Dennis Gabor University
Joint Instruction No. 5/2026 (3 July 2026) of the Rector and the President on the Institutional Rules Governing the Erasmus+ Programme

Pursuant to Section 2(2) of the Organisational and Operational Regulations of Dennis Gabor University, having regard to the provisions of the Student Requirements Regulations concerning the Erasmus+ Programme, as well as the applicable programme documents of the Erasmus+ Programme and the institutional implementation guidelines issued by the Tempus Public Foundation, and for the purpose of establishing a uniform institutional framework for the implementation of the Erasmus+ Programme, the Rector and the President hereby issue the following

instruction:

CHAPTER I
GENERAL PROVISIONS

Section 1
Purpose of the Instruction

(1) The purpose of this Instruction is to establish uniform rules for the institutional implementation of the Erasmus+ Programme at Dennis Gabor University (hereinafter: the University), for the organisation of student and staff mobility activities, and for the related decision-making, allocation of responsibilities, operational, administrative, documentation and financial processes.

(2) Having regard to the programme documents governing the Erasmus+ Programme as amended from time to time, in particular the Erasmus Charter for Higher Education, the Erasmus+ Programme Guide and the relevant institutional implementation guidelines issued by the Tempus Public Foundation, this Instruction lays down the institutional responsibilities relating to the Erasmus+ Programme, the decision-making procedures and allocation of responsibilities, the principal rules governing student mobility, traineeship mobility, blended mobility and staff mobility, as well as the related documentation and information obligations.

Section 2
Scope of the Instruction

(1) The personal scope of this Instruction shall extend to all students of the University and to all members of staff employed by the University as lecturers, researchers, teachers or in other positions who participate in the Erasmus+ Programme or contribute to its organisation, implementation or administrative support.

(2) The material scope of this Instruction shall extend to institutional activities related to the Erasmus+ Programme, in particular to mobility, organisational, administrative, financial and other operational processes concerning students and members of staff employed as lecturers, researchers, teachers or in other positions.

Section 3
Processing and Transfer of Personal Data

(1) In the course of implementing the Erasmus+ Programme, the University shall process the personal data of students and members of staff for the purposes of preparing their participation in the Erasmus+ Programme, conducting the application procedure, nomination, concluding and performing the grant agreement, implementing, certifying and financially administering the mobility activity, and fulfilling the reporting and record-keeping obligations related to the Erasmus+ Programme.

(2) Where a person participates in the Erasmus+ Programme, the University may, for the purposes of preparing and implementing the mobility activity, transfer the participant's personal data, in particular, to the receiving institution, the host organisation, the Tempus Public Foundation, the European Commission and other organisations involved in the implementation of the Erasmus+ Programme.

(3) Personal data may be transferred to a third country or an international organisation only in accordance with the General Data Protection Regulation, in particular Chapter V thereof. Where personal data are transferred to a third country in respect of which no adequacy decision or appropriate safeguards are available, the transfer may take place only where the conditions laid down in the General Data Protection Regulation are met.

(4) Where a transfer of personal data to a third country is based on the data subject's explicit consent, such consent shall be obtained in a separate declaration prior to the transfer. The declaration shall specify the recipient of the personal data, the purpose of the transfer, the categories of personal data concerned, the destination country, and information on the possible data protection risks arising from the absence of an adequacy decision or appropriate safeguards.

(5) Student mobility activities shall include, in particular, study mobility, compulsory or voluntary traineeship mobility, and blended mobility programmes. (5) Detailed rules on the processing of personal data in connection with the Erasmus+ Programme are set out in the relevant privacy notice issued by the University.

CHAPTER II
GENERAL RULES ON STUDENT MOBILITY

Section 4
Eligibility for Student Mobility

(1) Under the Erasmus+ Programme, only students who hold an active student status at the University both at the time of application and throughout the entire mobility period shall be eligible to participate in studies at a foreign higher education institution, a traineeship programme or a blended mobility programme.

(2) A mobility period may commence no earlier than after the successful completion of the student's first active semester of higher education studies.

(3) Student mobility activities shall include, in particular, study mobility, compulsory or voluntary traineeship mobility, and blended mobility programmes.

(4) The duration of study mobility shall be between three and twelve months, while the duration of traineeship mobility shall be between two and twelve months, in accordance with the applicable rules of the Erasmus+ Programme.

