



## Erasmus+ Programme

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

#### Inter-institutional<sup>1</sup> agreement 2017/18-2020/21 between programme countries

#### [Minimum requirements]<sup>2</sup>

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 details <sup>3</sup> (email, phone)	Website (eg. of the course catalogue)
FH Campus Wien, University of Applied Sciences  Department of Engineering  Technical Management	A WIEN63	<b>Head of the International Office</b> Ms. Elisabeth Brunner-Sobanski T: +43 1 606 68 77-6151 elisabeth.brunner-sobanski@fh-campuswien.ac.at  <b>Administrative contact and mobility coordinator:</b> <a href="mailto:international@fh-campuswien.ac.at">international@fh-campuswien.ac.at</a> +43 1 606 68 77-6150  <b>Departmental Coordinator:</b> <a href="https://www.fh-campuswien.ac.at/en/studies/international.html#c12488">https://www.fh-campuswien.ac.at/en/studies/international.html#c12488</a>	<b>International Office:</b> <a href="https://www.fh-campuswien.ac.at/en/studies/international.html">https://www.fh-campuswien.ac.at/en/studies/international.html</a>  <b>Study Program:</b> <a href="https://www.fh-campuswien.ac.at/en/studies/study-programs/detail/technisches-management-master.html?tx_asfhcw_course[controller]=Course&amp;hash=773af5f8af969f8ae2c0a065afc9ecb0">https://www.fh-campuswien.ac.at/en/studies/study-programs/detail/technisches-management-master.html?tx_asfhcw_course[controller]=Course&amp;hash=773af5f8af969f8ae2c0a065afc9ecb0</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>3</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

<p>Obuda University</p> <p>Keleti Faculty of Business and Management</p> <p>(17 Tavaszmező st, 1084 Budapest, Hungary)</p>	<p>HU BUDAPES16</p>	<p><b>Institutional coordinator :</b> Mrs. Ildikó Marosi PhD Office of International Education <a href="mailto:marosi.ildiko@kgk.uni-obuda.hu">marosi.ildiko@kgk.uni-obuda.hu</a> Tel: +36-1 666 5050 Tavaszmező u. 17. 1084 Budapest</p> <p><b>Academic contact:</b> Mrs. Kornélia Lazányi vice-dean of research <a href="mailto:lazanyi.kornelia@kgk.uni-obuda.hu">lazanyi.kornelia@kgk.uni-obuda.hu</a> Tel: +36-1 666 5207</p>	<p><a href="http://www.erasmus.uni-obuda.hu/en">www.erasmus.uni-obuda.hu/en</a></p> <p><a href="http://www.kgk.uni-obuda.hu/en">www.kgk.uni-obuda.hu/en</a></p>
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#### B. Mobility numbers<sup>4</sup> 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.]

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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]	Number of student mobility periods (number of students indicated is either SMS or SMP)	
					Student Mobility for Studies	Student Mobility for Traineeships *
					[total number of months of the study periods]	
-	-	-	-	-	-	-
-	-	-	-	-	-	-

[\*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.]

<sup>4</sup> 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>)

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 *
A WIEN63	HU BUDAPES16	0410	Business and administration	2 [min. 8 hours of teaching each]	-
HU BUDAPES16	A WIEN63	0410	Business and administration	2 [min. 8 hours of teaching each]	-

### 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 <sup>5</sup>		
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]	Staff Mobility for Training
A WIEN63	0710	German	English	--	C1	--
HU BUDAPES16		English	Hungarian	B2 English	B2 English	

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]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

**A WIEN63:** We also welcome applications from students with disabilities. Please make sure you contact us early enough before the planned exchange so that we can clarify if we can offer you the support you need.

#### HU BUDAPES16:

<sup>5</sup> 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>

In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the Office of International Education: [incoming@uni-obuda.hu](mailto:incoming@uni-obuda.hu)  
 Application process: <http://erasmus.uni-obuda.hu/en>  
 For MSc and PhD students we can provide only a few classes in English and project or thesis work.  
 Applicants from outside the EU have to take care of sufficient health insurance. Applicants with a non-EU-citizenship have always to apply for a Schengen student's visa for Hungary before departure.

## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
A WIEN63	<b>30<sup>th</sup> April</b>  Application information for exchange students:  <a href="https://www.fh-campuswien.ac.at/en/studies/international/paths-to-vienna.html">https://www.fh-campuswien.ac.at/en/studies/international/paths-to-vienna.html</a>  Please note that semester dates vary depending on the study programme  <a href="https://www.fh-campuswien.ac.at/en/studies/studien-und-weiterbildungsangebot/academic-calendar.html">https://www.fh-campuswien.ac.at/en/studies/studien-und-weiterbildungsangebot/academic-calendar.html</a>	<b>31<sup>st</sup> October</b>  Application information for exchange students:  <a href="https://www.fh-campuswien.ac.at/en/studies/international/paths-to-vienna.html">https://www.fh-campuswien.ac.at/en/studies/international/paths-to-vienna.html</a>  Please note that semester dates vary depending on the study programme  <a href="https://www.fh-campuswien.ac.at/en/studies/studien-und-weiterbildungsangebot/academic-calendar.html">https://www.fh-campuswien.ac.at/en/studies/studien-und-weiterbildungsangebot/academic-calendar.html</a>
HU BUDAPES16	Nomination: 1 <sup>st</sup> May Application: 15 <sup>th</sup> May	Nomination: 5 <sup>th</sup> November Application: 20 <sup>th</sup> November

