**Erasmus+ Programme**

**Inter-institutional agreement 2018/2019-2020/2021**

**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)** | **Eötvös Loránd University (ELTE)****Faculty of Primary and Pre-School Education** |
| **Erasmus code** | **HU BUDAPES01** |
| **Contact details[[1]](#footnote-1)****(email, phone)** | **Ms Anikó SZONTÁGH**Erasmus Institutional CoordinatorEmail: xxx Phone : +xxxAddress : 21-23.Szerb Street H-1056, BudapestContact for IIA coordination:Ms xxx **Faculty of Primary and Pre-school Education:**Erasmus Faculty CoordinatorxxxEmail: xxx Phone: xxxAddress: 40.Kiss János altábornagy StreetH-1126 Budapest |
| **Website****(eg. of the course catalogue)** | [www.elte.hu/en](http://www.elte.hu/en) →Education→Incoming mobilityFaculty website: [www.tok.elte.hu/international](http://www.tok.elte.hu/international) |

|  |  |
| --- | --- |
| **Name of the institution****(and department, where relevant)** | **University of Hradec Králové**Rokitanského 62, 500 03 Hradec Králové 3, Czech Republic |
| **Erasmus code** | **CZ HRADEC01** |
| **Contact details****(email, phone)** | Erasmus Institutional CoordinatorMgr. Karel Kouba, Ph.D., M.A.tel.: +420 493 332 520; email: karel.kouba@uhk.czInternational Office – agreementsxxxtel.: +xxx email: xxxDepartmental International Office - Faculty of Educationxxxtel.: xxx; email: xxx |
| **Website****(eg. of the course catalogue)** | [www.uhk.cz/UHK?lang=en-GB](http://www.uhk.cz/UHK?lang=en-GB)[www.uhk.cz/en-GB/UHK-international-students/Erasmus](http://www.uhk.cz/en-GB/UHK-international-students/Erasmus)course catalogue: [www.uhk.cz/PDF-international-students/Erasmus](http://www.uhk.cz/PDF-international-students/Erasmus) |

**B. Mobility numbers per academic year**

*For agreements 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 for Studies** |
| **FROM****[Erasmus code of the sending institution]** | **TO****[Erasmus code of the receiving institution]** | **Subject area code[[2]](#footnote-2)****[ISCED]** | **Subject area name** | **Study cycle****[short cycle, 1st, 2nd or 3rd]** | **Number of students** | **Number of months****[total number]** |
| HU BUDAPES01 | CZ HRADEC01 | 11 | Education | 1st  | 2 | 10 |
| CZ HRADEC01 | HU BUDAPES01 | 11 | Education | 1st | 2 | 10 |

|  |
| --- |
| **Staff Mobility for Teaching** |
| **FROM****[Erasmus code of the sending institution]** | **TO****[Erasmus code of the receiving institution]** | **Subject area code[[3]](#footnote-3)****[ISCED]** | **Subject area name** | **Number of teachers** | **Number of days****[total number]** |
| HU BUDAPES01 | CZ HRADEC01 | 11 | Education | 1 | 5 |
| CZ HRADEC01 | HU BUDAPES01 | 11 | Education | 1 | 5 |

**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** | **Languageof instruc­tion 1** | **Languageof instruc­tion 2** | **Recommended language of instruction level[[4]](#footnote-4)** |
| Student Mobility for Studies[*Minimum recommended level: B1*] | Staff Mobility for Teaching[*Minimum recommended level: B2*] |
| HU BUDAPES01 | 11 | Hungarian | English, German | B2 | B2 |
| CZ HRADEC01 | 11 | English | German/ Russian/ French | B1 | B2 |

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**

Information on infrastructure to welcome students and staff with disabilities:

**CZ HRADEC01**: We make an effort to improve wheelchair accessibility in our facilities. There is a special access to our websites designed for the visually impaired. Some publications of the university library are specially converted to the format legible for people with residual vision. We also have the counselling centre Augustin which provides help to people with special needs to integrate.

**HU BUDAPES01:**

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 mobilities, a letter of invitation-issued by 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.

