



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-20[21]² **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 details⁴ (email, phone)	Website (eg. of the course catalogue)
UNIVERSIDADE NOVA DE LISBOA – Faculdade de Ciências e Tecnologia	P LISBOA03	Institutional Coordinator : Prof. José Esteves Pereira Email: erasmus@unl.pt Tel.: +351 21 384 52 07/8 ----- Subject Area Contact: Prof. Alexandra Ribeiro Email: abr@fct.unl.pt Tel.: + 351 21 294 83 00 -----	www.unl.pt

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.

A

		Administrative contact: SAE-AM Email: div.a.ae.mobillidade@fct.unl.pt Tel: + 351 21 294 78 20/7	http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms
ESZTERHÁZY KÁROLY FŐISKOLA 54686-LA-1-2014-1-HU-E4AKA1- ECHE	HU EGER01	Institutional Erasmus Coordinator: Ms. Judit KÁDÁR, PhD Head of Centre for International Relations Tel: +36 36 523441 international@ektf.hu Mobility Office: studentmobility@ektf.hu academicmobility@ektf.hu T: +36 36 523441	www.nkk.ektf.hu
[...]			

B. Mobility numbers⁵ per academic year

[Paragraph to be added, if the agreement is 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:

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 Student Mobility for Traineeships * [total number of months of the study periods or average duration*]	
P LISBOA03	HU EGER01	052	Environment	1 st , 2 nd	2 * 6 (each)	TBD
HU EGER01	P LISBOA03	052	Environment	1 st , 2 nd	2 * 6 (each)	TBD

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>)

[*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

Staff mobility:

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 *
P LISBOA03	HU EGER01	052	Environment	Alexandra Ribeiro * 8h	---
HU EGER01	P LISBOA03	052	Environment	TBD * 8h	---

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]
P LISBOA03		Portuguese (for 1 st cycles)	Portuguese and/or English (for 2 nd and 3 rd cycles)	B1	B2
HU EGER01		Hungarian	English	B1	B2

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>



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

[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]

HU EGER01 welcomes students with disabilities. The necessary individual arrangements need to be discussed well in advance (6 months prior to arrival).

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
P LISBOA03	May 31 st	October 31 st
HU EGER01	Appl: 15 June	Appl: 10 December

[to be adapted in case of a trimester system]*

2. The receiving institution will send its decision within [4] weeks (minimum).
HU EGER01 accepts all students that are nominated by the partner institution. Official letters of acceptance will be sent out to the students within 2 weeks after the deadline for application.
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.
HU EGER01: 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 of the agreement

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. The termination clauses must include the following disclaimer: "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

Information available at:



http://www.fct.unl.pt/sites/default/files/erasmus_incoming/EU_Scale_FCT.pdf

HU EGER01: http://nkk.ektf.hu/erasmus/grading_system

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
P LISBOA03	Email: div.a.ae.mobilidade@fct.unl.pt Tel.: + 351 21 294 78 20/7	http://www.fct.unl.pt/en/student/student-orientation-and-mobility/information-incoming-students-and-other-visitors
HU EGER01	studentmobility@ektf.hu +36-36-523-441	www.nkk.ektf.hu

3. Insurance

All students enrolled in P LISBOA03 are covered by an accident and third party liability insurance:

(http://www.fct.unl.pt/sites/default/files/documentos/estudante/informacao_academica/Seguro%20Escolar/Generali_apoliceSegAlunos_013.pdf).

It is mandatory that Mobility Students and Staff bring:

- European Health Insurance Card for medical assistance (just for people from the European Union's 27 Member States plus Iceland, Liechtenstein, Norway and Switzerland) to access health care services during temporary visits abroad
- Insurance Health for visitors outside European Union;

Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P LISBOA03	Email: div.a.ae.mobilidade@fct.unl.pt Tel.: + 351 21 294 78 20/7	
HU EGER01	studentmobility@ektf.hu +36-36-523-441	www.nkk.ektf.hu



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
P LISBOA03	Email: div.a.ae.mobilidade@fct.unl.pt Tel.: + 351 21 294 78 20/7	http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms
HU EGER01	E-mail: housing@ektf.hu	http://nkk.ektf.hu/erasmus/accomodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
P LISBOA03	Institutional Coordinator, Prof. José Esteves Pereira	14 FEB. 2014	
HU EGER01	habil. dr. Kálmán LIPTAI Rector		dr. habil. Kálmán LIPTAI Rector  stamp

⁷ Scanned signatures are accepted

Director: **Ms Judit KÁDÁR, PhD**

Institutional Erasmus coordinator: **Ms Judit KÁDÁR, PhD**

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international@ektf.hu

Tel: +36 36 520 427;

+36 36 520 400/ ext. 2038 mellék

Fax: +36 36 520 448

International Relations Office (A104)

Head of Office: Krisztina SZŐKE

international@ektf.hu

Tel: +36 36 520 400/ ext. 2169

Fax: +36 36 520 448

Academic Mobility Coordinator: Ágnes KAKASI

academicmobility@ektf.hu

Mobility Office (B ground floor)

Head of Office: Réka TÓTH-DOLENSZKY

Mobility coordinators:

Lilla LAKATOS and Anita MOLNÁR

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Tel: +36 36 523 441;

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Intercultural Group (B323)

Head: Judit TÓTH

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Institute of Foreign Language Communication (B 2nd floor)

Head of Institute: Beáta SZÉP, PhD

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Specialized Language Group

Head: Éva TÓTH, PhD (B 221)

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totheva@ektf.hu

General Foreign Language Group

Head: Ágnes PETRÁSOVITS

Language Exam Group

Head: Mihály HARSÁNYI, PhD