(5) Applicants may combine different types of mobility activities, provided that the total duration of mobility undertaken abroad within the same study cycle does not exceed twelve months. Both funded and zero-grant mobility periods shall count towards this twelve-month limit.

Section 5
Credit Requirements

(1) In the Learning Agreement or Online Learning Agreement applicable to the mobility period, the student shall register for courses at the receiving institution with a total value of at least 20 ECTS credits.

(2) Successful completion of the mobility period shall require the student to obtain at least 15 ECTS credits.

(3) Where a student obtains fewer than 15 ECTS credits, but at least 10 ECTS credits, the student shall submit a written request setting out in detail the circumstances that prevented the student from fulfilling the credit requirement.

(4) The Academic and Student Affairs Committee, in consultation with the competent representatives of the receiving institution, shall examine the request and the circumstances relating to the student's academic performance. On the basis of the outcome of this assessment, the Committee shall determine whether the student is required to repay all or part of the Erasmus+ grant and, where applicable, the amount to be repaid.

(5) Where a student obtains fewer than 10 ECTS credits during the mobility period, the student shall be required to repay the full amount of the Erasmus+ mobility grant. In such cases, no request for equitable consideration or individual assessment may be submitted.

Section 6
Types of Financial Support

(1) Students may participate in the Erasmus+ Programme in one of the following forms:
a) as Erasmus+ grant holders, receiving financial support in accordance with the funding rules published by the European Commission; or
b) as Erasmus+ zero-grant participants, without financial support but enjoying the same academic and institutional rights under the Erasmus+ Programme as grant holders.

(2) Participation as a zero-grant participant shall not affect the student's academic, educational or institutional rights under the Erasmus+ Programme. However, no financial support shall be paid in such cases.

CHAPTER III
INSTITUTIONAL RESPONSIBILITIES AND ALLOCATION OF DUTIES UNDER THE ERASMUS+ PROGRAMME

Section 7
Responsibilities of the International Relations Office

(1) The International Relations Office shall be responsible for the operational coordination of the Erasmus+ Programme at institutional level, the organisation of application and mobility procedures, and the maintenance of the related documentation and records.

(2) The responsibilities of the International Relations Office under the Erasmus+ Programme shall include, in particular:
a) updating the content of the Erasmus+ website, in particular application forms, course descriptions and information relating to the academic calendar;
b) maintaining liaison with partner institutions, in particular with regard to nomination deadlines and the availability of placements;
c) administering the data of successful student and staff applicants;
d) maintaining records of accepted incoming students and transmitting their data to the Academic Affairs Centre;
e) maintaining records of and archiving reports and other documentation submitted by students and staff participating in mobility activities;
f) preparing the reports and other documents to be submitted to the Tempus Public Foundation, and submitting them for approval by the Rector and the President;
g) providing regular information to the University's students and members of staff on Erasmus+ application opportunities.

Section 8
Responsibilities for Academic and Financial Processes

(1) For the purpose of supporting the programmes of incoming students, the Director of Academic Affairs shall compile the list of available courses and shall ensure that the data of visiting students are entered into the University's electronic student information system.

(2) The Director of Academic Affairs shall be responsible for issuing the Certificate of Attendance.

(3) Validation of the Certificate of Attendance shall fall within the competence of the Vice-Rector for Education.

(4) Financial countersignature shall be provided by the Finance Director.

(5) The Finance Director shall be responsible for the accounting classification of invoices and for authorising payments.

CHAPTER IV
STUDENT APPLICATION PROCEDURE

Section 9
Call for Applications

(1) The International Relations Office shall issue the call for applications for student mobility and shall specify therein the application deadlines, the method of submission and the required application documents.

(2) During the spring semester, and no later than 28 February, the International Relations Office shall publish a call for applications for participation in the Erasmus+ student study mobility programme for the following academic year.

(3) Where the mobility places allocated by the Tempus Public Foundation are not fully filled through the regular application procedure, the International Relations Office shall publish a supplementary call for applications during the autumn semester of the following academic year, no later than 30 September, for study mobility to be undertaken in the spring semester of that academic year.

(4) The general call for applications shall be published in the Neptun Student Information System. The International Relations Office shall be responsible for initiating its publication.

