



Exchange semester abroad - guide



Key Information and Practical Guidelines for Óbuda University Students Regarding Study Abroad Mobility under the Pannónia Scholarship Programme, from Application to Completion.



Table of Contents



Stages of Mobility

1 Preliminary Information Gathering

What basic requirements must you meet? Which partner university should you choose?

Page 3

2 Submitting the Application

What documents do you need to submit?

Page 5

Application Assessment 3

Formal Review and Completion of Missing Documents. How Are Decisions Made on Applications?

Page 6

4 Nomination

What Is Nomination?
Required Documents

Page 7

5 Signing the Grant Agreement

What mandatory documents must you upload for the preparation of the Grant Agreement?

Page 9

6 Scholarship and Payments

Let's Do the Math!
Scholarship Calculation
Rules and the Payment
Schedule

Page 10

Completion of the mobility period 8

After Your Return:
Requirements and Information
for Completing Your Mobility
Period.

Page 11

7 During the Mobility Period

Required Documents.
Academic and Personal
Experiences

Page 11

Further Questions ?

Additional information,
checklist, and contact
details.

Page 12

1

Preliminary Information Gathering



The current Call for Applications is available on the Pannónia Scholarship Programme website (<https://uni-obuda.hu/pannonia-scholarship-programme/student-mobility/>). Please read it carefully before submitting your application.

IMPORTANT INFORMATION:

- The purpose of a study mobility period is to **earn academic credits**.
- When applying, you must provide **proof of at least B2-level proficiency** in the language of instruction, regardless of the requirements set by the host institution.
- At the time of application (and throughout the mobility period), you must have **active student status** and have completed **at least one semester of studies** (including in the case of Master's programmes).
- To apply, you must register on <https://mobility.uni-obuda.hu>
- Applications for study mobility periods can only be submitted during the officially announced application periods, which are always published on our website (typically in September or October for the spring semester, and in February for the autumn semester).
- When starting your application, the system automatically displays partner universities with which there is a valid agreement in your field of study. Before finalising your application, **make sure to check whether the selected university truly meets your goals**. You can find the selection criteria on the following page.



What should you consider when making your selection?



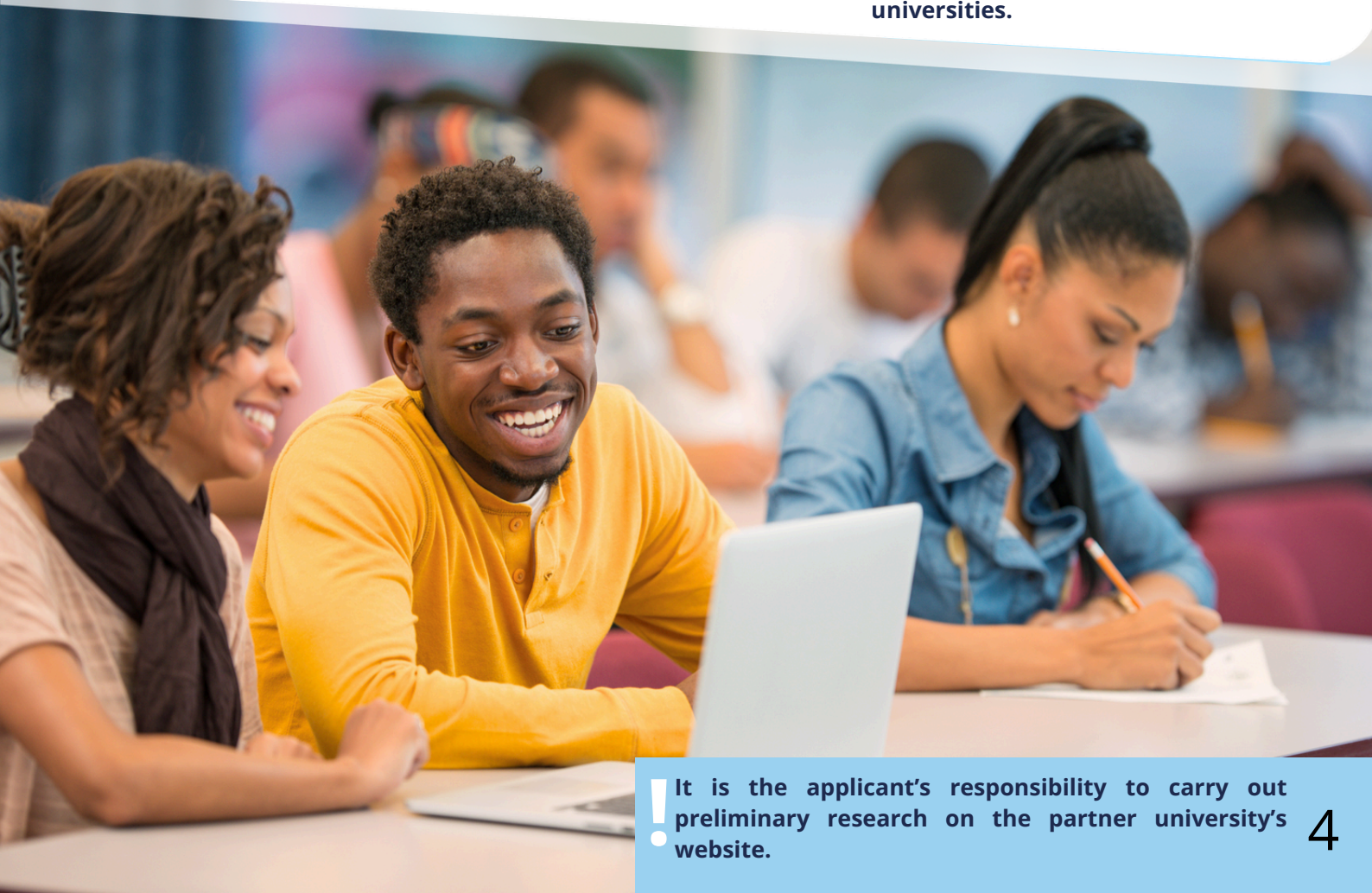
- **Are there at least 20 credits worth of courses available that match your study programme?** If you are unsure about the courses you have selected, ask your faculty coordinator for assistance.
- **In what language is the instruction delivered?** It is mostly in English, but you should check the course list on the website of your prospective host university to see which courses are available in which language.

