



European Commission



University of Udine

Erasmus + Programme

Key Action 1

– Mobility for learners and staff –

Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2014-2020²

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 Studio 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)
UNIVERSITY OF UDINE <i>International Relations and Mobility Office</i> v. Palladio, 8 33100 UDINE ITALY	I UDINE01	Claudiva.schilleo@uniud.it outgoing mobility & Erasmus Studio Agreements Fax +39-0432-556229 phone: +39-0432-556221 International Student Service iss@uniud.it incoming exchange mobility fax +39-0432-556496 phone +39-0432-556218/556497 Professor/departmental coordinator:	http://www.uniud.it/international-area/incoming-mobility general course catalogue: http://www.uniud.it/didattica/facolta courses held in English: http://www.uniud.it/international-area

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.

C. Teaching Staff Mobility per academic year

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	Average duration in weeks (minimum of teaching hours required: 5)
I UDINE01	HU BUDAPES01	222	Foreign Languages	To be defined	1
HU BUDAPES01	I UDINE01	222	Foreign Languages	1	1 week - min 8 hours

D. 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]
I UDINE01		Italian	Hungarian		
HU BUDAPES01		Italian	English	B2	Italian OR English: B2 recommended

- Courses held in English can be offered within some study courses. The student can check the list on our web-site: <http://www.uniud.it/international-area>

E. Additional requirements

The original transcript of records (no carbon copy is accepted) with the exams done by the Italian student can be given or sent directly to him/her OR to the International Relations and Mobility Office of I UDINE01.

The Learning Agreement or the changed Learning Agreement has to be given to the Italian student who will submit to the approval of the professor coordinator.

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>

The incoming Erasmus student/partner universities can check information about extension of study period and changes to the original L. Agreement on the web site:

- <http://www.uniud.it/international-area/Incoming-mobility/Prolungamento%20periodo%20di%20studio%20-%20Extension%20study%20period/prolungamento-del-periodo-di-studio?lingua=eng>
- <http://www.uniud.it/international-area/Incoming-mobility/modifiche-piano-di-studi-changes-to-original-proposed-learning-agreement/modifiche-piano-di-studi-learning-agreement?lingua=eng>

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and Integrating mobile students and/or staff]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

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.
 - 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.

F. Calendar

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

Receiving institution [Erasmus code]	Autumn term, or full year	Spring term
I UDINE01	15 May (nomination	30 September (nomination

	letter)	letter)
HU BUDAPES01	Nomination deadline: 10th May; Application deadline: 30th May	Nomination deadline: 10th November; Application deadline: 30th November

2. The I UDINE01 will send a detailed Erasmus nomination list by e-mail. It cannot be guaranteed another modality to nominate Erasmus students from I UDINE01 (such as online nominations etc.).

3. Partner Universities have to send a detailed Erasmus nomination list by e-mail (to iss@uniud.it). It cannot be guaranteed the acceptance of another modality to nominate Erasmus students by partner Universities (such as online nominations etc.).

4. The I UDINE01 will send its decision (information package) within 8 weeks at the maximum from the reception of the nomination letter.

5. Erasmus incoming student at the I UDINE01 has to collect the Transcript of Records before leaving Udine, otherwise the Transcript of Records will be issued and sent by the I UDINE01 no later than 5 weeks directly to the personal post address of the student.

6. Termination or modification of the agreement:

A unilateral decision to discontinue or to change the exchanges notified to the other party by September 20/./ will only take effect from the October of the following new academic year.

HU BUDAPES01:

- Academic calendar:
 - Autumn semester: from 1st-10th September (usually second week of September), till 15th December
 - 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.
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.
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 Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

G. Information

1. Grading systems of the institutions

The link to our webpage is

Institution [Erasmus code]	WEB PAGE
I UDINE01	http://www.uniud.it/international-area/incoming-mobility/tabella-voti-ects-ects-labels/tabella-voti-ects?lingua=eng
HU BUDAPES01	http://www.elte.hu/en/ects

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
I UDINE01		http://www.uniud.it/international-area/incoming-mobility/vivere-a-udine_living_in_udine/issue-renewal-of-residence-permit?lingua=eng
HU BUDAPES01	Visit the website for details	Visa information for EEA and Non-EEA students http://www.elte.hu/en/visa

3. Insurance

Non Eu students can provide personally to get a private insurance in order to obtain the VISA for the study period.

Eu students can ask to the home authorities for the European Health Insurance ("TEAM") for the full Erasmus study period.

