



Semester abroad - guide



Essential Information and Practical Tips on the
Pannonia Scholarship for Óbuda University Students
Going Abroad for a Semester *

*Please note: A semester abroad is not available for Stipendium Hungaricum students.

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Preliminary information



The current call for applications can be found at
<https://uni-obuda.hu/pannonia-scholarship-programme>.

Read it before submitting your application.

Please note: A semester abroad is not available for Stipendium Hungaricum students.

IMPORTANT INFORMATION:

- The purpose of a semester abroad is to earn **credits**.
- When applying, you must provide proof of **at least B2-level** language proficiency in the language of study, regardless of the requirements of the host institution.
- You must have **active student status** at the time of application (and during the mobility) at Obuda University and tuition fees at Obuda University must be paid during your mobility (in the way specified in the Student Requirements System).
- You must have completed **at least one semester** (including MSc students).
- You need to register for the application at <https://mobility.uni-obuda.hu>.
- Applications for semester abroad mobility can only be submitted **during the announced periods**, which are always communicated on **our website**.
- When starting your application, the system will automatically suggest partner universities with valid agreements in your field of study. Before finalizing your choice, make sure the selected university actually meets your goals. *You can find selection criteria on the following page.*

What to consider when choosing



- **Can you find courses in your field worth 30 credits?** If you're unsure about the courses you've selected, ask your **faculty coordinator** for guidance.
- **What language are the courses taught in?** Mostly English, but check the course list on the website of the possible host university to see which courses are offered in which language.


- **When does the semester start and end at the host university?** The start and end dates of the semester can be found on the partner universities' websites (Academic Calendar) and should be considered when planning the mobility period and your travel. In some countries, the semester starts and ends later than at Obuda University—for example, starting in October instead of September, or in April instead of February. The final start and end dates will be provided by the host institution in the Letter of Acceptance after your nomination.

This information may also become clear after the nomination, but if you need to cancel for the reasons above, it may no longer be possible to secure a place at another partner university in the selected semester. That's why it's important to get informed in time.

IMPORTANT: You can indicate a maximum of 3 host universities in your application.



Preliminary research on the partner university's website is the applicant's responsibility.



URL of the
application
system:



[https://mobility.
uni-obuda.hu](https://mobility.uni-obuda.hu)

2.

Submitting application

Documents to submit in the system when applying:

- Active student status certificate (certified by the Student Office)
- Transcript of credits **in English** - (certified by the Student Office)
- CV in English (EU CV recommended)
- Document proving B2-level language proficiency in the language of study

IMPORTANT: Applications for a semester abroad are only accepted until the deadline specified in the current call for applications.

You can also apply for additional support on an equal opportunities basis when applying. The required documents must be uploaded **during the application** using the templates available in the system.



Application evaluation

1. Formal evaluation

After the application deadline, the Mobility Office checks whether the applications meet the formal requirements. If they do, the system will notify you of your application's acceptance. If any documents are missing, you will also be notified and can submit the missing documents within 5 days.

IMPORTANT: If the missing documents are not submitted on time, your application will be rejected.

2. Academic evaluation

The faculties decide on the acceptance of applications based on academic criteria, after which nominations to partner universities take place.

IMPORTANT: If more students apply to a partner institution than the number of available places in our agreement, applications will be evaluated in the order of submission.

3.



Nomination, application at the host university

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✓ What is nomination?

Nomination means that the Óbuda University Mobility Office officially informs the partner university that you have been awarded a scholarship and wish to participate in a semester abroad there. It's like being "recommended" to the host institution.

✓ Documents to be sent to the partner university

After the nomination, the partner university will contact you and request the necessary documents (these may vary between institutions, e.g., filling out an application form, providing proof of language proficiency, Learning Agreement, etc.).

IMPORTANT: Make sure to meet the deadlines set by the partner university.

What is a Learning Agreement?

A Learning Agreement is an official document that lists:

- Which courses you will take at the host university ("Table A")
- And how these courses will be recognized by Óbuda University ("Table B")

Who signs it?

1. **You, the student,**
2. **the faculty (!)**
coordinator at Óbuda University and
3. **the coordinator at the host university**



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Important! It is recommended to enroll in courses worth 30 credits, and a minimum of 20 credits is expected to be completed during the semester abroad. If you complete fewer than 15 credits, you will be required to repay a proportional amount of the scholarship.

Where can you find the **Learning Agreement** document?
The template can be downloaded from the application portal.

