



Call for Applications for the Erasmus+ Learning Mobility Grant within and outside the EU for the Spring Term of the 2024/2025 Academic Year

Based on the Tempus Public Foundation ERASMUS+ higher education students mobility application for study purposes, the Department of International Relations, ERASMUS+ office (hereinafter: ERASMUS+ office) announces a student mobility for studies with the following conditions.

I. General provisions

- (1) The primary goal of the call for applications is to enable students to gain educational, linguistic and cultural experiences in another European country. Mobility for academic purposes should promote the student's academic progress and the development of his personal skills. ERASMUS+ students are exempt from paying tuition fees at the host institution.

II. Conditions of application

- (1) Students enrolled at BME are eligible to apply for an ERASMUS+ scholarship.
- (2) Eligible students
 - a) have Hungarian citizenship, or have a residence or residence permit in Hungary, or reside with refugee status and are studying for a diploma at the institution
 - b) have registered for a minimum of two active terms and have **gained minimum 52 credits** during their present or earlier studies. Exceptions: students of the **Faculty of Economic and Social Sciences, Faculty of Transportation Engineering and Vehicle Engineering, Faculty of Civil Engineering and the Faculty of Natural Sciences**, who have registered for a minimum of two active terms and have **gained minimum 28 credits** during their present or earlier studies.
 - c) **BSc students in electrical engineering of the Faculty of Electrical Engineering and Informatics** in the second term of their studies and participate in the German language programme at the time of their application. In their case, a conditional decision is made for the studies that can be continued at KIT in Germany, which becomes final at the end of the second term if the special requirements prescribed by the program for the student are fulfilled.
 - d) **BSc students of mechanical engineering at the Faculty of Mechanical Engineering** in the fourth term of their studies and participate in the German language programme at the time of their

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- application. In their case, a conditional decision is made for the studies that can be continued at KIT in Germany, which becomes final at the end of the fourth term if the special requirements of the programme prescribed for the student are fulfilled.
- e) have a minimum weighted grade point average of 3.0 in their last completed active term, except for students of the Faculty of Transportation Engineering and Vehicle Engineering (KJK).
 - f) have language knowledge required by a foreign host institution, verified by an existing language test certificate, for the studies to be carried out in the foreign host institution. **Minimum requirement: a level B2 complex language examination in the language of education at the time of application.** The status recorded in Neptun will be considered for all applicants, so no separate certificate has to be submitted. Please note, however, that it is the **applicant's responsibility to be fully informed** beforehand of the language requirements (possibly at a higher level/specific type of examination, etc.) and **the language of instruction required by the host institution.**
 - g) their academic results meet the criteria listed in point **VI.**
- (3) ERASMUS+ a study scholarship can only be awarded for the following activities carried out abroad:
- a) participation in a full-time higher education bachelor's or master's course, which may include a thesis/diploma leading to a recognized diploma or degree,
 - b) participation in full-time postgraduate training or research activities.
- (4) In line with the general provisions, the minimum duration of the foreign visit spent under the ERASMUS+ study programme (hereinafter mobility period) is 3 months (90 days), while the maximum is 12 months per study level for the entire training programme (24 months for a single-cycle programme), including the months used under the zero grant mobility regardless of its status or form, as well as the months spent on ERASMUS+ traineeship.
- For this call regarding the academic year 2024-2025, applications may be submitted only for the spring term, for a maximum of 6 months.** Applicants must have an active status at BME during the entire mobility period. A student graduating in the term of mobility must take into account the term period of the selected host university, because they can only receive a scholarship for the period during which they have an active status at BME.