(5) The call for applications and any supplementary call shall include at least:
a) the purpose of the call;
b) the duration of the grant available;
c) the deadline and method for submitting applications;
d) the procedure and timetable for the evaluation of applications;
e) the evaluation criteria;
f) the required application documents;
g) the type of mobility activity;
h) information on the available funding and the possibility of participation as a zero-grant participant;
i) the principal conditions governing the completion and certification of the mobility period; and
j) information on the eligibility criteria, conditions and application procedure for additional inclusion support.

(6) The deadlines for the submission and evaluation of applications shall be specified in the call for applications. Applications shall be submitted in the manner prescribed therein.

Section 10
Eligibility Requirements for Applicants

(1) A student may submit an application provided that he or she:
a) holds an active student status at the University during the semester in which the application is submitted;
b) has successfully completed at least one active semester by the commencement of the mobility period;
c) has no overdue financial obligations towards the University;
d) possesses language proficiency of at least B2 level required for the planned mobility, demonstrated by a language certificate, other appropriate evidence or an assessment conducted by the International Relations Office;
e) submits all documents required by the call for applications; and
f) undertakes to maintain active student status throughout the mobility period.

(2) Where an application is incomplete, the International Relations Office shall invite the applicant, on one occasion only, to remedy the deficiencies within a period not

exceeding eight days. If the application remains incomplete after the deficiency has been remedied, the applicant shall be excluded from the application procedure.

(3) The International Relations Office shall process the applications and prepare the preliminary ranking list.

Section 11
Evaluation of Applications

(1) The International Relations Office shall carry out the formal and academic evaluation of applications on the basis of the criteria established in advance and set out in the call for applications, taking into account the mobility places and funding allocated by the Tempus Public Foundation.

(2) Applications shall be evaluated according to the following criteria:
a) academic performance based on completed semesters as at the application deadline – 30%;
b) the applicant's motivation and the academic relevance of the proposed mobility – 30%;
c) the level and evidence of the language proficiency required for the mobility – 20%;
d) achievements in academic, scientific, professional or artistic competitions and other relevant professional activities – 10%;
e) community engagement, student representation activities or voluntary work – 10%.

(3) On the basis of the evaluation, the International Relations Office shall prepare a ranking list and make recommendations identifying applicants recommended and not recommended for funding.

(4) Where the International Relations Office considers an application suitable for support, it shall nominate the student to the partner higher education institution.

(5) Upon receipt of a positive response from the partner higher education institution, the International Relations Office shall submit the student's application together with its recommendation to the Academic and Student Affairs Committee. The Committee shall decide, on the basis of the submitted documentation, whether to approve or reject the application.

(6) Where the Academic and Student Affairs Committee rejects the student's application, the International Relations Office shall immediately arrange for the withdrawal of the nomination submitted to the receiving institution and shall notify the student thereof in writing.

Section 12
Documentation, Communication and Appeal of Decisions

(1) The Academic and Student Affairs Committee shall prepare minutes of the evaluation, including:
a) the names of the persons participating in the evaluation;
b) the number of applications submitted;

c) a ranked list of the applicants recommended for funding, indicating the receiving institution and the proposed semester of mobility; and

d) the date of the decision.

(2) The deadline for the evaluation of applications and the preparation of the ranking list shall be specified in the call for applications.

(3) Following the decision of the Academic and Student Affairs Committee, the International Relations Office shall notify the applicants concerned in writing within five working days of the evaluation.

(4) The notification shall include at least the outcome of the application, the type of mobility, the receiving institution, the funding conditions, and information on the subsequent steps.

(5) Successful applicants shall be nominated to the receiving institutions by the International Relations Office. Such nomination shall not replace the decision of the Academic and Student Affairs Committee awarding the grant, nor shall it exempt the student from concluding the grant agreement.

(6) A student may appeal against a decision taken in an Erasmus+ student matter in accordance with the provisions governing appeals set out in the Student Requirements Regulations.

Section 13
Acceptance, Amendment and Reallocation of Mobility Places

(1) Within 14 days of the date of the written notification, a successful applicant shall notify the International Relations Office in writing whether he or she accepts the awarded mobility place. Where the applicant declines the offer, he or she may submit a new application only in response to a subsequent call for applications.

