



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2016-2018<sup>2</sup> between programme countries [Minimum requirements]<sup>3</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<br>(and department, where relevant) | Erasmus code  | Contact details <sup>4</sup><br>(email, phone)   | Website<br>(eg. of the course catalogue)                                    |
|---|---------------|--|---|
| UNIVERSITY OF CYPRUS<br>DEPARTMENT OF<br>COMPUTER SCIENCE   | CY NICOSIA01  | Erasmus Institutional Coordinator:<br>Dr Gregory Makrides,<br>Director Research and International Relations<br>Service<br>Tel. +35722894287<br>E-mail: <a href="mailto:makrides.g@ucy.ac.cy">makrides.g@ucy.ac.cy</a>  | <a href="http://www.ucy.ac.cy">www.ucy.ac.cy</a>                            |
|   |               | Name of Academic Coordinator: Kapitsaki<br>Georgia<br>Tel.: +35722892692<br>E-mail: <a href="mailto:gkapi@cs.ucy.ac.cy">gkapi@cs.ucy.ac.cy</a>   | <a href="http://www.ucy.ac.cy/cs/en/">www.ucy.ac.cy/cs/en/</a>              |
| ÓBUDA UNIVERSITY<br>BUDAPEST                                | HU BUDAPEST16 | <b>Institutional coordinator :</b><br>Mrs. Ildikó MAROSI PhD<br>Office of International Education<br><a href="mailto:marosi.ildiko@kgk.uni-obuda.hu">marosi.ildiko@kgk.uni-obuda.hu</a><br>Tel: +36-1 666 5050<br><b>Academic contact:</b><br>Dr. habil. Levente KOVACS<br><a href="mailto:kovacs.levente@nik.uni-obuda.hu">kovacs.levente@nik.uni-obuda.hu</a><br>Tel: +36-1 666 5585 | <a href="http://erasmus.uni-obuda.hu/en">http://erasmus.uni-obuda.hu/en</a> |

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

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

## B. Mobility numbers<sup>5</sup> 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<br>[Erasmus code of the sending institution] | TO<br>[Erasmus code of the receiving institution] | Subject area code<br>*<br>[ISCED] | Subject area name<br>*                           | Study cycle<br>[short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]<br>* | Number of student mobility periods   |  |
|---|---|-----------------------------------|--|--|--|--|
|   |   |                                   |  |  | Student Mobility for Studies<br><br>[total number of months of the study periods or average duration*] | Student Mobility for Traineeships<br>* |
| CY NICOSIA01                                      | HU BUDAPES16                                      | 061                               | Information and Communication Technologies(ICTs) | 1 <sup>st</sup>  | 4 (total20 months)   |  |
| HU BUDAPES16                                      | CY NICOSIA01                                      | 061                               | Information and Communication Technologies(ICTs) | 1 <sup>st</sup>  | 4 (total20 months)   |  |

[\*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.]

| FROM<br>[Erasmus code of the sending institution] | TO<br>[Erasmus code of the receiving institution] | Subject area code<br>*<br>[ISCED] | Subject area name<br>*                           | Number of staff mobility periods  |                                  |
|---|---|-----------------------------------|--|---|----------------------------------|
|   |   |                                   |  | Staff Mobility for Teaching<br>[total number of days of teaching periods or average duration *] | Staff Mobility for Training<br>* |
| CY NICOSIA01                                      | HU BUDAPES16                                      | 061                               | Information and Communication Technologies(ICTs) | 2 staff members(minimum 8 hours)  |                                  |
| HU BUDAPES16                                      | CY NICOSIA01                                      | 061                               | Information and Communication Technologies(ICTs) | 2 staff members(minimum 8 hours)  |                                  |

<sup>5</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>)

### 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<br>[Erasmus code] | Optional: Subject area | Language of instruction 1   | Language of instruction 2 | Recommended language of instruction level <sup>6</sup>          |  |
|---|------------------------|-----------------------------|---------------------------|---|--|
|   |                        |                             |                           | Student Mobility for Studies<br>[Minimum recommended level: B1] | Staff Mobility for Teaching<br>[Minimum recommended level: B2] |
| CY NICOSIA01                            | 061                    | Greek (majority of courses) | English (some courses)    | B1 English language<br>or<br>B1 Greek language                  | B2 English language  |
| HU BUDAPES16                            | 061                    | English                     | English                   | 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

**CY NICOSIA01** has the infrastructure to welcome students and staff with disabilities.

**HU BUDAPES16:** In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the Office for International Mobility: [incoming@uni-obuda.hu](mailto:incoming@uni-obuda.hu)

Application process: <http://erasmus.uni-obuda.hu/en>

### E. Calendar

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

| Receiving institution<br>[Erasmus code] | Autumn term*<br>[month]                          | Spring term*<br>[month]                                  |
|---|--|--|
| CY NICOSIA01                            | 15 May for nomination<br>15 June for application | 15 October for nomination<br>15 November for application |
| HU BUDAPES16                            | 15 <sup>th</sup> May                             | 20 <sup>th</sup> November                                |

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

<sup>6</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>

2. The receiving institution will send its decision within 4 weeks, provided the documents are complete.
2. CY NICOSIA01: University of Cyprus as the receiving institution will send its decision within 6 weeks.
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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
3. CY NICOSIA01: A Transcript of Records will be issued by the University of Cyprus no later than 5 weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement  
The institutions decide in mutual agreement on the procedure of modifying or terminating the agreement. In the event of unilateral termination, a notice of at least one academic year has to be given.  
"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

#### CY NICOSIA01

At the University of Cyprus the grading system for each unit module is numeric from 0 to 10 rounded to the nearest half unit and a GPA of 5 is the passing grade.

