**ERASMUS+ PROGRAM**

**CALL FOR APPLICATIONS FOR STAFF TRAINING IN THE 2025/26 ACADEMIC YEAR**

**FOR ADMINISTRATIVE STAFF AND TEACHING STAFF WITH NON-TEACHING DUTIES**

Wekerle International University invites applications for participation in the mobility program for the 2025/2026 academic year from staff members working in administrative (non-teaching) positions, as well as from teaching staff who also perform administrative duties.

Type of mobility: Staff training.

The staff training must be carried out between **February 23 – June 12, 2026**

Purpose of the application:

The aim of administrative staff mobility is to support the professional development of employees working in administrative roles, as well as teaching staff who carry out significant administrative duties, by facilitating the acquisition of useful experience and best practices that can benefit the entire school. Teaching staff may also apply, provided that the application does not involve the implementation of teaching activities.

**Content of the application:**

***5-day study trip (an employment contract related to education management is required):***

Within the framework of the application, it is possible to apply for 5 working days:

* To partner universities or educational institutions – for adopting best practices and participating in training related to bachelor’s degree and higher education vocational program;
* To participate in professional meetings or training sessions aimed at education;
* Conference participation is not supported!

**What support does the program provide?**

Within the framework of the Erasmus+ program, beneficiaries may receive living and travel allowances.

Amount of support:

**The amount of support consists of two factors: first, it depends on the daily living allowance rate of the destination country, which should be multiplied by the number of days spent abroad (excluding travel days); the second factor is calculated based on the travel distance. These amounts are detailed in the tables below:**

**Scholarship amounts for the 2025-26 academic year:**

|  |  |
| --- | --- |
| Host country | Amount per day (EUR) |
| Austria, Belgium, Denmark, Finland, Germany, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden | **170 € / day** |
| Third countries not associated with the program in Regions 13 and 14 | **170 € / day** |
| Cyprus, Czech Republic, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain | **152 € / day** |
| Bulgaria, North Macedonia, Croatia, Poland, Lithuania, Hungary, Romania, Serbia, Turkey | **132 € / day** |
| Third countries not associated with the program in Regions 1 to 12 | **190 € / day** |

Travel allowance:

|  |  |  |
| --- | --- | --- |
| Travel distances | Environmentally friendly / eco-friendly travel – Amount | Non-environmentally friendly / non-eco-friendly travel – Amount |
| For distances between 10 and 99 km: | 56 EUR/ participant | 28 EUR/ participant |
| For distances between 100 and 499 km: | 285 EUR/ participant | 211 EUR/ participant |
| For distances between 500 and 1999 km: | 417 EUR/ participant | 309 EUR/ participant |
| For distances between 2000 and 2999 km: | 535 EUR/ participant | 395 EUR/ participant |
| For distances between 3000 and 3999 km: | 785 EUR/ participant | 580 EUR/ participant |
| For distances between 4000 and 7999 km: | 1188 EUR/ participant | 1188 EUR/ participant |
| For distances of 8000 km or more: | 1735 EUR/ participant | 1735 EUR/ participant |

*The distance between Budapest and the host university can only be calculated using the Distance Calculator published by the European Commission*

[*http://ec.europa.eu/programmes/erasmus-plus/tools/distance\_en.htm*](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)

*The Erasmus+ funding partially supports the foreign trip and may not fully cover all travel and accommodation expenses.*

***The start date of the mobility period is the day when the participant is first required to be present at the host organization, and the end date is the day when the participant is required to be present at the host organization for the last time. Travel time is not included in the mobility period.***

**Who can submit an application?**

Those eligible to participate in the Erasmus+ mobility program are individuals who:

* holds an employment contract
* possesses an adequate level of language proficiency to communicate at the host institution. Language skills can be proven by a language exam certificate or an internal language assessment document
* the program outlined in the application aligns with the strategic objectives of the organizational unit and the school.

**Deadline and method of application submission:**

* Applications can be submitted until **10 October 2025**by completing the application form, signing it, and submitting it by email—together with all required attachments—to **Lilla Kovács**, Erasmus coordinator **erasmus@wsne.hu**, for the attention of the school’s professional committee.

The following documents must be attached to the application:

* completed application form
* a work plan (separate from the one in the application form), approved by the applicant’s immediate supervisor and signed by the applicant which clearly states the exact duration of the mobility (year-month-day). We will send this document to the host university when we nominate the candidates.
* professional CV with photo in English
* copy of language exam certificate(s) or proof of language proficiency, depending on the target country and field of expertise

**Incomplete applications, those not meeting the requirements, or submitted after the deadline will not be accepted.**

**Evaluation of submitted applications:**

Submitted applications will be evaluated by a professional committee established by the school. The general criteria for evaluating the applications are:

* the applicant is able to apply the acquired good practices upon successful implementation of the planned activity, thereby improving the functioning of the organizational unit and the institution;
* the applicant shares the acquired experiences and good practices with colleagues working in similar fields (ensuring a multiplier effect);
* the mobility contributes to the qualitative and quantitative growth of the institution's Erasmus+ mobility, supports the process of internationalization, and enhances the quality of related services

The university will sign a grant agreement with the successful applicants prior to their departure. The mobility cannot commence without a grant agreement signed by the institution, and retroactive funding is not possible.

***The successful applicant is required to submit a written professional report within 15 days after returning, covering the following:***

* ***the extent to which the pre-approved work plan was successfully implemented,***
* ***overall, what are the experiences gained during the study trip,***
* ***and how these experiences can be utilized at WSNE.***

***The report must be submitted to Lilla Kovács, the institutional Erasmus coordinator by email erasmus@wsne.hu.***

**We wish everyone successful applications!**