(2) Any change to the awarded destination country or receiving institution shall be permitted only in exceptional circumstances and subject to a separate decision of the Academic and Student Affairs Committee.

(3) Where a mobility place becomes vacant as a result of a refusal or withdrawal, the International Relations Office may offer the place to the next applicant on the approved ranking list, provided that this remains possible in view of the nomination or application deadlines of the receiving institution. The change shall be approved by the Chair of the Academic and Student Affairs Committee, and the members of the Committee shall be informed thereof in writing by the International Relations Office.

(4) Where the withdrawal occurs after the nomination or application deadline of the receiving institution, the vacant mobility place may be included in the next application cycle.

CHAPTER V
PREPARATION AND IMPLEMENTATION OF MOBILITY

Section 14
Approval of Mobility and the Grant Agreement

(1) Students shall be responsible for selecting a study programme and courses at the receiving higher education institution that correspond to the academic field of the mobility activity, the field of study specified in the inter-institutional agreement with the partner institution, and the student's own academic progression. The selection of courses shall not constitute prior approval by the University for the recognition of credits or courses. Recognition of studies completed abroad shall take place after the student's return, in accordance with the Student Requirements Regulations and the University's rules on credit recognition.

(2) Successful applicants, as well as lecturers, researchers, teachers and other members of staff participating in the mobility programme, shall conclude a grant agreement no later than two weeks prior to departure, on the basis of which the financial support shall be paid.

(3) Where required by the receiving institution, the Director of Academic Affairs shall issue and certify an English-language transcript or certificate of studies (Transcript of Records) for the student.

(4) The International Relations Office shall be responsible for preparing the grant agreement for successful applicants and obtaining the necessary signatures. Following the conclusion of the agreement, the International Relations Office shall forward the relevant documents to the Finance Director, who shall arrange for payment of the grant in accordance with the grant agreement.

(5) Payment of the grant shall be conditional upon the conclusion of the grant agreement and the fulfilment of the prerequisites specified therein and in the call for applications.

Section 15
Course Registration and Examination Requirements

(1) Only students who hold active student status at the time of submitting their application and maintain such status throughout the mobility period may participate in Erasmus+ student mobility.

(2) In order to maintain active student status, the student shall register, through the University's electronic student information system, for at least one course offered by the University during the semester affected by the mobility period.

(3) During the course registration period for the relevant semester, students participating in studies at a foreign higher education institution under the Erasmus+ Programme may register for compulsory and elective courses offered by the University, which may be completed under an individual study arrangement.

(4) Students participating in the Erasmus+ Programme shall automatically be granted an individual study arrangement.

(5) Under an individual study arrangement, the student shall be exempt from compulsory attendance. The method of assessment shall be determined by the lecturer responsible for the course.

(6) Prior to the commencement of the mobility period, the student shall inform the relevant lecturers of his or her participation in studies abroad and shall agree in advance with them on the requirements for completing the relevant courses.

(7) In order to ensure satisfactory academic progress, the student shall endeavour to register for and complete as many University courses relevant to his or her programme of study as possible during the semester affected by the mobility period.

(8) Any assignments determined by the lecturer shall be completed in the manner and by the deadline specified by the lecturer, but no later than the last day of the teaching period. Where the student fails to consult the lecturer on the course requirements by the end of the fourth week of the teaching period, the lecturer shall not be obliged to assign individual coursework.

(9) A student shall obtain grades and credits for courses registered in the University's electronic student information system only if the relevant assessment requirements are fulfilled. Any academic consequences arising from failure to meet those requirements shall be borne by the student. In the case of practical courses, the method of assessment shall be agreed in advance with the lecturer.

(10) Participation in Erasmus+ mobility shall not exempt students studying on a self-funded basis from the obligation to pay tuition fees for the semester concerned. Tuition fees shall be paid in accordance with the applicable provisions of the Student Requirements Regulations, including the University's rules on fees and student benefits.

Section 16
Recognition of Credits and Courses

(1) Upon returning from the mobility period, a student may apply to the Credit Transfer Committee for the recognition of credits and courses completed at the receiving higher education institution, provided that the application is supported by the Transcript of Records issued by that institution and is submitted in accordance with the provisions on credit recognition contained in the Student Requirements Regulations.

(2) The receiving higher education institution shall issue a Transcript of Records certifying the studies completed by the student during the Erasmus+ mobility period.

