

**Erasmus+ Programme Key Action 1 – Mobility for learners and staff –  
Higher Education Student and Staff Mobility Inter-institutional agreement  
2015-2021 between programme countries**

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 (email, phone)	Website (eg. of the course catalogue)
<b>Eötvös Loránd University (ELTE)</b>  Faculty of Law	<b>HU BUDAPES01</b>	<b>Institutional Erasmus coordinator:</b> Agnes Szekely <a href="mailto:Erasmus@elte.hu">Erasmus@elte.hu</a> 1056 Budapest, Szerb utca 21-23. +36 1 411 6543 <b>Administrative (Faculty) coordinator:</b> Andrea ROBOTKA <a href="mailto:erasmus@ajk.elte.hu">erasmus@ajk.elte.hu</a> 1053 Budapest, Kecskeméti u. 10-12. +36-1-483-8019 <b>Academic coordinator:</b> Dr. Pál SONNEVEND, vice dean for international affairs	<a href="http://www.elte.hu/en/erasmus">www.elte.hu/en/erasmus</a>  <a href="http://www.ajk.elte.hu/en/studying_here">www.ajk.elte.hu/en/studying here</a>
<b>UNIVERSITY OF UDINE</b> <i>International Relations and Mobility Office</i> v. Palladio, 8 33100 UDINE ITALY	<b>I UDINE01</b>	<a href="mailto:Claudia.schileo@uniud.it">Claudia.schileo@uniud.it</a> outgoing mobility & Erasmus Studio Agreements Fax +39-0432-556229 phone: +39-0432-556221  International Student Service <a href="mailto:iss@uniud.it">iss@uniud.it</a> incoming exchange mobility fax +39-0432-556496 phone +39-0432-556218/556497  Academic Contact: Prof. Montanari Laura <a href="mailto:Laura.montanari@uniud.it">Laura.montanari@uniud.it</a>	<a href="http://www.uniud.it/international-area/incoming-mobility">http://www.uniud.it/international-area/incoming-mobility</a>  general course catalogue: <a href="https://next.uniud.it/it/didattica">https://next.uniud.it/it/didattica</a>  courses held in english: <a href="http://www.uniud.it/international-area">http://www.uniud.it/international-area</a>

**B. Mobility numbers 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 <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	I UDINE01	380	Law	1, 2, 3	2 x 5 months (=10 total)	Only by individual agreement

I UDINE01	HU BUDAPES01	380	Law	1, 2, 3	2 x 5 months (=10 total)	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	Staff Mobility for Training *
				[total number of days of teaching periods or average duration *]	

### 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>1</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
HU BUDAPES01	042	Hungarian	English, German	B2	B2
I UDINE01		Italian	english	B2	

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

### D. Additional requirements

#### HU BUDAPES01:

- Incoming students must receive a minimum of 20 and a maximum of 40 credits per semester. Students are allowed to take courses in other study fields as well, but the number of credits attained in other Faculties of ELTE University must be less than 50 percent of the total number of credits attained.
- 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](http://www.elte.hu/en/language_courses))

<sup>1</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>

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

### **At the University of Udine:**

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.

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 of I UDINE01:

**-<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>**

## **E. Calendar**

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

<b>Receiving institution [Erasmus code]</b>	<b>Autumn term* [month]</b>	<b>Spring term* [month]</b>
HU BUDAPES01	Nomination deadline: 10 May; Application deadline for incoming students: 30 May	Nomination deadline: 10 November; Application deadline for incoming students: 30 November
I UDINE01	15 May (nomination letter)	30 September (nomination letter)

### **HU BUDAPES01:**

- Academic calendar:
    - Autumn semester: from 1st-10th September (usually second week of September), till 15th December; examination period: until the beginning of February
    - Spring semester: from 3rd-5th February (usually second week of February), till 15th May; examination period: until the beginning of July
  - Partner institution should 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 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 1.  
Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.
- - **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.
  - - Partner Universities have to send a detailed Erasmus nomination list by e-mail (to [iss@uniud.it](mailto:iss@uniud.it)). **I UDINE01** cannot guarantee the acceptance of another modality to nominate Erasmus students by partner Universities (such as online nominations etc...).
  - - **I UDINE01** will send its decision (information package) within 8 weeks at the maximum from the reception of the nomination letter.

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

## 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

[Erasmus code]	WEB PAGE
<b>I UDINE01</b>	<a href="http://www.uniud.it/international-area/incoming-mobility/tabella-voti-ects-ects-labels/tabella-voti-ects?lingua=eng">http://www.uniud.it/international-area/incoming-mobility/tabella-voti-ects-ects-labels/tabella-voti-ects?lingua=eng</a>

### 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		<a href="http://www.elte.hu/en/visa">http://www.elte.hu/en/visa</a> <a href="http://www.ajk.elte.hu/en/studying_here/preparation">http://www.ajk.elte.hu/en/studying_here/preparation</a>
I UDINE01		<a href="http://www.uniud.it/international-area/incoming-mobility/vivere-a-udine_living_in_udine/issue-renewal-of-residence-permit?lingua=eng">http://www.uniud.it/international-area/incoming-mobility/vivere-a-udine_living_in_udine/issue-renewal-of-residence-permit?lingua=eng</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 BUDAPES01		<a href="http://www.elte.hu/en/healthinsurance">http://www.elte.hu/en/healthinsurance</a> <a href="http://www.ajk.elte.hu/en/studying_here/preparation">http://www.ajk.elte.hu/en/studying_here/preparation</a>
I UDINE01		<b>At the University of Udine:</b> 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.



#### 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	<a href="mailto:housing@elte.hu">housing@elte.hu</a>	<a href="http://www.elte.hu/en/housing">http://www.elte.hu/en/housing</a> <a href="http://www.ajk.elte.hu/en/studying_here/accommodation">http://www.ajk.elte.hu/en/studying_here/accommodation</a>
I UDINE01		<a href="http://www.uniud.it/international-area/incoming-mobility/vivere-a-udine_living_in_udine/issue-renewal-of-residence-permit?lingua=eng">http://www.uniud.it/international-area/incoming-mobility/vivere-a-udine_living_in_udine/issue-renewal-of-residence-permit?lingua=eng</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>2</sup>
HU BUDAPES01	Prof. Gábor Erdődy Vice-rector for International Affairs		
I UDINE01	Vice Rector for International Mobility prof. M. Ballerini	Jan. 2015	 

<sup>2</sup> Scanned signatures are accepted