- (5) During the mobility period, the student participating in the mobility is obliged to complete at least 15 ECTS credits or an equivalent research activity at the host institution every term. Out of the credits completed abroad, recognition of 10 credits is compulsory, except for graduating students (graduating student: graduates in the term of mobility and takes a final examination in the same term). Recognition is to be requested in Neptun with form 049 (analysis of subject equivalence for students returning from ERASMUS+ part-time studies).
- (6) Applicants may only choose from partner institutions with bilateral agreements with the Faculty where they will have an active status during the mobility term. The list of available partner institutions by faculty is available on the nki.bme.hu website.
- (7) Graduating Bachelor's students may only select institutions for their scholarship term where they can apply for both Bachelor's and Master's programmes in the given training programme. If changing programmes upon application, and they wish to participate in mobility under the new Master's Programme, they can only apply for a field of studies different from that of their Bachelor's programme if they have verified with the host institution in advance that they meet their entry requirements and are accepted. The BME ERASMUS+ Office is not in charge of this discussion with the host institution.

III. Content of the application

- (1) The application must include:
 - a) application completed in the Study Administration System (hereinafter: Neptun): form 764, application for ERASMUS+ study scholarship.
 - b) a language test certificate certifying knowledge of the language of instruction of the chosen foreign host institution (s) of the applicant. For all applicants, we can take into account the status recorded in Neptun, so proof of this is not necessary.
 - c) the applicant's CV in English and in the language of instruction of the chosen institution (s) in which they wish to continue their studies.
 - d) a letter of motivation written by the applicant, in general justifying the applicant's participation in studies abroad, in English and in the language of instruction of the chosen institution (s) in which they wish to continue their studies; in the motivation letter, briefly explain why you chose the indicated institution(s). Formal requirements for the motivation letter: one A4 page, description of the general motivation in one paragraph and one additional paragraph each on the reasons for the selection of the institutions in order (one cover letter is required fully in Hungarian, as

well as its translation(s) in the language of instruction of any selected institutions; for example, if the language of instruction is English in all the chosen host institutions, a Hungarian and an English motivation letter are required).

- e) the applicant's planned preliminary study or research program of at least 15 ECTS credits (use of the specified template document is mandatory) **per institution**, which includes the list of subjects to be completed abroad, selected from the host institution's offer.
- f) the documents certifying activities according to the point system specified in Paragraph **VI.** (1).
- g) **Master's students with their Bachelor's degree from a university other than BME and still without at least one completed term at BME** should enclose a certified copy of the credit book or register extract of their Bachelor's programme containing their weighted grade point average to the application. (In the absence of this, their application will be formally incorrect.)
- h) additional documents and certificates, the submission of which is not mandatory, but according to the student's judgment that they can receive extra points in the evaluation according to this call for applications.
- i) documents attached to the request can **only be submitted in PDF** format.

IV. Submission of the application

- (1) The ERASMUS+ learning mobility application must be completed and submitted **electronically in the Neptun system** (form 764, application for ERASMUS+ study scholarship) by 12:00 PM (noon) on 5 August 2024 (Monday). **Applications cannot be submitted after this deadline;** the NEPTUN application form will close at this time, and applications registered afterward will not be accepted. Late submissions will not be considered even if the application form remains open due to a technical error.
- (2) When submitting the electronic request, the applicant has the opportunity to indicate a maximum of 5 foreign higher education institutions. Among these institutions, the applicant must establish a priority order and mark the chosen institutions in descending order of priority.
- (3) During the application process, only those higher education institutions can be taken into account:
 - a) which provides a suitable range of subjects for the students of the applicant's given major,
 - b) the applicant can prove knowledge of the language of instruction at the

- level prescribed by the institution with a language test certificate.
- (4) After submitting the request, **it is not possible to fill in the gaps**, the applicant is responsible for the completeness and content of the form. If the applicant has provided incorrect information in their application, or if a decision has been made against the applicant that contains a final disciplinary penalty in accordance with Section 3 (1) Paragraph b)-d) of the BME Student Disciplinary and Compensation Regulations, then the student - under the scope of the penalty - may be excluded from the application.
 - (5) Applications for learning mobility are invalid if the applicant has failed to enclose the mandatory attachments as listed in the call for applications, in line with Paragraph **III** (1).