Once you have submitted all the required documents to the partner university, they will issue the **Letter of Acceptance**, which confirms that you can spend the next semester there and provides **the official start and end dates** of the mobility. The agreement can only be signed after the Letter of Acceptance has been received.

You can read about the other required documents in the next chapter.



Learning Agreement at Mobility for Studies

General information

Department	Nationality	Gender [Male/Female]	Level of education (EQF level)
Budapest			
City		Country	Contact person name
	Budapest	Hungary	
City		Country	Contact person name; p
Main language of instruction] that the student already has or agrees to require b			
the study period is:			
B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>			

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Grant agreement

The Pannonia grant agreement will be prepared once you have uploaded the required mandatory documents to the application system:

- The **Letter of Acceptance** from the host university (**important: the mobility start and end dates** must be entered in the application system according to the dates shown on this document)
- The **Learning Agreement** signed by all three parties
- The **053 Neptun declaration**, signed and stamped by the Study Office
- A copy of health and travel insurance covering the full duration of the mobility

IMPORTANT: The scholarship is transferred in HUF, so you must provide a Hungarian bank account number (Obuda University cannot transfer HUF to a Revolut account, for example).

What happens next?

*Once you have uploaded everything, a staff member of the Mobility Office will review your documents and, if necessary, request corrections. If everything is in order, the contract will be generated and you will receive a notification. Print it out, double-check that your data is correct, sign it with a **blue** pen (including the data protection declaration), and send it by post to the address of the International Mobility Office (1034 Budapest, Bécsi út 122-124). You can also hand it in at the reception of this building in a sealed envelope.*



TIP: Before going abroad, request an individual/special study schedule from your faculty's Study Office, which exempts you from the mandatory class attendance in Hungary.





Scholarship and payments

LET'S DO
THE MATH

- **Within 30 days** after signing the agreement, 80% of the scholarship is transferred.
- The second installment (20%) is paid after returning home, once the closing documents have been uploaded and approved.

Scholarship amounts:

- Group I countries: HUF 400 000 per month
- Group II countries: HUF 375 000 per month
- Group III countries: HUF 350 000 per month
- The scholarship is calculated proportionally based on the duration and the number of days spent abroad.

You can check which country group your chosen destination belongs to in the call for applications at <https://uni-obuda.hu/pannonia-scholarship-programme/>

Important: the scholarship can be granted for a maximum of 150 days.

The calculation is based on counting every full month as 30 days, regardless of whether the month has 31 or 28 days.

The additional support requested during the application will be paid together with the scholarship: 80% upon signing the agreement and the remaining 20% after the mobility is completed. The amount is HUF 40,000 per month, calculated proportionally.

Important: You may need to provide pre-financing.

What can I spend the scholarship on?

You do not need to account for expenses in detail.

You can use the money for your flight, accommodation, meals, etc.

The important thing is to complete the **planned duration** and **earn the required number of credits**.

*You can find more related information in the **next chapter**.*

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During mobility

- Within 15 days of arriving abroad, you must upload the **Certificate of Arrival signed by the host university** to the application portal. The required template can be downloaded from the system.
- Don't forget to take professional photos, as you will need to attach them to your final report. It's a good idea to have a few pictures of yourself **studying, working on a project**, or participating in any relevant activities.
- It's important to successfully complete the courses you committed to and **earn the required number of credits**. Ask your host coordinator or instructors for help if you're unsure about anything!
- Make the most of the opportunity: build professional connections, meet new people, and make friends with other students. The more you participate in social, cultural, or professional activities, the more you'll gain from this experience.
- And above all, **have fun**—explore the city, the university, and the local culture! Mobility is not just about studying; it's also about enriching yourself with experiences, knowledge, and connections.



QUOTES FROM STUDENT EXPERIENCE REPORTS



"Through the Pannonia program, I participated in several organized events, such as city tours, cultural evenings, and sports days. These provided excellent opportunities to meet new people and build international connections. A useful tip is to join as many events as possible, as they help with integration and getting to know the local culture." — B.K.

"I definitely recommend the Pannonia program, as wherever you go, you get to experience a completely different culture. Your language skills can improve significantly, even in a short time. You gain lifelong experiences and make friends. This semester will be one you'll never forget. If I weren't graduating now, I can say with 100% certainty that I would apply again—I even regret joining so late. Otherwise, I would already be spending my second semester abroad. Thank you for the opportunity!"

— J.A.