Excellent (Άριστα): 8.5-10

Very Good (Λίαν Καλώς): 6.5-8.49

Good (Καλώς): 5.0-6.49

**HU BUDAPEST16:** <http://erasmus.uni-obuda.hu/en/grading-system>

In Hungary the best mark is 5.

| Hungarian Grade | Definition  | ECTS Classification |
|-----------------|---|---------------------|
| 5               | Excellent – outstanding performance with only minor errors  | A                   |
| 4               | Good – generally sound work with a number of notable errors | C                   |
| 3               | Satisfactory – fair but with significant shortcomings       | D                   |
| 2               | Sufficient – performance meets the minimum criteria         | E                   |
| 1               | 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<br>[Erasmus code] | Contact details<br>(email, phone)   | Website for information   |
|-------------------------------|---|---|
| CY NICOSIA01                  | Marina Constantinidou<br>Tel: +35722894050<br>Email: <a href="mailto:visa@ucy.ac.cy">visa@ucy.ac.cy</a> | <a href="http://www.ucy.ac.cy/internationalsupport/">http://www.ucy.ac.cy/internationalsupport/</a> |

|              |   |   |
|--------------|---|---|
| HU BUDAPES16 | <a href="mailto:incoming@uni-obuda.hu">incoming@uni-obuda.hu</a> ,<br>+36-1 6665051 | For Visa: <a href="http://konzuliszolgalat.kormany.hu/en">http://konzuliszolgalat.kormany.hu/en</a><br>For residence permit:<br><a href="http://www.bmbah.hu/jomla/index.php?lang=en">http://www.bmbah.hu/jomla/index.php?lang=en</a> |
|--------------|---|---|

### **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</b><br>[Erasmus code] | <b>Contact details</b><br>(email, phone)  | <b>Website for information</b>  |
|--------------------------------------|---|---|
| CY NICOSIA01                         | Emma Zeniou, University Officer in charge,<br>Mobility Support Office<br>E-mail: <a href="mailto:erasmus@ucy.ac.cy">erasmus@ucy.ac.cy</a><br>Tel.: +35722894281 | <a href="http://www.ucy.ac.cy/ir/en/erasmus-programme/student-mobility-for-studies/student-incoming-mobility-for-studies">http://www.ucy.ac.cy/ir/en/erasmus-programme/student-mobility-for-studies/student-incoming-mobility-for-studies</a> |
| HU BUDAPES16                         | <a href="mailto:incoming@uni-obuda.hu">incoming@uni-obuda.hu</a> ,<br>+36-1 666 5051  | <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>           |

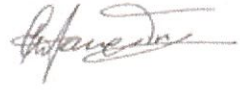


### **4. Housing**

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</b><br>[Erasmus code] | <b>Contact details</b><br>(email, phone)   | <b>Website for information</b>   |
|--------------------------------------|--|--|
| CY NICOSIA01                         | Emma Zeniou, University Officer in charge,<br>Mobility Support Office<br>E-mail: <a href="mailto:erasmus@ucy.ac.cy">erasmus@ucy.ac.cy</a><br>Tel.: +35722894281<br>Lambrou Christina, University Officer in charge, Housing Office<br>E-mail: <a href="mailto:housing@ucy.ac.cy">housing@ucy.ac.cy</a><br>Tel.: +35722894031 | <a href="http://www.ucy.ac.cy/ir/en/erasmus-programme/student-mobility-for-studies/student-incoming-mobility-for-studies">http://www.ucy.ac.cy/ir/en/erasmus-programme/student-mobility-for-studies/student-incoming-mobility-for-studies</a><br><br><a href="http://ucy.ac.cy/fmweb/en/organizational-structure/welfare-sector-2/housing-office">http://ucy.ac.cy/fmweb/en/organizational-structure/welfare-sector-2/housing-office</a> |
| HU BUDAPES16                         | <a href="mailto:incoming@uni-obuda.hu">incoming@uni-obuda.hu</a> ,<br>+36-1 666 5051   | <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<br>[Erasmus code] | Name, function   | Date       | Signature (and stamp) <sup>7</sup>  |
|-------------------------------|--|------------|---|
| CY NICOSIA01                  | Dr Gregory Makrides,<br>Director, Research and International Relations<br>Service                | 29/9/2016  |    |
| HU BUDAPES16                  | <b>Dr. András MOLNÁR</b><br>Dean of John von Neumann Faculty of<br>Informatics, Óbuda University | 20/09/2016 | <br> |

*The Bilateral Agreements in Óbuda University can be signed by the following persons: 1. Rector, Vice-rectors, Deans, Director of the Centre for International Mobility*

### Frequently asked questions:

If the agreement is for 2 students for 10 months (example), will you allow 4 students for 5 months each instead?

YES

Are there any restrictions for Erasmus students when it comes to course selection? Are Erasmus students allowed to sign up for courses outside the subject area of the exchange agreement?

Erasmus students must take the majority of their courses from the department with which the exchange agreement exists. Only 1-2 courses selection from other departments is allowed

Are the students required to take a certain number of ECTS credits within the subject area of the agreement?

30 ECTS per semester

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