V. Evaluation of application

- (1) The evaluation of received ERASMUS+ student mobility for studies applications is carried out by the Faculty ERASMUS+ Committee (hereinafter: Committee) of the applicant faculty. In the case of students changing programmes, the Committee of the faculty where the student will have active status during the mobility will evaluate the application.
- (2) The members of the Committee are the ERASMUS+ coordinator appointed by the dean of the given faculty (hereinafter: Faculty Coordinator) and the president of the Faculty's Students' Representative Council or the student representative appointed by them. The Dean may add additional members to the Committee.
- (3) The ERASMUS+ Office will forward the submitted applications to the competent Coordinator by 8 August 2024.
- (4) The Faculty's Coordinator summons the Committee, whose members establish the ranking of applicants following the scoring system defined in Section **VI**. with the foreign higher education institutions assigned to them, and send this in an Excel sheet to the ERASMUS+ Office until **26 August 2024, at 12:00 PM**.
- (5) The application will be rejected as invalid if
 - a) the applicant has not fulfilled the conditions listed in Section **II**. (2),
 - b) the applicant has failed to meet the formal or content criteria of the application defined by the Committee or those defined by the Faculty,
 - c) the applicant submits an application with incomplete or inappropriate content.
- (6) The ERASMUS+ Office will publish the lists of applicants by faculty received as per Paragraph (4) as **preliminary results** on its website by **2 September 2024**.
- (7) Students contesting the **preliminary results** may appeal to the Faculty Coordinator **by 12:00 PM on 5 September 2024**. If the student does

not object to the first preliminary result within the deadline, the points received and the place at the institution are considered accepted. In this case the student may not lodge an appeal against the result. The Faculty will send the final results (taking any appeals into account) to the ERASMUS+ Office by **12:00 PM** on **9 September 2024**. The ERASMUS+ Office holds a consultation on **10 September 2024**, when the students not assigned to an institution in line with point f) of Paragraph VII. (4) shall contact the ERASMUS+ Office in person or electronically (email subject: *ERASMUS+ consultation*) to finalise their assignment or risk losing their eligibility, after which the ERASMUS+ Office will assign the so far unassigned applicants to institutions based on the list published as "*remaining ERASMUS+ places*". After the period, the ERASMUS+ office will publish the **final results** on its website.

Students not assigned to institutions, who have not listed five institutions in their application, will lose their right to consultation, and consequently it is advisable to list five selected institutions in the application, which can be in EU-member states and outside alike.

- (8) The ERASMUS+ Office will publish the **final** results on its website until **12 September 2024**, and the applicants will be notified with the closure of the Neptun application filed as part of the application.

VI. Scoring system

- (1) The performance of the applying students is evaluated based on the system of criteria detailed in the document titled "Unified scoring system for ERASMUS+ learning mobility applications at the BUDAPEST UNIVERSITY OF TECHNOLOGY AND ECONOMICS", which is in Appendix no. 1. of this Call for Applications.
- (2) Points can only be awarded for results and activities entered on the application form and supported by attached documents. The ranking of applications within each faculty will be based on the points awarded and the criteria set out in point VII.
- (3) The scoring system used to evaluate applications must be designed as a combination of the following scoring categories and their corresponding weighting factors within a given interval:
 - A.** Academic results (max. 50 points): based on the weighted grade point average of the last completed active term.
 - B.** Professional activities (max. 35 points)
 - TDK and OTDK ranking, special prizes, appraisal, participation
 - Publications
 - Conferences



- Demonstration work
- Other professional activity (except internship)
- C.** Language skills (max. 10 points)
- D.** Public life and sports activities (max. 5 points)
- E.** Priority is given to students who have not yet participated in ERASMUS+ mobility, granting them an additional 7 points.

