

## Regarding courses/application website

- ▶ You can choose among the updated courses (new attachment to this e-mail)
- ▶ You do not have to fill in any 'study plan' on the application website as you have to use just the excel file and fill in your learning agreement based on this.
- ▶ Please pay attention that you choose from the course selection for the fall semester
- ▶ There will be a competitive course selection, therefore you will register for the courses on your own, you make your own schedule. Further info will be sent by the Student Information Centre of METU at a later stage.
- ▶ It may happen that you have to change your learning agreement like it is natural in every full time student's case as well (learning agreement – during the mobility section). In this case you have to fill in that part of the learning agreement and get the signatures again.
- ▶ You choose the courses, it can be both BA/MA courses as long as your university approves it.

## Regarding Art Courses

- ▶ You have to send us your portfolio as soon as possible the Art Faculty will make a decision about your acceptance based on your portfolio.
- ▶ The content of the portfolio is up to you.
- ▶ Any non-motion picture should be in a single pdf file. If you have any animation work, please provide a link for us.

## Regarding documents

- ▶ You have to upload exactly those documents what we asked for. Do not upload less or more.
- ▶ You do not have to translate the Transcript of Records, we will see your grades
- ▶ European Health Insurance Card/other health insurance is a MUST – it has to be valid for your mobility period.
- ▶ We cannot arrange you any health insurance here at Budapest Metropolitan University.
- ▶ Passport/ID – has to be valid and upload it in a good quality

## Regarding Dormitory

- ▶ Budapest Metropolitan University has dormitory option but with limited places for Erasmus students, we will let you know the details by the end of June.

### Regarding courses/application website

- ▶ All available courses are provided in the updated Excel-file previously attached
- ▶ The 'Study Plan'-section should be left empty, since we can already see the courses that you've picked in the Learning Agreement. You do not have to specify your courses anywhere other than your Learning Agreement.
- ▶ Please make sure that you're picking your courses from the Fall semester course list
- ▶ METU handles a competitive course selection. This means that you will apply for all your courses individually, and at a later stage you'll receive further information about your selections from our Student Information Centre.
- ▶ It may occur that you have to change your learning agreement during the semester. Should this occur, then you have to gather all necessary signatures again.
- ▶ The student is responsible for picking the courses that he/she wants to follow. If you are not certain whether you meet the requirements mentioned in our course list, please consult with your home university for their approval.
- ▶ The Learning agreement will be signed as soon as the applicant has finalized and submitted their application.
- ▶ The acceptance letter will also be provided when the applicant has finalized and submitted their application.
- ▶ If you need a visa and have finalized your application, please write us an email
- ▶ If you make any changes to your application, please do not forget to click the grey 'Save Changes'-button!
- ▶ If you've finalized your application, please do not forget to click the orange 'Submit'-button!

## Regarding documents

- ▶ The applicant has to upload all the documents specified in the application process. We do not require any other documents, not specified in our application platform.
- ▶ You are not required to translate your Transcript of records, as long as we can clearly distinguish your grades.
- ▶ European Health Insurance Card/other health insurance is a MUST – it has to be valid for your mobility period.
- ▶ Budapest Metropolitan University can not provide you with any sort of health insurance, it is the applicant's own responsibility to make sure they have adequate health insurance.
- ▶ Your Passport/ID must be uploaded in clear quality and also has to be valid.
- ▶ Always upload your documents to the application website. If you're having issues with uploading your documents to the website for whatever reason, please contact us via email and attach the documents that you couldn't upload.
- ▶ Some universities provide their students with their own Learning Agreement-format, not the Erasmus+ format. Please make sure that you know what the requirements are for Learning Agreements, and that your Learning Agreement contains all necessary information (we don't know if you're eligible for scholarships and such with any alternate Learning Agreement).