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

### A WIEN63:

- The receiving institution (FH Campus Wien) will send its decision **6 weeks after the close of the application period**.
- 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. [It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]

### HU BUDAPES16:

- The receiving institution will send its decision **8 weeks after the close of the application period**.
- 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. [It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]
- Termination of the agreement

*[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. 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. 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

**A WIEN63** Please consult our Handbook for Exchange Students available at:

[https://www.fh-campuswien.ac.at/fileadmin/redakteure/Studium/International/Dokumente/Handbook\\_E\\_1617.pdf](https://www.fh-campuswien.ac.at/fileadmin/redakteure/Studium/International/Dokumente/Handbook_E_1617.pdf)

*[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>6</sup>. 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 BUDAPEST16:** <http://erasmus.uni-obuda.hu/en/grading-system>

Description of the Hungarian grading system: in Hungary the best mark is 5.

Hungarian Grade		English equivalent	Definition	ECTS Classification
5	Jeles	Excellent	Outstanding performance with only minor errors	A, B
4	Jó	Good	Generally sound work with a number of notable errors	C
3	Közepes	Satisfactory	Fair but with significant shortcomings	D
2	Elégséges	Sufficient	Performance meets the minimum criteria	E
1	Elégtelen	Fail	considerable further work is required	F, Fx

## 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
A WIEN63	international@fh-campuswien.ac.at +43 1 606 68 77 - 6154	<a href="https://www.oead.at/welcome-to-austria/legal-practical-issues/entry-into-austria/EN/">https://www.oead.at/welcome-to-austria/legal-practical-issues/entry-into-austria/EN/</a> Please also consult our Handbook for Exchange Students available at: <a href="https://www.fh-campuswien.ac.at/fileadmin/redakteure/Studium/International/Dokumente/Handbook_E_1617.pdf">https://www.fh-campuswien.ac.at/fileadmin/redakteure/Studium/International/Dokumente/Handbook_E_1617.pdf</a>
HU BUDAPEST16	incoming@uni-obuda.hu +36-1 6665051	For Visa: <a href="http://konzulizsolgalat.kormany.hu/en">http://konzulizsolgalat.kormany.hu/en</a> For residence permit: <a href="http://www.bmbah.hu/jomla/index.php?lang=en">http://www.bmbah.hu/jomla/index.php?lang=en</a>

<sup>6</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

### **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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
A WIEN63	international@fh-campuswien.ac.at  +43 1 606 68 77 - 6154	<a href="https://www.oead.at/welcome_to_austria/legal_practical_issues/insurance/EN/">https://www.oead.at/welcome_to_austria/legal_practical_issues/insurance/EN/</a>  Please also consult our Handbook for Exchange Students available at:  <a href="https://www.fh-campuswien.ac.at/fileadmin/redakteure/Studium/International/Dokumente/Handbook_E_1617.pdf">https://www.fh-campuswien.ac.at/fileadmin/redakteure/Studium/International/Dokumente/Handbook_E_1617.pdf</a>
HU BUDAPES16	<a href="mailto:incoming@uni-obuda.hu">incoming@uni-obuda.hu</a> +36-1 6665051	<a href="http://www.oep.hu/data/cms1004771/Health_Care_Services_Available_During_Temporary_Stay_in_Hungary_form.pdf">http://www.oep.hu/data/cms1004771/Health_Care_Services_Available_During_Temporary_Stay_in_Hungary_form.pdf</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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
A WIEN63	international@fh-campuswien.ac.at  +43 1 606 68 77 - 6154	<a href="https://www.oead.at/welcome_to_austria/legal_practical_issues/accommodation/EN/">https://www.oead.at/welcome_to_austria/legal_practical_issues/accommodation/EN/</a>  Please also consult our Handbook for Exchange Students available at:  <a href="https://www.fh-campuswien.ac.at/fileadmin/redakteure/Studium/International/Dokumente/Handbook_E_1617.pdf">https://www.fh-campuswien.ac.at/fileadmin/redakteure/Studium/International/Dokumente/Handbook_E_1617.pdf</a>
HU BUDAPES16	<a href="mailto:incoming@uni-obuda.hu">incoming@uni-obuda.hu</a> +36-1 6665051	<a href="http://erasmus.uni-obuda.hu/en/accommodation">http://erasmus.uni-obuda.hu/en/accommodation</a>

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

Institution [Erasmus code]	Name, function	Date	Signature and stamp <sup>7</sup>
A WIEN63	FH-Prof. Dr. Barbara Bittner, Rector	30.6.2017	
HU BUDAPES16	Dr. habil. Kornélia Lazányi vice-dean of research Keleti Faculty of Business and Management	18.3.2017	



<sup>7</sup> Scanned signatures are accepted