VII. Application ranking principles for ERASMUS+ learning mobility

- (1) The faculty ranking is established based on the following steps:
 - a) the points achieved by applicants for learning mobility based on point VI. will be ranked in descending order,
 - b) preference will be given to applicants who have not yet participated in learning mobility,
 - c) in the event of a tie, the student with the better academic performance will be ranked first; if this is still not decisive, the score obtained for the professional activity will determine the final ranking.
- (2) Applicants ranked in line with para **VII.** (1) will receive a grant with respect to the budget available based on the decision of the institution's coordinator and faculty quotas.
- (3) Each learning mobility applicants shall be allocated a destination institution for their mobility from among the institutions they have indicated, in line with the following steps:
 - a) the established ranking must be followed strictly continuously,
 - b) for the next applicant, among the institutions indicated by them, the one for which there is still a free place and the one indicated by them with the highest priority must be selected.
 - c) If the student has indicated all five possible places, but the places of all institutions indicated that the places have been filled to the maximum, the applicant cannot be classified in any of the institutions. In that case, the applicant will keep their scholarship and their place in the faculty order, but will not be assigned to an institutional place.
 - d) The applicants awarded a scholarship and allocated to an institution may not change their institution ranking after the allocation. Students may not exchange the allocated institutions among themselves.
 - e) If nomination and application to a host institution fails due to lack of the appropriate language examination, the student may not be allocated to another institution (see para II. Conditions for application, point (2) d).
 - f) After the institutions have been assigned to the applicants, all applicants who received a scholarship but could not be assigned an institution due to point c) during the consultation is obliged to act according to point **V.**

paragraph (7). The applicant with a higher score on the list must still be given priority in the classification.

- (4) Applicants who do not wish to participate in the consultation or who renounce their scholarship during the consultation period will be automatically considered as having renounced their mobility.
- (5) Once the final results have been published, the awarded term may not be changed, i.e. one may not put off an awarded fall term until the spring term and the other way round.

VIII. Distribution of subsidized places between faculties

- (1) The distribution of subsidized places between faculties is determined by the Institutional Coordinator depending on the institutional framework, and the faculties are notified of this by email.

IX. Scholarship Determination

- (1) The **ERASMUS+ learning mobility amount** will be calculated in line with the country rates as specified by the Tempus Public Foundation. You can find out about the current national rates on Tempus Public Foundation's website. The Tempus Public Foundation reserves the right to change the scholarships in the interim.
- (2) ERASMUS+ Office transfers the grant amount in one instalment to the student's bank account in line with the conditions laid down in the Grant Agreement as specified in point **XI**.
- (3) For mobility grants outside Europe, the availability of the relevant visa is a precondition for payment.
- (4) If a student who has been awarded a study mobility grant fails to meet the requirements set out in the study contract, the sponsor has the right to claim back the full amount of the grant, or, if the student meets the requirements only in part, the sponsor has the right to claim back a proportional part of the grant in line with the following:
 - a) Settlement of uncompleted credits for students returning home from ERASMUS+ student mobility for studies:

Number of completed credits	Refundable grant amount in %
0	100
1	80
2	80
3	80
4	70

5	60
6	60
7	50
8	40
9	40
10	30
11	20
12	20
13	10
14	0

- b) The scholarship is calculated based on daily rates. A deviation of 5 days is allowed for the entire duration of the term. If a student spends a time shorter than that specified in the Grant Agreement with the host institution, they will have to refund an amount of the grant proportionate with the period lost. The actual (realized) duration of the mobility can be found in the " Transcript of records " or " Learning Agreement After mobility " or the " Letter of Confirmation for Studies " documents must be verified after the end of the mobility.
- (5) A student may receive a study scholarship for a maximum of one term during a mobility period. The Committee may at its discretion make an exception to this but only in case the bilateral agreement with the given institution is for a mobility period of an entire academic year (e.g. for participants of dual degree programmes).

X. Legal remedy

Students, who contest the preliminary result may announce their complaint for the Faculty Coordinator until **12:00 PM on 5 September 2024**. If the student does not object to the first preliminary result within that date, the points received and the place at the institution are considered accepted. In this case, you cannot file an appeal against the result.