- **When does the semester at the host university start and end?**

The start and end dates of the semester can be found on the partner university's website (Academic Calendar). These should be taken into account when determining the duration of the mobility period and planning your departure. In some countries, the semester starts and ends later than at our university; for example, it may begin in October instead of September, and in April instead of February. The final start and end dates will be provided by the host institution in the Letter of Acceptance after nomination.

This information may also become available after nomination, but if you have to withdraw from this opportunity for the reasons mentioned above, it is not guaranteed that you will be placed at another partner university in the selected semester. Therefore, it is important to gather information in a timely manner.

IMPORTANT: In your application, you may indicate a maximum of 3 host universities.



! It is the applicant's responsibility to carry out preliminary research on the partner university's website.



Access to the
application
platform:



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

2.

Submitting the Application

Documents to be submitted in the application system:

- Certificate of active student status (certified by the Student's Office)
- Transcript of records (certified by the Student's Office).
- English-language CV (EUROPASS CV recommended).
- Proof of B2-level language proficiency in the language of instruction.

IMPORTANT: Applications for study mobility periods are only accepted until the deadline specified in the current Call for Applications.



Application Assessment

1. Formal review

After the application deadline, the International Mobility Office checks whether the applications meet the formal requirements. If they do, the system will send a notification confirming acceptance of the application. If your uploaded documents are incomplete, you will also be notified, and you will have 5 days to submit the missing documents.

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

2. Academic review

Faculties make decisions on applications based on academic criteria, after which students are nominated to partner universities.

IMPORTANT: If more students apply to a partner institution than the number of available places under our agreement, we reserve the right to select students based on faculty rankings. The remaining students will be redirected to other institutions.



3.



Nomination and submission of documents to the host university

4

✓ What is nomination?

Nomination means that the International Mobility Office of Obuda University officially informs the partner university that you have been selected for a scholarship and wish to take part in a study mobility period there. It is essentially a formal “recommendation” of you to the host institution.

✓ Documents to be submitted to the host university

After nomination, the partner university will notify you and request the necessary documents (the exact requirements may vary by institution, e.g. application form, proof of language proficiency, Learning Agreement, etc.).

IMPORTANT: Make sure to meet the deadline 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 (“A” table),
- and how these courses will be recognised by Obuda University (“B” table),

Who signs it?

- **You, the student,**
- **the faculty coordinator of Obuda University,**
- **and the coordinator of the host university.**



4

Important! It is recommended to take courses worth 30 credits, and you must complete at least 15 credits during your semester abroad. If you complete fewer 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 platform.

Once you have submitted all the required documents to the partner university, they will issue a **(Letter of Acceptance)**, confirming that you may spend the following semester there and specifying the official start and end dates of your mobility period. The contract can only be signed after the Letter of Acceptance has been received.

You can read about the additional required documents in the following section.