## Regarding Art Courses

- ▶ Students who applied for an Art programme are requested to upload their portfolio as soon as possible, because the Art Faculty will have to approve of every student's portfolio before they can be accepted.
- ▶ Please send us an email once you've uploaded your portfolio, so we can start checking it.
- ▶ If you're experiencing difficulties uploading your portfolio to the website, please provide us with an email through which we can access your portfolio.
- ▶ The content of the portfolio is up to you.
- ▶ Any non-motion picture should be in a single pdf file. If you have any animation work, please provide a link for us.
- ▶ The fact that you applied for an art-programme doesn't mean that you only have to upload your portfolio. You have to upload your portfolio, as well as all of the other required documents.
- ▶ If your portfolio is not up to standard, your application could be denied by the Art Faculty.

## Regarding Dormitory

- ▶ Budapest Metropolitan University has limited dormitory spots for Erasmus applicants. You will receive further information on the dorms' availability towards the end of June.

## Regarding Learning Agreements

- To be clear; you need to fill in every field of the general information at the top of the form:

Student	Last name(s)	First name(s)	Date of birth	Nationality <sup>1</sup>	Sex [M/F]	Study cycle <sup>2</sup>	Field of education <sup>3</sup>
Sending Institution	Name	Faculty/Department	Erasmus code <sup>4</sup> (if applicable)	Address	Country	Contact person name <sup>5</sup> ; email; phone	
Receiving Institution	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	

- After that, you will need to fill in the 'Before the mobility'-section of the Learning Agreement. First of all, you need to fill in the planned period of the mobility.
- Then, in Table A, you need to fill in all the courses that you wish to follow at the receiving institution, in which semester (spring/fall) you will follow those courses and how many ECTS credits the completion of those courses are worth. If the courses have a course code, you need to provide that as well on the left side of the table. Please also provide a weblink to the course list of the receiving institution, to validate that you're not applying to any 'fake' courses. This is what Table A looks like in the learning agreement:

Before the mobility				
Study Programme at the Receiving Institution				
Planned period of the mobility: from [month/year] ..... to [month/year] .....				
Table A Before the mobility	Component <sup>6</sup> code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue <sup>7</sup> )	Semester	Number of ECTS credits (or equivalent) <sup>8</sup> to be awarded by the Receiving Institution upon successful completion
				Total: ...
		Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant information]		

- 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.

Recognition at the Sending Institution				
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
				Total: ...

- 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.

***Commitment***

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.

## 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.

## General Information regarding the semester and deadline

- If you've been nominated for spring semester do not worry, we will provide you further information in Fall, so you will know about the process in time. We have sent out general emails to everyone but mainly for those who will start their studies in Fall semester. The requirements and the application will be just the same for those who applied for spring.
- The deadline is tomorrow (15.06.2018) but do not worry if you haven't uploaded every document yet, we will give you a little more time to complete your application.
- Make sure to upload everything and after the deadline we will provide the acceptance letter and the signed learning agreement. If you need it earlier for some reason (VISA) let us know and we are going to provide it.
- If you have any problem do not hesitate to contact us:

[erasmus@metropolitan.hu](mailto:erasmus@metropolitan.hu)

[tgadaci@metropolitan.hu](mailto:tgadaci@metropolitan.hu)

[kkilian@metropolitan.hu](mailto:kkilian@metropolitan.hu)

## General Information regarding registration/course selection

- *Student Information Centre* is going to send soon a general e-mail regarding the online registration, course registration, personal enrolment so please check your inbox in order to know every important pieces of information in time.
- Do not forget that you will need the following documents:
  - **Valid** Passport/ID Card
  - **Valid** Health Insurance card/Insurance certificate (valid for the whole mobility period) – we will check these documents.
- We have already issued the acceptance letters but if you find any mistake or you have any problem do not hesitate to contact us:

[erasmus@metropolitan.hu](mailto:erasmus@metropolitan.hu)

[tgadaci@metropolitan.hu](mailto:tgadaci@metropolitan.hu)

[kkilian@metropolitan.hu](mailto:kkilian@metropolitan.hu)

- The following course won't be available: **Research Methodology**, so those who have already choosen this course have to sign up for a different course for sure.