(3) Following the student's return and upon receipt of the Transcript of Records, the student shall apply for the recognition of the previously approved courses by submitting an application addressed to the Credit Transfer Committee through the Academic Affairs Centre.

(4) The following documents shall be attached to the application for credit and course recognition:

a) the preliminary course recognition request or the Learning Agreement, signed by all parties;

b) the Transcript of Records issued by the receiving higher education institution, indicating the credits and grades obtained;

c) where available, documentation relating to the conversion of the academic results in accordance with the ECTS grading scale.

(5) The recognition of studies, traineeships and Blended Intensive Programmes (BIPs) completed abroad shall be governed by the Student Requirements Regulations and the University's rules on credit recognition.

(6) Students may apply for the recognition of credits obtained abroad at the end of the semester during which the mobility took place or during the designated credit transfer period of the first subsequent semester in which they hold active student status.

Section 17
Obligations of Students

(1) Prior to departure, the student shall familiarise himself or herself with the courses offered by the receiving institution, complete the Learning Agreement, and sign the grant agreement.

(2) The student shall complete the study programme specified in the Learning Agreement at the receiving institution and shall provide evidence thereof after returning by submitting the Transcript of Records.

(3) For the purpose of verifying the actual start and end dates of the mobility period, the University may require the student to submit a separate certificate issued by the receiving institution. Such certificate shall indicate, in particular, the date of arrival at the partner institution and the date of completion of the mobility period.

(4) Any amendment to the Learning Agreement shall require the prior written approval of both the sending and the receiving institution. Such amendments shall be recorded in the "During Mobility" section of the Learning Agreement or, in the case of an Online Learning Agreement, in the "Changes" section.

(5) Where a grant holder fails to fulfil, or only partially fulfils, the obligations set out in the Learning Agreement, the University shall be entitled to recover the grant in whole or in proportion to the extent of the non-compliance.

(6) Within 30 days of returning from the mobility period, the student shall submit to the International Relations Office the documents specified in the grant agreement and fulfil the other obligations set out therein, including, in particular, completion of the EU Survey.

(7) Upon completion of the mobility period, the student shall submit the Transcript of Records, the mobility report and the certificate confirming the mobility period. Following receipt of these documents, the International Relations Office shall notify the Finance Director to arrange payment of the remaining balance of the grant.

CHAPTER VI
RULES ON STAFF MOBILITY

Section 18
Mobility of Lecturers, Researchers, Teachers and Other Members of Staff

(1) The Erasmus+ Programme shall be available exclusively to students of the University and to lecturers, researchers, teachers and other members of staff who have an active employment relationship with the University. Members of staff who are on unpaid leave or serving their notice period shall not be eligible to participate in the Programme.

(2) Applications for Erasmus+ teaching mobility and training mobility may be submitted to the International Relations Office on a continuous basis. The International Relations Office shall examine the applications from both a formal and substantive perspective, verify compliance with the application requirements and assess the available funding.

(3) For information purposes, the International Relations Office shall notify the Academic and Student Affairs Committee of the staff mobility applications received and of its recommendation concerning them. Where the Academic and Student Affairs Committee raises no objection within eight days of receipt of the notification, the application shall be deemed recommended for support.

(4) As a general rule, applications shall be assessed in the order in which they are received. The assessment shall take particular account of the proposed timing of the mobility activity, its professional justification, its expected institutional benefit, the applicant's previous international activities, and the Erasmus+ funding available.

(5) The Rector and the President of the University shall decide jointly whether to approve or reject a staff mobility application. The International Relations Office shall notify the applicant of the decision.

(6) The International Relations Office shall coordinate the preparation and signature of the grant agreement and the initiation of payment of the grant. Following the mobility period, the member of staff concerned shall submit the required report and supporting documents. The International Relations Office shall archive those documents.

Section 19
Obligations of Members of Staff

(1) Members of staff participating in mobility shall conclude a Staff Mobility Agreement and sign a grant agreement.

(2) Members of staff shall fulfil the commitments set out in the Staff Mobility Agreement at the receiving institution, with particular regard to the duration of the stay and the professional activities undertaken under the agreement and, in the case of teaching mobility, the delivery of at least eight hours of teaching at the partner institution.