HU BUDAPES01

Minimum requirement for incoming students European Health Insurance Card

More information: <http://www.elte.hu/en/healthinsurance>

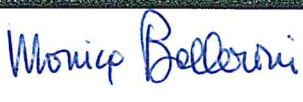

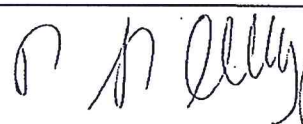

4. Housing

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
I UDINE01		http://www.uniud.it/international-area/incoming-mobility/alloggio-a-udine/alloggio-a-udine?lingua=eng
HU BUDAPES01	Visit the website for details	Housing Office housing@elte.hu Application deadline for housing for the autumn semester: 1st July for spring semester: 10th December

H. Signature of the institutions (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷	stamp
I UDINE01	Prof. M. Ballerini Vice rector for International Mobility	15/11/13		
HU BUDAPES01	Prof. Dr. Gábor ERDŐDY, Vice-Rector for International Relations	11.11.2013		

⁷ Scanned signatures are accepted



Eötvös Loránd University
HU BUDAPE01



Data Sheet

Name of Institution	Eötvös Loránd University
Erasmus code of Institution	HU BUDAPE01
Erasmus University Charter number	45677-IC-1-2007-1-HU-ERASMUS-EUCX-1 (extended)
Webpage of Institution	http://www.elte.hu/en
Erasmus webpage	http://www.elte.hu/en/erasmus
Facebook	https://www.facebook.com/elteinternational
Institutional Erasmus Coordinator	Ms. Ágnes Székely
Address, phone, fax, e-mail	Eötvös Loránd University, Rector's Office, Department of International Education and Mobility H – 1056 Budapest, Szerb utca 21-23. Phone: +36-1-411-6543; Fax: +36-1-411-6538 e-mail: erasmus@elte.hu
Nomination	Nomination have to be sent by the Erasmus coordinator of the Home University by email to erasmus@elte.hu or directly to the relevant Faculty Erasmus coordinator (see the list at the 3rd and 4th pages) Necessary information for nomination: sending University name and Erasmus code, name and personal data of nominated student(s), field of study, academic year and semester (autumn or spring), number of Erasmus months
Application submission	https://registration.elte.hu/ - except students of Faculty of Humanities, in this case please contact Mr. Sándor Balaci at balaci.sandor@btk.elte.hu Forms necessary for acceptance are Application form and Learning Agreement
Academic calendar	
Autumn semester	
Nomination and application deadline	Nomination deadline: 10th May; Application deadline: 30th May
Registration week	A week before classes start (usually first week of September)
Academic year, autumn semester (from – till)	1st-10th September (usually second week of September) - 15th December
Spring semester	
Nomination and application deadline	Nomination deadline: 10th November; Application deadline: 30th November
Registration week	A week before classes start (usually first week of February)
Academic year, spring semester (from – till)	3rd-5th February (usually second week of February) - 15th May
Course catalogue	http://www.elte.hu/en/courses
Language requirement	Attending courses in English requires at least intermediate knowledge of English (B2)
Orientation day for incoming students	September/February (more at: http://www.elte.hu/en/orientation)
Guide for incoming students	http://www.elte.hu/en/erasmusguide

Information about Hungary and Budapest

Information about Hungary

http://www.elte.hu/en/about_hungary

Information about Budapest

http://www.elte.hu/en/about_budapest

Housing

Housing Office

housing@elte.hu

Application deadline for housing

for the autumn semester: 1st July

for spring semester: 10th December

Visa information for EEA and Non-EEA students

Visa information for EEA and Non-EEA students

<http://www.elte.hu/en/visa>

Health insurance

Minimum requirement for incoming students

European Health Insurance Card

More information: <http://www.elte.hu/en/healthinsurance>

ECTS Information

ECTS information and grading system at ELTE

<http://www.elte.hu/en/ects>

Students with disabilities

Information

<http://www.elte.hu/en/disabilities>

Living costs

Expenses

(1€ = ca. 290 HUF)

Accommodation: 100 – 400 €/month

Public transportation (for 30 days): 3,850 HUF

Meals/30 day: 40,000 – 60,000 HUF

Language courses

Hungarian language course

Registration fee and cost

1x2, or 2x2 hours/week

free for Erasmus students

Registration form

http://www.elte.hu/en/language_courses

E-mail address of coordinator

hungarian_course@elte.hu

English language course

More information

Centre for Foreign Languages of Eötvös Loránd University University offers English language courses for incoming students. Course fee depends on the number of language classes and the number of students in a group (800 – 1,000 HUF/hour).

