



Erasmus+ Programme

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

Inter-institutional¹ agreement

2014/2015 – 2020-2021²
between programme countries

[Minimum requirements]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 (email, phone)	Website (eg. of the course catalogue)
Eötvös Loránd University (ELTE) Department of International Education and Mobility 1056 Budapest, Szerb. u. 21-23 Faculty of Humanities 1088 Budapest Múzeum krt. 4	HU BUDAPES01	Institutional Erasmus coordinator: Agnes Szekely Erasmus@elte.hu +36 1 411 6543	www.elte.hu/en/erasmus
		Administrative (Faculty) Erasmus coordinator: Sándor Balaci balaci.sandor@btk.elte.hu +361-4855249	http://btk.elte.hu/en

¹ Inter-institutional agreements can be signed by two or more higher education institutions

² Higher Education Institutions have to agree on the period of validity of this agreement

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

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

		Academic (Departmental) coordinator: István Rákóczi istvan.rakoczi@btk.elte.hu +3630-297-74-79	
UNIVERSITY OF ALGARVE	P FARO02	Sofia Nunes, E.U. Programmes Coordinator mobilidade@ualg.pt +351 289 800 003	www.ualg.pt

B. Mobility numbers⁵ per 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.

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 st , 2 nd or 3 rd] *	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	P FARO02	222	foreign languages	1 st , 2 nd	2x5	Only by Individual agreement
P FARO02	HU BUDAPES01			1 st , 2 nd	2x5	Only by individual agreement

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	P FARO02	222	foreign languages	1x5	
P FARO02	HU BUDAPES01	222	foreign languages	1x5	

⁵ Mobility numbers can be given per sending/receiving institutions and per education field (optional*:
<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

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	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
HU BUDAPES01		PT	EN	B2	B2
P FARO02		PT	EN	B1 English	B2 English

For more details on the language of instruction recommendations, see the course catalogue of each institution.

D. Additional requirements

HU BUDAPES01:

- Incoming students receive minimum 20 credits in their subject area. 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.
- ELTE welcomes students and staff with disabilities and provides information and assistance. Learn more at <http://www.elte.hu/en/disabilities>
- Services for incoming students:
 - 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.

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>

- o 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/language_courses)
- For the implementation of STA/STT-mobilities, a letter of invitation – issued by an ELTE contact person – is required.

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	Nomination deadline: 15 May;	Nomination deadline: 15 November;
P FARO02	31 st May	31 st October

HU BUDAPES01:

- o Academic calendar:
 - o Autumn semester: from 1st-10th September (usually second week of September), till 15th December
 - o spring semester: from 3rd-5th February (usually second week of February), till 15th May
- Partner institution should send nominations to 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**.

P FARO02: The receiving institution will send its decision within 6/8 weeks

3. A Transcript of Records will be issued by the receiving institution no later than 2 weeks after the assessment period has finished at the receiving HEI.

P FARO02: A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI.

4. Termination or modification of the agreement

The inter-institutional agreement may be terminated by either party. The agreement will remain in effect until one party notifies the other of its wish to terminate. This should be done in writing, and a notice of at least one academic year should be given. In the event of such notice being given, all existing commitments to staff or students will be fulfilled. The agreement can be cancelled activities can be added to it, and changes in mobility data can be made annually provided they are communicated before January 1.

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

HU BUDAPES01: <http://www.elte.hu/en/courses>

The Hungarian academic credit system following Hungarian law is an ECTS-compatible system. The calculation of credits is based on the number of working hours of the students (one credit is 30 student working hours, on average). At the end of the semester the student's study achievement is evaluated with a grade (1-fail, 2-sufficient or pass, 3-medium or satisfactory, 4-good, 5-excellent). The ECTS conversion table ensures transfer procedures between the Hungarian academic credit system and the ECTS. The recognition of courses completed abroad is based on the credit transfer regulation.

For Incoming International students, a Transcript of Records, which contains the code and title of the completed courses, credits, grade, and its ECTS-compatible grade, will be issued at the end of the semester.

ECTS conversion table – System of assessment:

ELTE grade	Equivalent ECTS grade
5 (excellent)	A, B (excellent, very good)
4 (good)	C (good)
3 (satisfactory)	D (satisfactory)
2 (pass)	E (sufficient)
1 (Fail)	FX, F (fail)

ECTS credits:

1 full academic year = 60 credits

1 semester = 30 credits

P FARO02: Description of the Institution's grading system

The result achieved in a course unit whether through continuous assessment or in an examination, is generally expressed in a 0 to 20 grading scale.

The lowest passing grade is 10.

ECTS credits:

1 full academic year = 60 credits

1 semester = 30 credits

1 trimester = 20 credits

ECTS grading scale:

ECTS scale	% of the successful students normally achieving the grade	Definition
A	10	EXCELLENT - outstanding performance with only minor errors
B	25	VERY GOOD - above the average standard but with some errors
C	30	GOOD - generally sound work with a number of errors
D	25	SATISFACTORY - fair but with significant shortcomings
E	10	SUFFICIENT - performance meets the minimum criteria
FX	-	FAIL - some work required before the criteria can be awarded
F	-	FAIL - considerable further work is required

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 BUDAPES01		http://www.elte.hu/en/visa
P FARO02	mobilidade@ualg.pt	http://www.ualg.pt/home/en/content/coming-0

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 BUDAPES01		http://www.elte.hu/en/healthinsurance
P FARO02	mobilidade@ualg.pt	http://www.ualg.pt/home/en/content/insurance-0

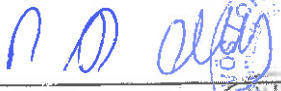

4. Housing

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 BUDAPES01	housing@elte.hu	http://www.elte.hu/en/housing
P FARO02	mobilidade@ualg.pt	http://www.ualg.pt/home/en/content/accommodation-0

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
HU BUDAPES01	Prof. Gábor Erdődy Vice-rector for International Affairs	4.03.2014	
P FARO02	Prof. Doutor Tomasz Boski, Vice-rector	28/01/2014	

⁷ Scanned signatures are accepted