(3) Following their return, members of staff shall provide evidence of completion of the mobility activity by submitting a Confirmation of Attendance issued by the receiving institution.

(4) Within 30 days of returning, members of staff shall submit the documents certifying completion of the mobility activity to the International Relations Office and fulfil the other obligations set out in the grant agreement, including, in particular, completion of the EU Survey.

(5) In addition to the documents referred to above, the University may require members of staff participating in mobility to submit a professional report. The report shall describe, in particular, the extent to which the objectives of the mobility activity were achieved, consultations held with the partner institution with a view to promoting inter-institutional cooperation, and any potential opportunities for further cooperation.

CHAPTER VII
INTERNATIONAL TRAINEESHIPS

Section 20
General Conditions for Erasmus+ International Traineeships

(1) Where a student wishes to have an international traineeship completed under the Erasmus+ Programme recognised as a compulsory traineeship, the provisions of the Student Requirements Regulations governing compulsory traineeships shall apply with regard to the obligations relating to the traineeship, its objectives and the approval of the host organisation.

(2) The selection of and application to a suitable host organisation for an international traineeship shall be the responsibility of the student.

(3) An international traineeship may be commenced only by a student who is eligible to undertake a compulsory traineeship in accordance with the relevant provisions of the Student Requirements Regulations.

Section 21
Applications and Financial Support for International Traineeships

(1) Applications for Erasmus+ funding for international traineeships may be submitted throughout the year for mobility periods of between two and twelve months, subject to the availability of funding.

(2) The University shall transfer the awarded grant to the bank account specified by the student in the grant agreement, in accordance with the payment schedule set out therein.

Section 22
Submission and Evaluation of Applications for International Traineeships

(1) Applications shall be submitted electronically to the International Relations Office, together with the documents specified in the call for applications, by the deadline indicated therein.

(2) The application shall include the following mandatory documents:
a) evidence of language proficiency of at least B2 level in the language required by the receiving organisation;

b) a letter of motivation in Hungarian and in the language required by the receiving organisation;
c) a curriculum vitae in Hungarian and in the language required by the receiving organisation;
d) a letter of acceptance issued by the receiving organisation, duly signed by its authorised representative and indicating the proposed start and end dates of the traineeship;
e) the "Before the Mobility" section of the Mobility Agreement for Traineeships, duly completed and describing the traineeship programme in detail.

(3) On the basis of the preparatory assessment carried out by the International Relations Office, the Academic and Student Affairs Committee shall evaluate complete applications on a rolling basis.

(4) The International Relations Office shall keep applicants regularly informed of the outcome of the evaluation process.

Section 23
Conclusion of the Traineeship Agreement

(1) Following the decision to award funding, the student, the receiving organisation and the University shall conclude a Mobility Agreement for Traineeships no later than 14 days before the student's departure.

(2) Within five working days of the signing of the Mobility Agreement for Traineeships, the University shall conclude a grant agreement with the successful applicant. The grant agreement shall be signed by the student and, on behalf of the University, by the President.

(3) The University shall pay the grant in accordance with the terms of the grant agreement following its conclusion.

Section 24
Documentation Relating to International Traineeships

(1) Where a student wishes to have an Erasmus+ traineeship recognised as a compulsory traineeship, the student shall submit the cooperation agreement concluded with the host organisation to the organisational unit designated under the Student Requirements Regulations, no later than ten working days before the commencement of the traineeship.

(2) Where the student has registered for the traineeship course, the following documents shall be submitted no later than one week before the end of the teaching period:
a) the workplace supervisor's evaluation, in English, in paper or electronic form;
b) the student's written report, in Hungarian, submitted electronically; and
c) the student questionnaire, submitted electronically.

(3) The student shall prepare the report referred to in paragraph (2)(b) within seven working days of returning from the traineeship and shall submit it electronically to the International Relations Office.

(4) Any translation costs incurred in connection with the international traineeship, including those relating to the submission of the application, the completion of the traineeship and the preparation of the required documentation, shall be borne by the student.

CHAPTER VIII
BLENDED MOBILITY AND BLENDED INTENSIVE PROGRAMMES

Section 25
General Rules on Blended Mobility and Blended Intensive Programmes

(1) Under the Erasmus+ Programme, study mobility, traineeship mobility, teaching mobility and staff training mobility may also be implemented in the form of blended mobility.

