

HOW TO

CONCLUDE AN ERASMUS BILATERAL AGREEMENT

RESPONSIBLE UNIT(S):

▪ **Academic Cooperation and
Research Support Office**

STEPS

CASE I: A CEU department is interested in establishing a new Erasmus cooperation

1. CEU department contacts the Erasmus Office at ACRO
2. CEU Erasmus Office contacts the Erasmus coordinator of the partner institution, whether there is interest in such cooperation
3. Heads of Departments at both institutions are contacted in order to work out and agree on the terms and details of the exchange cooperation agreement
4. Once confirmed by both sides, CEU Erasmus Office prepares the contract and has it signed and stamped by the legally authorized representative (Provost)
5. The scanned agreement is sent to the other institution for signature and stamp
6. The other institution sends a scanned copy of the agreement back to CEU Erasmus Office
7. CEU Erasmus Office forwards an electronic copy to the relevant CEU department
8. The agreement is electronically filed and added to the List of Erasmus Partners

CASE II: An institution is interested in establishing a new Erasmus cooperation with CEU

1. The institution contacts CEU Erasmus Office
2. CEU Erasmus Office contacts the relevant CEU department(s) and forwards the inquiry to the Head(s) of Department(s) for approval and clarification of terms and details
3. Once details have been discussed and agreed, the other institution sends its signed and stamped bilateral agreement to CEU (electronic copies are accepted)
4. CEU Erasmus Office has the agreement signed and stamped by the legally authorized representative (Provost)
5. The scanned agreement is sent to the other institution
6. CEU Erasmus Office forwards an electronic copy to the relevant CEU department
7. The agreement is electronically filed and added to the List of Erasmus Partners

In both cases the process usually takes minimum 3-4 weeks (it might take shorter in some cases)

USEFUL LINKS

<http://acro.ceu.edu/erasmus-bilateral-agreements-by-department>

FOR MORE INFORMATION CONTACT

Anna Szathmári, Erasmus Office, ACRO: x2018, szathmaria@ceu.edu