

**Erasmus+ Programme**

**Key Action 1   
– Mobility for learners and staff –   
Higher Education Student and Staff Mobility**

**Inter-institutional[[1]](#footnote-1) agreement [[2]](#footnote-2) 2019 - 2021  
between programme countries**

**[Minimum requirements][[3]](#footnote-3)**

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[[4]](#footnote-4)**  **(email, phone)** | **Website**  **(eg. of the course catalogue)** |
| Name of the Institution and Faculty/Department if relevant |  | **Erasmus+ Institutional Coordinator:**  **Administrative**  **and/or Department/Faculty coordinator** |  |
| EÖTVÖS LORÁND UNIVERSITY (ELTE)  Faculty and Department  (if relevant) | **HU BUDAPES01** | **Erasmus+ Institutional Coordinator**  Ms Anikó SZONTÁGH  E-mail: erasmus@elte.hu  Phone: +36 1 432 6500/2170  Address: 21-23. Szerb Street H-1056 Budapest  Contact for IIA coordination:  Ms Orsolya PÓSCH,**erasmus@elte.hu**  **Faculty Erasmus co-ordinator:** | Website: [www.elte.hu/en](http://www.elte.hu/en) >Education > Incoming mobility  Faculty website: |

**B. Mobility numbers[[5]](#footnote-5) 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, 1st , 2nd or 3rd] \**** | **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 | Partner Code |  |  |  |  |  |
| Partner Code | 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 | Partner Code |  |  |  |  |
| Partner Code | 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[[6]](#footnote-6)** | |
| Student Mobility for Studies  [*Minimum recommended level: B1*] | Staff Mobility for Teaching  [*Minimum recommended level: B2*] |
| HU BUDAPES01 |  |  |  |  |  |
| Partner Code |  |  |  |  |  |

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

**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 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/ > University life > Equal opportunities

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

**PARTNER'S ADDITIONAl REQUIREMENTS**

**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. |
| Partner Code |  |  |

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

**HU BUDAPES01:**

Academic calendar:

Autumn: Approx. 2nd week to the end of January; Spring: Approx. 2nd 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).

**PARTNER'S ACADEMIC CALENDAR and additional information (if relevant)**

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[[7]](#footnote-7)]

**HU BUDAPES01:** [www.elte.hu/en>Education>Academic>ECT](http://www.elte.hu/en%3eEducation%3eAcademic%3eECTS)S credit system and grading

**Partner Code:**

1. **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 BUDAPES01 | See Section A. | [www.elte.hu/en](http://Www.elte.hu/en)>Education>Practical matters>Visa/Residence permit |
| Partner Code |  |  |

1. **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 BUDAPES01 | See Section A. | [www.elte.hu/en](http://Www.elte.hu/en)>Education>Practical matters>Health insurance |
| Partner Code |  |  |

1. **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 BUDAPES01 | See Section A. as well as: [housing@elte.hu](mailto:housing@elte.hu) | [www.elte.hu/en](http://Www.elte.hu/en) >Education>practical matters>Housing |
| Partner Code |  |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution**  **[Erasmus code]** | **Name, function** | **Date** | **Signature**[[8]](#footnote-8) |
| HU BUDAPES01 | **Prof. Dr. László BORHY**  Rector |  |  |
| Partner Code |  |  |  |

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

1. Inter-institutional agreements can be signed by two or more higher education Institutions [↑](#footnote-ref-1)
2. Higher Education Institutions have to agree on the period of validity of this agreement [↑](#footnote-ref-2)
3. 3 Clauses may be added to this template agreement to better reflect the nature of the institutional partnership. [↑](#footnote-ref-3)
4. 4 Contact details to reach the senior officer in charge of this agreement and of its possible updates. [↑](#footnote-ref-4)
5. 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*](http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx)*)* [↑](#footnote-ref-5)
6. 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> [↑](#footnote-ref-6)
7. <http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf> [↑](#footnote-ref-7)
8. Scanned signatures are accepted [↑](#footnote-ref-8)