(2) Blended mobility is a form of mobility combining a period of physical mobility abroad with a virtual learning, teaching or training component.

(3) The group-based form of blended mobility is the Blended Intensive Programme (hereinafter: BIP), which is a short-term international learning, teaching or training programme combining online and physical mobility components.

(4) BIPs may be organised for both students and members of staff.

(5) The physical and virtual components of BIPs shall comply with the applicable rules and requirements of the Erasmus+ Programme.

(6) The physical mobility component of a BIP shall last for a minimum of five days and a maximum of thirty days. The rules of the Erasmus+ Programme in force from time to time shall govern the virtual component and all other eligibility requirements.

Section 26
Applications for Participation in a BIP and Decision-Making

(1) Students and members of staff shall be responsible for identifying BIPs and blended mobility opportunities relevant to them. The International Relations Office shall provide information on calls and opportunities received from partner institutions.

(2) Applications for financial support to participate in a BIP shall be submitted to the International Relations Office. Applications may be submitted on a rolling basis, subject to the availability of mobility opportunities and Erasmus+ funding.

(3) The International Relations Office shall examine the applications from both a formal and substantive perspective, verify compliance with the eligibility requirements and assess the availability of Erasmus+ funding.

(4) In the case of student participation, the International Relations Office shall submit the application and the related documentation to the Academic and Student Affairs Committee for decision. The Committee shall decide whether to approve or reject the application.

(5) In the case of staff participation, the International Relations Office shall submit the application to the Academic and Student Affairs Committee for information. Where

the Committee raises no objection within eight days of receipt of the notification, the application may be submitted for decision.

(6) In the case of staff participation, the Rector and the President of the University shall jointly decide whether to approve or reject the application.

(7) In awarding financial support, particular consideration shall be given to the academic or professional relevance of the programme, its connection with the applicant's studies or duties, its expected academic, professional and institutional benefits, and the availability of Erasmus+ funding.

Section 27
Completion, Certification and Recognition of BIPs

(1) Students and members of staff participating in a BIP shall participate in both the physical and the virtual components of the programme and shall fulfil the requirements prescribed by the receiving institution and the Erasmus+ Programme.

(2) Participants shall provide evidence of successful completion of the BIP by submitting to the International Relations Office the certificate or other confirmation issued by the receiving institution.

(3) In the case of students, the recognition of academic results and credits obtained through participation in a BIP shall be governed, *mutatis mutandis*, by the provisions of this Instruction relating to study mobility and by the credit recognition rules set out in the Student Requirements Regulations.

(4) Where the University acts as the organising institution of a BIP, the programme specification shall separately define the academic content of the programme, its duration, the language of instruction, the target group, the number of credits awarded, the conditions for participation, and the method of certifying successful completion.

CHAPTER IX
FINAL PROVISIONS

Section 28
Final and Transitional Provisions

(1) This Instruction shall enter into force on the date of its signature.

(2) The provisions of this Instruction shall apply to Erasmus+ mobility activities and application procedures commenced after its entry into force. In respect of procedures pending on the date of entry into force, the provisions of this Instruction may be applied provided that such application does not adversely affect the student or member of staff concerned and does not conflict with the provisions of any grant agreement already concluded.

(3) Upon the entry into force of this Instruction, Instruction No. 2/2022 (29 April 2022) of the President of Dennis Gabor College on the Erasmus Regulations of Dennis Gabor College shall be repealed.

(4) Matters not regulated by this Instruction shall be governed by the applicable programme documents of the Erasmus+ Programme, in particular the Erasmus Charter for Higher Education (ECHE), the Erasmus+ Programme Guide, and the institutional implementation guidelines issued by the Tempus Public Foundation.

(5) Matters relating to student status, academic obligations, credit recognition, traineeships, appeals, and fees and student benefits shall be governed by the provisions of the Student Requirements Regulations.

(6) The International Relations Office shall prepare and maintain the institutional templates, model declarations and procedural guidance required for the implementation of the Erasmus+ Programme in accordance with the applicable rules of the Erasmus+ Programme, the guidance issued by the Tempus Public Foundation, and the provisions of this Instruction.

Budapest, 3 July 2026

Dr Krisztina Zimányi sgd.
Rector

Dr Ferenc Dietz sgd.
President