Registration form

Mr. László Kécskefalvi: klaszlo@itk.hu

http://www.elte.hu/en/language_courses

Mentor system

Name and e-mail address of coordinator
for mentor-system

Mr. Tamás SOPRONI

president@elte.esn.hu, <http://elte.esn.hu>

Minimum requirement for outgoing students

20-25 ECTS per semester

List of contact people

Central International Office:
Rector's Office, Department of
International Education and Mobility

www.elte.hu/en/erasmus

Head of the Department: Mr. Márton BÉLIK
e-mail: iro@elte.hu

Institutional Erasmus coordinator: Mrs. Ágnes SZÉKELY
e-mail: erasmus@elte.hu
Szerb utca 21-23, 1056 Budapest, Hungary
Tel: +36-1-485-5246, Fax: +36-1-485-5282,

International Offices of the Faculties

Faculty of Education and Psychology

www.ppk.elte.hu

Ms. Nóra GAÁL
e-mail: erasmus@ppk.elte.hu
Kazinczy utca 23-27, 1075 Budapest, Hungary
Tel: +36-1-461-4592, Fax: +36-1-461-4528

Field of study:
05.0 Education, Teacher training 14.4 Psychology
05.5 Adult Education 16.10 Physical Education, Sport Science

Faculty of Humanities

www.btk.elte.hu

Mr. Sándor BALACI
e-mail: balaci.sandor@btk.elte.hu
Múzeum körút 4/A, 1088 Budapest, Hungary
Tel, fax: +36-1-485-5200/5493

Fields of study:
03.6 History of Art 08.1 Philosophy
08.3 History 08.4 Archeology
09.0 Languages & Philological Sciences
15.0 Communication & Journalism

Faculty of Informatics

www.inf.elte.hu/erasmus_student_mobility

Ms. Anikó Csizmazia
e-mail: erasmus@inf.elte.hu
Pázmány Péter sétány 1/C, 1117 Budapest, Hungary
Tel: +36-1-381-2299, Fax: +36-1-381-2236

Fields of study:
07.6 Cartography on Master level
11.3 Informatics, Computer Science

Faculty of Law

www.ajk.elte.hu/en

Incoming Students: Ms. Mariann BOTLIK-MOLNÁR
e-mail: botlikmolnar@ajk.elte.hu
Kecskeméti utca 10-12, 1053 Budapest, Hungary
Tel: +36-1-483-8000/4628 (ext.), Fax: +36-1-483-8018

Bilateral Agreements: Ms. Andrea ROBOTKA
e-mail: international@ajk.elte.hu; erasmus@ajk.elte.hu
Kecskeméti utca 10-12, 1053 Budapest, Hungary
Tel: +36-1-483-8019, Fax: +36-1-483-8018

Field of study:
10.0 Law

Faculty of Primary and Pre-School Education

www.tok.elte.hu/node/30

Ms. Andrea SERES, Ms. Ildikó ROMANOCZKY
e-mail: palyazati@tok.elte.hu
Kiss János altábornagy utca 40, 1126 Budapest, Hungary
Tel: +36-1-487-8111, Fax: +36-1-487-8196

Field of study:
05.0 Education, Teacher Training

Faculty of Science<http://ttk.elte.hu>

Ms. Mária DEMETER
 e-mail: demetermaria@teo.elte.hu
 Pázmány Péter sétány 1/A, 1117 Budapest, Hungary
 Tel: +36-1-411-6500/6095; Fax: +36-1-372-2604

Fields of study:

07.1 Geography	07.2 Environmental Science, Ecology
07.3 Geology	07.6 Geography
07.6 Cartography on bachelor level	
07.7 Meteorology	11.1 Mathematics
13.1 Biology	13.2 Physics
13.3 Chemistry	13.4 Microbiology
13.6 Biochemistry	13.7 Astronomy, Astrophysics

Faculty of Social Scienceswww.tatk.elte.hu

Ms. Julianna GYÖRKE
 e-mail: julia.gyorke@tatk.elte.hu
 Pázmány Péter sétány 1/A, 1117 Budapest, Hungary
 Tel: +36-1-411-6500/6779; Fax: +36-1-372-2912

Fields of study:

14.1 Political Science	14.2 Sociology
14.3 Economics	14.5 Social Work
14.6 International Relations	14.7 Anthropology

Faculty of Special Education[www.barczi.elte.hu / Erasmus](http://www.barczi.elte.hu/Erasmus)

Ms. Vanda KATONA
 e-mail: erasmus@barczi.elte.hu
 H-1476 Budapest 100, POB 127. Hungary
 Tel: +36-1-358-5503; Fax: +36-1-348-3180

Field of study:

05.6 Special Education

**University Student's Union
Vice President for International Relations**<http://kulugy.ehok.elte.hu/foreign/>

Mr. Tamás SOPRONI
 kulugy@ehok.elte.hu
 Gerlőczy utca 11. 1055 Budapest, Hungary
 Tel: +36-1-381-2355