



# Erasmus+ Programme

## Key Action 1

### – Mobility for learners and staff –

### Higher Education Student and Staff Mobility

## Inter-institutional<sup>1</sup> agreement <sup>2</sup> 20 -20

### between programme countries

#### [Minimum requirements]<sup>3</sup>

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution.

#### A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details <sup>4</sup> (email, phone)	Website (eg. of the course catalogue)
		<p style="text-align: center;"><b>Erasmus+ Institutional Coordinator:</b></p> <div style="border: 1px solid black; height: 60px; margin: 5px;"></div> <p style="text-align: center;"><b>Administrative and/or Department/Faculty coordinator</b></p> <div style="border: 1px solid black; height: 60px; margin: 5px;"></div>	
EÖTVÖS LORÁND UNIVERSITY (ELTE)  Faculty and Department (if relevant) <div style="border: 1px solid black; height: 100px; margin-top: 10px;"></div>	<b>HU BUDAPES01</b>	<p><b>Erasmus+ Institutional Coordinator</b>            Ms Anikó SZONTÁGH            E-mail: <a href="mailto:erasmus@elte.hu">erasmus@elte.hu</a>            Phone: +36 1 432 6500/2170            Address: 21-23. Szerb Street H-1056 Budapest            Contact for IIA coordination:            Ms Orsolya PÓSCH, <a href="mailto:erasmus@elte.hu">erasmus@elte.hu</a>  <b>Faculty Erasmus co-ordinator:</b></p> <div style="border: 1px solid black; height: 100px; margin-top: 10px;"></div>	Website: <a href="http://www.elte.hu/en">www.elte.hu/en</a> >Education > Incoming mobility  Faculty website:  <div style="border: 1px solid black; height: 100px; margin-top: 10px;"></div>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

## B. Mobility numbers<sup>5</sup> per academic year

Paragraph to be added, if the agreement is signed for more than one academic year:

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year.

### STUDENT MOBILITY

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
HU BUDAPES01						
	HU BUDAPES01					

### STAFF MOBILITY

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
HU BUDAPES01					
	HU BUDAPES01				

## C. Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
HU BUDAPES01					

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

<sup>5</sup> Mobility numbers can be given per sending/receiving institutions and per education field

(optional\*: ISCED: <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

<sup>6</sup> For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

## D. Additional requirements

### HU BUDAPES01: Minimum requirements:

#### SMS (IN)

Incoming students shall apply minimum 20 ECTS/semester in their study field. Students are also allowed to take courses in other study fields to a maximum of 10 credits. (A maximum of 30 credits can be received for the courses taken.)

**Selection process:** the partner university is kindly requested to ensure that the language proficiency of the outgoing student(s) is a minimum B2.

#### Services for incoming students:

- After nomination all student shall register on: [registration.elte.hu](http://registration.elte.hu) in order to enrol to the University.
- Orientation Day is organized for international students each semester where students get information about the university in general, administrative issues, student activities, the Hungarian language course, and other services. The integration of incoming students is fostered also in the areas of education and social life.
- The ESN mentor system ensures the acculturation of foreign students by organizing a series of cultural and leisure activities.
- Hungarian language (and culture) courses are offered for incoming students in the frame of Summer University programmes as well as regular courses during the semesters (<http://www.elte.hu/en/> > Education > Language courses)

#### SMP (IN)

Traineeship is available at ELTE for interested students. In order to receive information about available internship/apprenticeships please contact the relevant Faculty/Department/Unit of ELTE.

#### STA, STT (IN)

In order to realize STA/STT-motilities, a letter of invitation – issued by an ELTE contact person – is required.

**ELTE welcomes students and staff with disabilities and provides information and assistance.** For more information please visit: [www.elte.hu/en/](http://www.elte.hu/en/) > University life > Equal opportunities

**Faculties are authorized to extend these requirements.** For more information please check Faculty website.

## E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
HU BUDAPES01	Nom.: 10th MAY, Appl.: 30th MAY	Nom.: 10th NOV., Appl.: 30th NOV.

*[\* to be adapted in case of a trimester system]*

### HU BUDAPES01:

Academic calendar:

Autumn: Approx. 2nd week to the end of January; Spring: Approx. 2<sup>nd</sup> week of February-end of June

Partner institution shall send nominations to [erasmus@elte.hu](mailto:erasmus@elte.hu) specifying the name, field of study, academic year and semester, number of months and e-mail address of the nominated student(s).

2. The receiving institution will send its **decision within 4 weeks.**
3. A Transcript of Records will be issued by the receiving institution no later than **4 weeks** after the assessment period has finished at the receiving HEI.
4. Termination of the agreement [It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."]

## F. Information

### 1. Grading systems of the institutions [ECTS users' guide<sup>7</sup>]

**HU BUDAPE01:** [www.elte.hu/en>Education>Academic>ECTS](http://www.elte.hu/en/Education/Academic/ECTS) credit system and grading

--	--

### 2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
HU BUDAPE01	See Section A.	<a href="http://www.elte.hu/en/Education/Practical%20matters/Visa/Residence%20permit">www.elte.hu/en&gt;Education&gt;Practical matters&gt;Visa/Residence permit</a>

### 3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.

Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
HU BUDAPE01	See Section A.	<a href="http://www.elte.hu/en/Education/Practical%20matters/Health%20insurance">www.elte.hu/en&gt;Education&gt;Practical matters&gt;Health insurance</a>

### 4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
HU BUDAPE01	See Section A. as well as: <a href="mailto:housing@elte.hu">housing@elte.hu</a>	<a href="http://www.elte.hu/en/Education/practical%20matters/Housing">www.elte.hu/en &gt;Education&gt;practical matters&gt;Housing</a>

## G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>8</sup>
HU BUDAPE01	<b>Prof. Dr. László BORHY</b> Rector		

*May you have any additional requirements or information, please add an Annex to the Agreement.*

<sup>7</sup> [http://ec.europa.eu/education/tools/docs/ects-guide\\_en.pdf](http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf)

<sup>8</sup> Scanned signatures are accepted