uploading your portfolio, please notify us of your troubles via email and provide us with another way to access your portfolio (i.e. PDF-file, website link).
- ▶ Because our Art Faculty will have to approve of your portfolio before you can be accepted, you cannot be accepted if you fail to upload your portfolio on time.

## Regarding required documents

- ▶ Please make sure that your ID/passport is valid. Some of you have uploaded copies of ID's or passports that are expired or will expire before the end of the Fall-semester. We cannot accept your application if you do not provide us with a copy of a valid ID/passport.
- ▶ Please make sure that your health insurance is valid in Hungary (or simply in the entire EU) and that it's not expired. Some of you have uploaded proofs of health insurance that are not valid in Hungary (EU) or proofs of health insurance that are going to expire before the end of your mobility. We cannot accept your applications if your proof of health insurance doesn't meet these requirements.

## Acceptance letter

- ▶ Your acceptance letter will be sent after June 15th, provided that you've completed your application and submitted it.

## Other

- ▶ If you have any issues or questions that you'd like to ask us, we kindly ask you to please contact [erasmus@metropolitan.hu](mailto:erasmus@metropolitan.hu). In previous emails that we have sent out over the last few days, we got a lot of replies to the email itself despite our request to send your replies only to [erasmus@metropolitan.hu](mailto:erasmus@metropolitan.hu). We weren't able to always send our emails from that email address due to technicality issues. We offer our most sincere apologies for that.
- ▶ Do not forget to press the "submit button" after completing your application.