XI. Procedure and rules of contracting

- (1) The grant recipients shall enter into a Grant Agreement until the date set by the ERASMUS+ Office. In case of failure to sign the Agreement, the student loses the opportunity to participate in the program.
- (2) ERASMUS+ Office will make the formal requirements of said agreement available to the students after the publication of Tempus Public Foundation.

- (3) The student is responsible for the accuracy of the mandatory elements of the Grant Agreement. Apart from personal data and those defined by Tempus Public Foundation, the grant recipient shall also specify the account number, IBAN, and SWIFT code for their own EUR account kept with a bank in Hungary in the contract. As a significant part of data will be accessed through Neptun, it is students' responsibility to ensure the correctness of their data in Neptun.
- (4) In the Grant Agreement for learning mobility, apart from the details of the host institution, the student will also add the start and end dates of the mobility period based on the information from the host institution (e.g. acceptance letter, academic calendar, etc.). The ERASMUS+ Office is entitled to check the accuracy of this period at any time. In case of misuse, the winning student may be obliged to repay the partial scholarship. If there is a difference of more than 5 days compared to the eligible period after the completion of the mobility, the grant for the non-verified days will be refunded retroactively.
- (5) The Grant Agreement enters into force after signing. It may only be amended in case of a force majeure, the lengthening of the mobility period or an early return.
- (6) For mobility grants to countries subject to visa requirement, the availability of the visa is a precondition for payment.
- (7) Payment is subject to a Learning Agreement for Studies document signed by all three parties (student, faculty Erasmus+ coordinator and host institution) and uploaded to Neptun to form 075. In the Learning Agreement for Studies document, the Faculty will approve of a list of subjects related to the degree programme, with a maximum of one language subject per 15 credits. These subjects shall be agreed upon in advance for contracting, with the faculty Erasmus+ coordinator. More than one language subjects may be included after a minimum of 15 credits if it is justified by the student's existing level of language proficiency (i.e. it is a subject for a higher level of language proficiency or a language subject for which no exam has been taken yet). Exception to the requirement of three signatories can only be made if the host institution confirms it in writing that they will not sign the agreement before the start of the term and this written statement is uploaded to form 075.

XIV. Subsequent cancellation of a winning application

- (1) It is not possible to change the place awarded by the student who won a place after the classification.
- (2) In case the student becomes unable to travel, they have to notify the Erasmus+ Office to that effect without delay in email to erasmus@bme.hu

- (3) If the awarded student is not an active student of the BME on the day following the last day of the registration week of the study term during the study mobility period, or if they subsequently request that this term be declared a passive one, they lose the right to participate in the ERASMUS+ programme concerned and must immediately notify the ERASMUS+ Office in writing. The terms and conditions of the application of the Tempus Public Foundation and the scholarship agreement between the student and the BME apply to the repayment of scholarships that have already been paid to him.
- (4) Winning students may withdraw from mobility in the spring term by writing to erasmus@bme.hu by 1 November of the current year. If the student fails to meet this date and cannot claim a force majeure, they will be automatically excluded from any other application managed by the Department of International Relations for that training programme.

XV. ERASMUS+ Supplementary grant

- (1) Students participating in an Erasmus+ mobility program abroad may apply for the following supplementary grants:
 - (a) financial support promoting equal opportunities
 - (b) supplementary financial support for students with disability or chronic illness.
- (2) Call for applications for supplementary grant is published once every term on the ERASMUS+ Office website.
- (3) These applications are to be submitted by the announced deadline of the given term, before the students start their mobility programme.

