

**Erasmus+ Programme**  
**Key Action 1 – Mobility for learners and staff –**  
**Higher Education Student and Staff Mobility**  
**Inter-institutional agreement 2018-2021**  
**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	Erasmus code	Contact details (email, phone)	Website
PLOVDIVSKI UNIVERSITET "PAISII HILENDARSKI"	BG PLOVDIV04	<u>Institutional Erasmus Coordinator</u> Assoc.Prof. Boryan Yanev; byanev@gmail.com; +359 32 261478 <u>Agreements' Administrator</u> Mrs Radosveta Mishevska; iro@uni- plovdiv.bg; + 359 32 261363 <u>Faculty Agreement' Coordinator</u> Assoc. Prof. Ivan Shotlekov, PhD; shotlekov@gmail.com; +359 32 261765	<a href="https://uni-plovdiv.bg">https://uni-plovdiv.bg</a>  <a href="https://uni-plovdiv.bg/pages/index/28/">https://uni-plovdiv.bg/pages/index/28/</a>
Eötvös Loránd University  Faculty of Informatics	HU BUDAPES01	<b>Institutional Erasmus coordinator:</b> Anikó Szontágh <a href="mailto:aniko.szontagh@rk.elte.hu">aniko.szontagh@rk.elte.hu</a> 1056 Budapest, Szerb utca 21-23. +36 1 411 6543  <b>Administrative (Faculty) Erasmus coordinator:</b> Administrative (Faculty) Erasmus coordinator: Anikó CSIZMAZIA, <a href="mailto:erasmus@inf.elte.hu">erasmus@inf.elte.hu</a> +36 1 372 2500 / 1937  <b>Academic (Departmental) coordinator:</b> Dr. Viktória ZSÓK, <a href="mailto:zsv@inf.elte.hu">zsv@inf.elte.hu</a> +36 1 372 25 00 / 8137	

## 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	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 (students x months)	
					Studies	Traineeships
BG PLOVDIV04	HU BUDAPES01	061	Information and Communication Technologies (ICTs)	1st- бакалаври 2nd – магистри 3rd- PhD	2 x 5	N/A
HU BUDAPES01	BG PLOVDIV04	061	Information and Communication Technologies (ICTs)	1, 2, 3	2 x 5	N/A
FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code	Subject area name	Number of staff mobility periods (staff x days)		
				Teaching	Training	
BG PLOVDIV04	HU BUDAPES01	061	Information and Communication Technologies (ICTs)	1 teacher x 7 days	1 staff x 7 days	
HU BUDAPES01	BG PLOVDIV04	061	Information and Communication Technologies (ICTs)	1 teacher x 7 days	1 staff x 7 days	

## 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	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
BG PLOVDIV04	061	BG	EN (only staff)	B1	B2
HU BUDAPES01	061	HU	EN	B2	B2

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

## D. Additional requirements

### BG PLOVDIV04

- Exchange studies for PhD students are organized according to individual plans.

- Incoming staff members should apply for visits to the respective faculty coordinators (<https://uni-plovdiv.bg/pages/index/160/> )

#### **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:
  - o 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.
  - o The ESN mentor system ensures the acculturation of foreign students by organizing a series of cultural and leisure activities.
  - o 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))
- \* For the implementation of STA/STT-mobilities, a letter of invitation – issued by an ELTE contact person – is required.

#### **E. Calendar**

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

Receiving institution [Erasmus code]	Autumn term [month]	Spring term [month]
BG PLOVDIV04	30 June (applic)	30 November (applic)
HU BUDAPES01	Nomination deadline: 10 May; Application deadline for incoming students: 30 May	Nomination deadline: 10 November; Application deadline for incoming students: 30 November

#### **HU BUDAPES01:**

- \* Academic calendar:
    - o Autumn semester: from 1st-10th September (usually second week of September), till 15th December
    - o spring semester: from 3rd-5th February (usually second week of February), till 15th May
  - \* 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 3 weeks.
  3. A Transcript of Records will be issued by the receiving institution no later than 3 weeks after the assessment period has finished at the receiving HEI.
  4. Termination of the agreement

A notice of at least one academic year should be given for the termination of the agreement. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 August 20XX will only take effect as of 1 August 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

In the Bulgarian System, marks are graded from 2 to 6, with 3 being the minimum score required to pass:

Bulgarian Grade	Description
Отличен (6)	Excellent performance
Много Добър (5)	Very good performance
Добър (4)	Good performance
Среден (3)	Acceptable performance
Слаб (2)	Insufficient performance
Не се явил	Exam not done by the student

**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

### 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
BG PLOVDIV04	petrova@uni-plovdiv.bg	<a href="https://uni-plovdiv.bg/pages/index/160/">https://uni-plovdiv.bg/pages/index/160/</a>

HU BUDAPES01		<a href="http://www.elte.hu/en/visa">http://www.elte.hu/en/visa</a>
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### 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
BG PLOVDIV04	<a href="mailto:petrova@uni-plovdiv.bg">petrova@uni-plovdiv.bg</a>	<a href="https://uni-plovdiv.bg/pages/index/160/">https://uni-plovdiv.bg/pages/index/160/</a>
HU BUDAPES01		<a href="http://www.elte.hu/en/healthinsurance">http://www.elte.hu/en/healthinsurance</a>




### 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
BG PLOVDIV04	<a href="mailto:petrova@uni-plovdiv.bg">petrova@uni-plovdiv.bg</a>	<a href="https://uni-plovdiv.bg/pages/index/160/">https://uni-plovdiv.bg/pages/index/160/</a>
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>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>1</sup>
BG PLOVDIV04	Prof. Nevena Mileva Vice-Rector	23.04.2018	
HU BUDAPES01	Prof. Dr. László BORHY Rector	20/04/2018	 

<sup>1</sup>Scanned signatures are accepted