**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. |
| CZ HRADEC01 | 31 May | 30 November |

HU BUDAPES01 Academic calendar:

Autumn: approx. 2nd week of September to the end of January, Spring: approx. 2nd week of February-end of June

Partner institution shall 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 students.

CZ HRADEC01 Academic calendar:

Autumn: approx. from 3rd or 4th of September till approx. 3rd week or 4th week of December + exam period: till 1st half of February, Spring: approx. from 2nd or 3rd week of February till approx. 2nd of 3rd week of May + exam period: till end of June

Partner institution shall send nominations to petra.noskova@uhk.cz specifying the name, field of study, academic year and semester, and e-mail address of the nominated students.

2. The receiving institution will send its decision within [6] weeks.

3. 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 of the agreement

No special regulations. 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. 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**

*[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users’ guide[[5]](#footnote-5). A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]*

**HU BUDAPES01:** [www.elte.hu/en>Education>Academic>ECTS](http://www.elte.hu/en%3EEducation%3EAcademic%3EECTS)(credit system and grading)

**CZ HRADEC01**: [www.uhk.cz/en-GB/UHK/Uredni-deska/Uredni-deska-univerzity.aspx](http://www.uhk.cz/en-GB/UHK/Uredni-deska/Uredni-deska-univerzity.aspx) (Full Text of the Study and Examination Regulations of the University of Hradec Králové 2015 (Article 14))

The ECTS grading scale is used to assess studies with letters A, B, C, D, E, F representing the achieved score, where the letter “A” represents the best exam outcome, “F” means, that the student have failed the exam.

Mutual comparison of the ECTS classification with verbal and numerical classifications in the environment UHK as follows:

|  |  |
| --- | --- |
| **ECTS classification** | **verbal and numerical classification** |
| A | excellent (1) |
| B | (1,5) |
| C | very good (2) |
| D | (2,5) |
| E | satisfactory (3) |
| F | failed (4) |

In recognition of parts of studies or study subjects a verbal expression "recognized" may be used instead of the grading scale.

**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 | See Section A | [www.elte.hu/en>Education>Practical](http://www.elte.hu/en%3EEducation%3EPractical) matters>Visa/Residence permit |
| CZ HRADEC01 | xxxemail: xxxtel.: +xxx | <http://www.mvcr.cz/mvcren/article/information-for-schools-and-students.aspx?q=Y2hudW09NQ%3d%3d> |

**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 | See Section A | [www.elte.hu/en>Education>Practical](http://www.elte.hu/en%3EEducation%3EPractical) matters>Health insurance |
| CZ HRADEC01 | xxxemail: xxxtel.: +xxx | Students from non-EU member states: <http://www.mvcr.cz/mvcren/article/travel-medical-insurance-during-a-stay-longer-than-90-days.aspx> |

**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 | See Section A as well as: housing@elte.hu | [www.elte.hu/en>Education>Practical](http://www.elte.hu/en%3EEducation%3EPractical) matters>Housing |
| CZ HRADEC01 | xxxemail: xxxtel.: xxx | [www.uhk.cz/UHK-international-students/Information-for-Incoming-Students/Accommodation](http://www.uhk.cz/UHK-international-students/Information-for-Incoming-Students/Accommodation) |

**G. Signatures of the institutions (legal representatives)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution****[Erasmus code]** | **Name, function** | **Date** | **Signature[[6]](#footnote-6)** |
| HU BUDAPES01 | Prof.dr.László BORHYrector | 8.5.2018 |  |
| CZ HRADEC01 | Mgr. Karel Kouba, Ph.D., M.A.Erasmus Institutional Coordinator | 4.5.2018 |  |

1. Contact details to reach the senior officer in charge of this agreement and of its possible updates. [↑](#footnote-ref-1)
2. education field: <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>) [↑](#footnote-ref-2)
3. education field: <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>) [↑](#footnote-ref-3)
4. 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-4)
5. <http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm> [↑](#footnote-ref-5)
6. Scanned signatures are accepted [↑](#footnote-ref-6)