



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,	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 +36 1 485 5249	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.

Múzeum krt. 4.			
Eötvös Loránd University (ELTE) Institute for Art History	HU BUDAPES01	Departmental coordinator: Prof. PhD Prokopp Mária 1088 Budapest, Múzeum krt. 6-8., I/209. mariaprokopp2@gmail.com +36 1 411 6568	http://arthist.elte.hu/index_en.php?id=kezd
UNIVERSITY OF UDINE <i>International Relations and Mobility Office</i> v. Palladio, 8 33100 UDINE ITALY	I UDINE01	Institutional Erasmus coordinator: <i>Prof. Monica Ballerini</i>	
		Administrative coordinator: Claudia.schileo@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	
		Academic (Departmental) coordinator: prof. Perusini Giuseppina.perusini@uniud.it	

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 * I]	Student Mobility for Traineeships *
HU BUDAPES01	I UDINE01	225	Art History	1 st or 2 nd or 3 rd	2/20	Only by individual agreement for 3 rd
I UDINE01	HU BUDAPES01	225	Art History	Thesis student only	1/3	

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 * I]	Staff Mobility for Training *
HU BUDAPES01	I UDINE01	225	Art History	1/5	Only by individual agreement
I UDINE01	HU BUDAPES01	225	Art History	1/5	

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	225	Hungarian / English	Hungarian / English	- / B2	- / B2
(Partner) Please fill in the missing data	225	italian	English if required	B1	

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>

- 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.
- **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.unlud.it/international-area/incoming-mobility/Prolungamento%20periodo%20di%20studio%20-%20Extension%20studv%20period/prolungamento-del-periodo-di-studio?lingua=eng](http://www.unlud.it/international-area/incoming-mobility/Prolungamento%20periodo%20di%20studio%20-%20Extension%20studv%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>

(Partner Univ): *please fill in the missing data*

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;
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
 - 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).
- - **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). **I UDINEO1** cannot guarantee the acceptance of another modality to nominate Erasmus students by partner Universities (such as online nominations etc...).
- - **I UDINEO1** will send its decision (information package) within 8 weeks at the maximum from the reception of the nomination letter.
- - Erasmus incoming student at **I UDINEO1** has to collect the Transcript of Records before leaving Udine, otherwise the Transcript of Records will be issued and sent by I UDINEO1 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.

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

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

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
I udine01		http://www.uniud.it/international-area/incoming-mobility/vivere-a-udine-living-in-udine/issue-renewal-of-residence-permit?lingua=eng

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
I UDINE01		At the University of Udine: 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.
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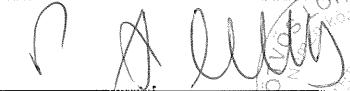

4. Housing

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
I UDINE01		http://www.uniud.it/international-area/incoming-mobility/alloggio-a-udine/alloggio-a-udine?lingua=eng

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	16. 12. 2013	
I UDINE01	Vice Rector for International Mobility prof. M. Ballerini	9/12/13	

⁷ Scanned signatures are accepted