XVI. ERASMUS+ Green travel supplementary grant

- (1) If students in Erasmus+ mobility choose a sustainable mode of travel between their country/city of departure and city of host institution, they may apply for an additional EUR 50 support.
- (2) This supplementary grant for green travel is only available if at least 50% of travel is sustainable in at least one direction between the country/city of departure and city of host institution.
- (3) Sustainable modes of travel: train, bus, bicycle, carpooling.
- (4) The Declaration of green travel available on the website must be completed before the mobility, and the travel documents must be



submitted within two weeks after the mobility period. Tickets and receipts demonstrating green travel shall be submitted after the mobility. The dates on the tickets must match the mobility period (+/-5 days).

XVII. Further provisions

- (1) The ERASMUS+ office is obliged to provide further information about the application at the address erasmus@bme.hu, as well as to publish all additional information and documents on the University's website, especially the list of foreign institutions participating in the ERASMUS+ program that have signed bilateral agreements with the BME. If the mobility is cancelled due to the partner institution's fault, the student may apply for an ERASMUS+ traineeship placement for the same term or apply for a learning mobility later, taking into account the list of remaining places.
- (2) By submitting the application, the applicant consents to the processing of their personal data in compliance with the provisions on data management set out in Articles 18 and 19 of Act CCIV of 2011 on Higher Education, Act CXII of 2011 on Informational Self-determination and Freedom of Information; and the data protection regulations in force at BME.
- (3) Applications that bypass the procedure described in this call for application will be excluded.
- (4) For the entire application period and during the mobilities, only inquiries received at the official erasmus@bme.hu e-mail address are considered official inquiries. All further contact information will be ignored by the ERASMUS+ office.



APPENDIX 1.

*Unified scoring system
for ERASMUS+ learning mobility applications
at the BUDAPEST UNIVERSITY OF TECHNOLOGY AND ECONOMICS*

Erasmus+ scholarship may be applied for in line with the Erasmus+ call for applications.

When submitting your application, please observe the following:

- **Students may only apply for scholarships in line with their actual training programme.** Exception: students applying in the last term of their bachelor training programme. They may apply for a scholarship for a master training programme in case they have been admitted and enrolled to one of the faculty's master programmes. Following consultation with the host institutions, students in the single-cycle programmes of the Faculty of Architecture may apply for either BSc or MSc depending on their progress in the programme: BSc up to the 6th term, MSc thereafter.
- **Only certified performance can be assessed** for scoring; kindly **enclose** all relevant documents (copy of language examination certificate, other certificates). **No additional documents can be submitted after the application.**
- Incomplete applications will be rejected.

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SCORING SYSTEM

A maximum of 100 points can be awarded as follows:

I. Academic results (max. 50 points)

The weighted grade point average of the last completed term will be considered for our Bachelor's, Master's, and single-cycle students.

mean value	3.0	3.1	3.2	3.3	3.4	3.5	3.6	3.7	3.8	3.9	4.0
Score	30	31	32	33	34	35	36	37	38	39	40

mean value	4.1	4.2	4.3	4.4	4.5	4.6	4.7	4.8	4.9	5.0
Score	41	42	43	44	45	46	47	48	49	50

The faculties reserve the right to stipulate a minimum mean value as a criterium.

Minimum requirements at the faculties:

- **ÉMK, GPK, ÉPK, VBK, VIK, TTK, GTK** students with a minimum weighted grade point average of **3.0 in the last completed active term** are eligible to apply.
- **There is no minimum requirement for KJK students.**

Applications from students with a lower grade point average than the required minimum will automatically be rejected.

Master's students with their bachelor's degree from a university other than BME and still without at least one completed term at BME will have their points calculated based on the academic results of their Bachelor's training. These applicants are requested to enclose a certified copy of the credit book or register extract containing their **grade point average** to the application. In the absence of this, their application will be formally incorrect.

II. Professional activities (max. 35 points)

The evaluation of the professional activities covers the applicants entire work to date. We will not distinguish between the training levels (BSc and MSc).

In case the student has OTDK and TDK rankings alike, the scores will be added but only if the subjects of the two papers are different, and the same goes for special awards, commendations and participation as well. In case the subjects are the same, the category with the higher score will be considered.