"This semester gave me so much, and I would do it all over again anytime. I plan to spend a semester abroad during my master's studies as well."

— T.A.

"If you want a once-in-a-lifetime experience, I can definitely recommend the Pannonia Scholarship Program. I don't think there will be another opportunity like this, especially if you go somewhere far away. The administration is quick and smooth, and the experience is unforgettable. Thank you for letting me participate!"

— T.T.



Closing the mobility



Within 15 days of returning home, you must upload the following documents to the <https://mobility.uni-obuda.hu> system:

- **Certificate of Attendance** – completed by the host institution, indicating the official duration of your stay. The dates must match those in the **Letter of Acceptance**. If the verified mobility period is shorter, the Mobility Office will recalculate the scholarship. The final report is then prepared based on this. You must upload the digital version of the document to the system, and you must also submit the **original copy** to the office (the original can be replaced if the host university sends the document **directly** to outgoing@uni-obuda.hu).

- **Transcript of Records** – listing the courses you have completed abroad

IMPORTANT: If you don't complete the minimum number of credits you'll have to pay back part of the scholarship.

- **Credit transfer request**

After the decision of the Credit Transfer Committee, you must upload either the stamped document or a screenshot of the Neptun message containing the decision to the system.

- **Report**

Please complete the questionnaire available in the application system, attach at least three professional photos (not leisure photos, but ones related to your studies) taken during your mobility, and then upload the saved PDF document.

SETTLEMENT:

After all documents have been submitted in full, the second installment of the scholarship (and, if applicable, the additional support) will be paid, or the scholarship amount will be recalculated if the verified mobility period is shorter.



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FAQs, tips



Register on the application portal with an email address you use daily so you receive notifications on time. Keep an eye on system messages, as you may get updates at every step of the process. Also, check your spam folder.



In the Pannonia Scholarship Program, you are eligible for a maximum of 12 months of mobility per study level, and this includes all types of mobility.



I've changed my mind—can I withdraw from the scholarship?

Yes. **Before signing the agreement:** you must cancel your application in the system and, if the partner university has already contacted you, inform your host coordinator as well. **After signing the agreement:** unfortunately, you will have to repay the scholarship. In cases of serious, verifiable circumstances beyond your control, notify the Mobility Office.



Where can I find the necessary documents (Learning Agreement, Certificate of Attendance etc)?

You can download them from the application system : Application/details/documents



Can the Mobility Office help with finding accommodation?

You are responsible for arranging your accommodation, but it's a good idea to first check with the host university, as many can offer dormitory places. If you look for housing elsewhere, be cautious and only book through reliable sources to avoid any problems.



What happens if I like the host university and want to stay for another semester?

In this case, you must apply again in the next application period. **Please note that the new grant can only be transferred if your previous mobility has been closed.**



DOCUMENTS TO BE SUBMITTED CHECKLIST

1. APPLICATION

- ☐ Active student status certificate (certified by the Student Office)
- ☐ Credit certificate – in English (certified by the Study Office)
- ☐ CV in English (EU CV recommended)
- ☐ Document proving B2-level language proficiency
- ☐ *Optional: proof of eligibility for additional support*

2. GRANT AGREEMENT

- ☐ Letter of Acceptance (from the partner university)
- ☐ Learning Agreement (filled in, signed by three parties)
- ☐ 053 declaration from Neptun
- ☐ Valid travel and health insurance for the entire duration

3. DURING MOBILITY

- ☐ Certificate of Arrival (within 15 days)

4. AFTER MOBILITY

- ☐ Certificate of Attendance (copy uploaded and the **ORIGINAL**)
- ☐ Transcript of Records (min 15 ECTs!)
- ☐ Credit transfer request (stamped copy or NEPTUN screenshot)
- ☐ Report (Form to be filled out – link available in the system)

Detailed information can be found in the relevant sections.

Application system

<https://mobility.uni-obuda.hu/en>





Contact

I have further questions—who can I contact?

I have questions regarding the application, the application system, the scholarship, the required documents, etc.:

International Mobility Office

Viktória Csordás - international coordinator



+36-1-666-5552



outgoing@uni-obuda.hu

I have a study-related question, such as signing the Learning Agreement, etc.:

Faculty coordinators

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IMPORTANT!

If you have downloaded this guide, always make sure you have the latest version. This copy was updated on 18.11.2025. You can always find the most recent document at this link:

<https://uni-obuda.hu/pannonia-scholarship-programme/student-mobility/actual-call-for-applications/>