Learning Agreement at Mobility for Studies

General information

Department	Nationality	Gender [Male/Female]	Level of education (EQF level)
	City	Country	Contact person name
Department	Budapest	Hungary	
	City	Country	Contact person name; p

Main language of instruction] that the student already has or agrees to acquire b
the study period is:
B2 C1 C2 Native speaker

5

Signing the Grant Agreement

The Pannónia grant agreement is prepared once you have uploaded all the required mandatory documents to the application system:

- The **Letter of Acceptance** received from the host university (it is important that you enter your mobility start and end dates in the application system based on the dates stated in this document),
- the **Learning Agreement** signed by all three parties,
- the **Neptun Form 053** signed and stamped by the Student's Office, and a **copy of insurance valid** for the entire duration of the mobility

IMPORTANT: The scholarship is paid in Hungarian forints, therefore you must provide a Hungarian bank account number (e.g. Óbuda University cannot transfer HUF to a Revolut account).

What happens next?

Once you have uploaded all documents, the Mobility Office will review them and, if necessary, request missing items. If everything is in order, they will generate your contract, and you will be notified. Print it out and check once again that your personal data are correct, sign it with a blue pen (including the data protection declaration), and send it by post to the Mobility Office address (1034 Budapest, Bécsi út 120–128). You can also submit it in a sealed envelope at the reception desk in the same building.**



TIP: Before departure, request an individual/flexible study schedule from the Student's Office, which exempts you from the obligation to attend classes in Hungary.





Scholarship and Payments

Let's do the math!

- Within 30 days after signing the contract, 80% of the scholarship will be transferred.
- The second instalment (20%) will be paid after your return, once the final documents have been uploaded and approved.
- Scholarship amounts: Group I countries: **400,000 HUF per month**; Group II countries: **375,000 HUF per month**; Group III countries: **350,000 HUF per month**.
- The scholarship amount is calculated proportionally based on the duration of the mobility and the number of days spent abroad.

You can find information about which country group your selected destination country belongs to in the Call for Applications available on the [Pannónia Scholarship Programme website](#).

Another important point regarding the scholarship is that it can be awarded for a maximum of 150 days. The calculation is based on a standard month of 30 days, regardless of whether the actual month has 31, 30, or 28 days.

Any supplementary support you apply for during the application process will be paid together with the scholarship: 80% upon signing the contract and the remaining 20% after the completion of the mobility period.

Important: You may need to pre-finance certain expenses.

What can I spend the scholarship on?

- You may use the scholarship for airfare, accommodation, meals, and other living expenses.
- The Pannónia Scholarship is a lump-sum grant, so you are not required to provide an itemised account of your expenses.
- **The most important requirements are to complete the planned mobility period and earn the required number of credits.**

6

You can find **further information** related to this topic in the **following section**.





During the Mobility Period

- **Within 15 days** of your arrival abroad, you must upload the **Certificate of Arrival** signed by the host university to the application platform. The required template can be downloaded from the system.
- Do not forget to **take photos related to your academic activities**, as you will need to attach them to your final report. It is a good idea to have a few photos of yourself studying, working on a project, or participating in any other relevant academic event.
- It is important to successfully complete the agreed courses and **earn the required number of credits**. If you are unsure about anything, ask your host coordinator or instructors for assistance.
- Make the most of the opportunity: build professional connections, meet new people, and develop friendships with fellow students. The more community, cultural, and academic activities you take part in, the more you will gain from this experience.
- At the same time, **enjoy yourself** and explore the city, the university, and the local culture. Mobility is not only about studying—it is also an opportunity to enrich yourself with new experiences, knowledge, and connections.



7

QUOTES FROM STUDENT EXPERIENCE REPORTS



"As part of the Pannónia Programme, I participated in several organised events, such as city tours, cultural evenings, and sports days. These provided excellent opportunities to meet new people and build international connections. My advice is to take part in as many activities as possible, as they help with integration and offer valuable insight into the local culture." **B.K.**

"I would definitely recommend the Pannónia Programme, because no matter where you go, you will have the opportunity to experience a completely different culture. Your language skills can improve tremendously, even in a relatively short period of time. You can gain lifelong experiences and build lasting friendships. This semester will be something you will never forget. If I were not graduating now, I can say with complete confidence that I would apply again. In fact, I regret not taking part earlier—otherwise, I would already be spending my second semester abroad. Thank you for this opportunity!" **J.A.**



"This semester has given me so much, and I would gladly do it again at any time. I also plan to spend another semester abroad during my Master's studies." **T.A.**



"If someone is looking for a once-in-a-lifetime experience, I can definitely recommend the Pannónia Scholarship Programme. I don't think there will ever be another opportunity quite like this, especially when it comes to more distant destinations. The administrative process is quick and smooth, and the experience itself is unforgettable. Thank you for the opportunity to take part!" **T.T.**



Completion of the mobility period

8



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

- **Certificate of Attendance** – completed by the host institution, confirming the official duration of your stay. The dates must match those stated in the Letter of Acceptance. If the certified mobility period is shorter, the Mobility Office will recalculate the scholarship, and the final settlement will be based on this.
- **Transcript of Records** – of the courses completed abroad.

