

Annex to Erasmus+ Inter-Institutional Agreement

Institutional Factsheet

1. Institutional Information

1.1. Institutional details

Name of the institution	Pázmány Péter Katolikus Egyetem
Erasmus Code	HU BUDAPES12
EUC	66278-LA-1-2014-1-HU-E4AKA1-ECHE
Institution website	http://erasmus.jak.ppke.hu/en
Online course catalogue	http://erasmus.jak.ppke.hu/en/courses.html

1.2. Main contacts

Contact person	Ms Réka Reinisch
Responsibility	Erasmus+ Institutional Coordinator
Contact details	Phone:+36 1 4297 200 / 412; Fax:-; Email: international.office@ppke.hu

Contact person	Dr Tihamér Tóth
Responsibility	Academic contact – Assistant Dean for International Relations
Contact details	Phone:+36 1 429 7263; Fax:+36 1 429 7263; Email: erasmus@jak.ppke.hu

Contact person	Ms Zsuzsanna Pollák
Responsibility	Departmental Erasmus Coordinator (for incoming students, teachers)
Contact details	Phone:+36 1 429 7263; Fax:+36 1 429 7263; Email: erasmus@jak.ppke.hu

Contact person	Ms Mercédesz Locskay
Responsibility	Departmental Erasmus Coordinator (for outgoing students, teachers)
Contact details	Phone:+36 1 429 7263; Fax:+36 1 429 7263; Email: erasmus@jak.ppke.hu

2. Detailed requirements and calendar

2.1. Recommended language skills

The sending institution, following agreement with our 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 (not mandatory levels):

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	Law (380/0421)	English	B2

Staff Mobility for Teaching	Law (380/0421)	English	B2
Staff Mobility for Training	Law	English	B1

* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

For more details on the language of instruction recommendations, please refer to our course catalogue.

2.2. 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]

Erasmus code	Selection criteria	
	incoming	outgoing
HU BUDAPES12	<ul style="list-style-type: none"> Language Skills 	<ul style="list-style-type: none"> Motivation Academic achievements Language skills

HU BUDAPES12:

- A Welcome Programme is offered for all international students in the frame of the Orientation day. Students will be introduced to different aspects of being a student in Hungary through practical information. We organize an Orientation week-end throughout which the students are taken around in the capital with interesting entertainments.
- Language courses: Pázmány Péter Catholic University offers Hungarian Language Course to non-native speakers of Hungarian during the semester.
- We operate a personal tutor system; each incoming student receives a personal tutor who helps in any matters before the arrival and during the whole semester.
- Accessibility
Making teaching and services accessible to all is a priority for Pázmány University, Budapest. The University's desire to integrate disabled students is demonstrated by the measures it has undertaken to improve accessibility to its premises, and to provide individual help and special arrangements.
The whole of the main building "A" and "B" are accessible, including its lecture rooms, classrooms, IT labs, cafeteria, offices and toilets.
Our third building "C" is still to undergo renovation to make it accessible to all.

2.3. Calendar

2.3.1. Nomination Deadlines

Applications/information on students nominated must reach our institution by:

Autumn term	Nomination: 1 June Application: 30 June - Autumn term starts at the beginning of September
Spring term	Nomination: 30 October Application: 30 November- Spring term starts at the beginning of February

2.3.2. Decision Response

We will send our decision within 2 weeks.

2.3.3. Transcripts of Records

A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at our institution.

3. Additional information

3.1. Grading system

5 scale evaluation system for theoretical courses:

5	Excellent (jeles)	A (EXCELLENT - outstanding performance with only minor errors) B (VERY GOOD - above the average standard but with some errors)
4	Good (jó)	C (GOOD - generally sound work with a number of notable errors)
3	Satisfactory (közepes)	D (SATISFACTORY - fair but with significant shortcomings)
2	Pass (elégsgés)	E (SUFFICIENT - performance meets the minimum criteria)
1	Failed (elégtelen)	FX (FAIL - some more work required before the credit can be awarded) F (FAIL - considerable further work is required)

For practical /seminar-like/ courses the following **3 scale evaluation system** is applied:

5	Excellent (jeles)	A (EXCELLENT - outstanding performance with only minor errors) B (VERY GOOD - above the average standard but with some errors)
3	Satisfactory (közepes)	D (SATISFACTORY - fair but with significant shortcomings)
1	Failed (elégtelen)	FX (FAIL - some more work required before the credit can be awarded) F (FAIL - considerable further work is required)

3.2. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, 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:

Contact person	erasmus@jak.ppke.hu
Responsibility	-
Contact details	Phone:-; Fax:-; Email:-
Website	https://jak.ppke.hu/kszki/en/pre-arrival/visa-residence-permit-and-insurance

3.3. Insurance

Our institution will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Contact person	erasmus@jak.ppke.hu
Responsibility	-
Contact details	Phone:-; Fax:-; Email:-
Website	https://jak.ppke.hu/kszki/en/pre-arrival/visa-residence-permit-and-insurance

3.4. Housing

Our institution will guide incoming student/staff 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:

Contact person	erasmus@jak.ppke.hu
Responsibility	-
Contact details	Phone:-; Fax:-; Email:-
Website	https://jak.ppke.hu/kszki/en/pre-arrival/accommodation