**FOR CEEPUS INCOMING TEACHING STAFF**

**HAVE YOU BEEN AWARDED THE CEEPUS SCHOLARSHIP BY THE HUNGARIAN NATIONAL CEEPUS OFFICE?**

Please check your status at the Ceepus portal ([www.ceepus.info](http://www.ceepus.info) ). If it is AWARDED, then you have to accept the conditions of the programme electronically and your status will change to ACCEPTED. Please note that it is not enough to get the Letter of Award from the Hungarian Ceepus Office, you still need to go through the acceptance phase. This is an important step, because this will make the host university be able to pay your Ceepus scholarship.

**ARE YOU ALREADY IN THE ACCEPTED STATUS?**

Please contact the local network coordinator of the host university for further discussion of the details of your Ceepus teaching assignment at least 2 weeks before your planned arrival.

Minimum requirements for a one-month scholarship: min. 5 working days spent at the host university and min. 6 hours/week teaching activity.

For administrative or accommodation issues please contact the Institutional Ceepus Coordinator (rekszoke@uni-miskolc.hu)

**ACCOMMMODATION**

There are guest rooms in student hostel E/6 on campus. If you choose this type of accommodation, the Inst. Ceepus Coordinator will make the reservation for you. Accommodation fee should be paid at the receptionist desk, in cash, in HUF.

If no rooms are available or if you prefer staying outside the university, accommodation can be reserved on your own in the hotels or apartment houses of nearby Tapolca, the tourist district of Miskolc.

**PAYMENT OF THE CEEPUS SCHOLARSHIP**

Please note that there is no in-cash payment at the University of Miskolc, only bank transfer is possible. You will get a declaration form by e-mail to fill in the details of your Ceepus stay and banking data. You will bring the completed form with you and will give it to the Institutional Ceepus Coordinator after arrival with your original signature. As soon as you submit this document and start your teaching assignment, the Inst. Coordinator will start the transfer transaction. As it takes quite a long time, you should prepare with enough money to support your stay and subsistence in Miskolc.

**Amount of the scholarship: 125000 HUF**

***CONFIRMATION OF YOUR TEACHING PERIOD STEP BY STEP***

1. Fill in the Mobility Report electronically at [www.ceepus.info](http://www.ceepus.info)
2. Print the completed report and ask your host coordinator to sign it
3. Upload the signed report into the REPORT section of your Ceepus application at [www.ceepus.info](http://www.ceepus.info)
4. The host coordinator will fill in the electronic CONFIRMATION, it has to be printed, signed and stamped and then uploaded into the CONFIRMATION section of your Ceepus application at [www.ceepus.info](http://www.ceepus.info)
5. Your application will skip into **COMPLETED** status, please make check it. If it is not in COMPLETED, but still ACCEPTED status, it means that something is still missing.

**PLEASE NOTE THAT THE CONFIRMATION CANNOT BE PREPARED IF THERE IS NO MOBILITY REPORT.**

***NETWORK COORDINATORS:***

***Please consult CONTACTS at the homepage***