IMPORTANT: Completing at least 15 credits is mandatory. If fewer credits are completed, a repayment obligation will apply.

- **Credit transfer request** – this document can also be downloaded from the system. After completion, it must be submitted to the Registrar's Office. Following the decision of the credit transfer committee, the stamped document must be uploaded to the system.
- **Final report** – please complete the questionnaire available in the application system, attach at least three professional photos taken during your mobility, and upload the saved PDF document.

SETTLEMENT:

*After all documents have been received **in full**, the second instalment of the scholarship will be paid out, or in the case of a shorter certified period, the scholarship amount will be recalculated.*



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

9

Frequently Asked Questions, Tips



Register on the application platform using an email address you check daily so that you receive notifications in time. Pay attention to system messages, as you may receive updates about every step of the process. Also check your spam folder.



Within the Pannónia Scholarship Programme, you are eligible for a maximum of 12 months of mobility per study cycle, and this includes all types of mobility.



Can I withdraw from the scholarship I have been awarded?

Yes. Before signing the contract: you must withdraw your application in the system, and if the partner university has already contacted you, you must also inform the host coordinator. After signing the contract: in this case, you will unfortunately be required to repay the scholarship. In cases of force majeure, please contact the International Mobility Office.



Where can I find the required document templates (Learning Agreement, Certificate of Attendance, etc.)?

They can be downloaded from the application platform via the following path: Application/details/documents.



Can the Mobility Office help with finding accommodation?

You are responsible for arranging your own accommodation, but it is worth first contacting your host university, as many institutions can offer dormitory places. If you choose to look for accommodation elsewhere, be careful and only book through reliable sources to avoid any inconvenience.



What happens if I like the partner university and would like to stay for another semester?

In this case, you must apply again during the next application period, but you should also notify us by email at outgoing@uni-obuda.hu



SUBMITTED DOCUMENTS CHECKLIST

1. APPLICATION

- Certificate of active student status (certified by the Student's Office)
- Transcript of records (in English, certified by the Student's Office)
- CV in English (EUROPASS CV recommended)
- Proof of B2-level language proficiency in the language of instruction

2. CONTRACT SIGNING

- Letter of Acceptance (from the host university)
- Learning Agreement (completed and signed by all three parties)
- Form 053 declaration (signed by the Student's Office)
- Valid travel insurance for the entire duration of the mobility period

3. During the mobility

- Certificate of Arrival (within 15 days of arrival)

4. AFTER RETURNING HOME

- Certificate of Attendance (a copy uploaded to the system, and the original, too!)
- Transcript of Records (min. 15 credits completed!)
- Credit transfer request (certified copy after committee decision)
- Report (complete the form – link available in the system)

Detailed information can be found in the relevant sections.

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





Contacts

Who can I contact if I have further questions? I have questions regarding the application process, the application system, the scholarship, submitted documents, etc.:

International Mobility Office

Szijártó Bianka - international relations expert
Fejes Zsófia - international coordinator

 +36-1-666-5714

 outgoing@uni-obuda.hu

I have academic questions, I would like to have my Learning Agreement signed, etc.:

Faculty Coordinators

AMK	Dr. Péter Udvardy	udvardy.peter@uni-obuda.hu
BGK	Dr. Judit Lukács	lukacs.judit@bgk.uni-obuda.hu
KGK	Andrea Kozma-Loraszko	loraszko.andrea@uni-obuda.hu
KVK	Bernadett Nagyné Görgics	gorgics.bernadett@kvk.uni-obuda.hu
NIK	Brigitta Szabó	szabo.brigitta@uni-obuda.hu
RKK	Norbert Berecz	berecz.norbert@uni-obuda.hu
YMÉK	Judit Kissné Fekete	fekete.judit@uni-obuda.hu

IMPORTANT!

If you have downloaded this information sheet, always make sure you are using the latest version. This copy was updated on 04.06.2026. You can always find the most recent document at the following links:

<https://uni-obuda.hu/pannonia-scholarship-programme/student-mobility/>