Activities		Score
OTDK - TDK	OTDK (1st, 2nd or 3rd place)	maximum 20 – 15 – 10
	TDK (1st, 2nd or 3rd place)	maximum 10 – 8 – 5
	OTDK / TDK special award	maximum 10 / 5
	OTDK - TDK's commendation	maximum 8 / 4
	OTDK / TDK participation	maximum 6 / 3
Publication	Book	maximum 15
	Part of a book or chapter	maximum 10
	University course book	maximum 7
	Article in a journal (attach declaration of acceptance)	maximum 10
	Article published in or approved for an international conference volume	maximum 5
	Paper in an internal (not nationally distributed) publication	maximum 3
Conferences	Presentation at an international conference	maximum 7

	Poster at an international conference	maximum 3
	Presentation at a domestic conference	maximum 5
	Poster at a domestic conference	maximum 3
Demonstrators	Seminars	Max. 5, max. 10 per term
	Other	Max. 4, max. 8 per term
Other professional activities	Presentation at a course, preparatory course, lecture series, workshop or seminar, management of a study group	0 – 3 per time, max 10
	Other faculty/non-faculty academic, organisational or scientific activity (e.g. college of advanced studies)	0 – 3 per time, max 10
	Place at a case study / academic / study contest (local, national, international)	maximum 7
	Patent	maximum 15
	Other professional activity (except internship)	maximum 4
	Performance achieved as a student of the German language programme (separate headcount) ¹	maximum 30

¹Students of the German language programme are only entitled to the preferences promised by the course (special curriculum, simplified course enrolment, dormitory accommodation during their studies abroad, delayed start of term after returning home) if they are still students of the German language programme at the time of departure and meet the special requirements of the programme.

III. Language skills (max. 10 points)

Degree	Score
Advanced level specialised language examination (C1, C2 complex) or	10
General advanced level language examination (C1, C2 complex)	10
General or specialised intermediate level language examination (B2, complex) from a second language (other than the course language)	5
General or specialised intermediate level language examination (B2, complex) from any further languages (other than the course language)	5

IV. Public life and sports activities (max. 5 points)

Please request a statement from the leader of the relevant organisation to verify your public activities or the HK/EHK chairperson as the leader of the university's voluntary groups. Enclose this certificate as an attachment.

Activities	Activities for at least one term
Student representation mandate as a representative and official, as well as membership with consultative rights	Maximum 5 points
Mentoring activities	Maximum 5

	points
Activities as an instructor	Maximum points 5
Event organisation	Maximum points 5
HKT (student foreign affairs body) activity	Maximum points 5
Activities in the faculty voluntary groups	Maximum points 5
Other activities in an organisation within or outside BME	Maximum points 5
Outstanding sporting achievement during the university; the best result may be considered	Maximum points 5

RANKING

Applications will be ranked on the basis of the points scored and the ranking principles set out in point VII of the Call for Proposals:

- a) preference will be given to applicants who have not yet participated in learning mobility and will thus be given +7 points

In the event of a tie, the student with the better academic performance will be ranked first. If this is still not decisive, the score obtained for the professional activity will determine the final ranking.

FURTHER REMARKS

When designing their study plans, the winning applicants are requested to consider if they wish to have the given subject recognised at BME. Any subject may be recognised as an elective one; in all other cases (for compulsory or compulsory elective subjects) it is advisable to agree *in advance* with the BME instructor of the same subject. Your intention of subject recognition must be recorded in a preliminary recognition application and approved by the BME lecturer of the subject.



Recognition process is as follows: Recognition of an elective subject: 1 application using **form 049** in Neptun with the transcript attached. One application per subject when you are applying for the recognition of equivalence with a BME subject.

- Credits earned during Erasmus+ mobility may only be recognised in a Neptun form 049. Any other applications will be rejected.

A minimum of 10 credits of those earned during Erasmus+ mobility shall be submitted for recognition, except for graduating students.