



Erasmus+ Programme

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

Inter-institutional agreement 2017-20[21]¹ 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 (and department, where relevant)	Erasmus code	Contact details ² (email, phone)	Website (eg. of the course catalogue)
TECHNICAL UNIVERSITY – SOFIA, Faculty of Mechanical Engineering 8 Kl. Ohridski Blvd. 1000 Sofia	BG SOFIA16	Institutional coordinator: prof. PhD T. Tashev Mrs. V. Dobрева, Erasmus exchange coordinator: E mail: vdobрева@tu-sofia.bg Tel. +359(02) 9652655, 8 Kl. Ohridski Blvd., 1000 Sofia/Bulgaria Agreement coordinator prof. Milka Vicheva, PhD Faculty of Mechanical Engineering mviceva@tu-sofia.bg	www.tu-sofia.bg http://www.tu-sofia.bg/Erasmus/index.bg
Óbuda University Bánki Bonát Faculty of mechanical and Safety Engineering	HU BUDAPEŠ16	Institutional coordinator : Mrs. IldikoMarosi, PhD. Deputy Director of International Affairs	http://erasmus.uni-obuda.hu/en/

¹ Higher Education Institutions have to agree on the period of validity of this agreement

² Contact details to reach the senior officer in charge of this agreement and of its possible updates.

8, Népszínház str., H-1081 Budapest, Hungary	<p>E-mail: marosi.ildiko@kgk.uni-obuda.hu Obuda University, Mobility Department 96/b Bécsistr, H-1034 Budapest, Hungary</p> <p>Academic contact: Ágota Drégelyi-Kiss dregelyi.agota@bgk.uni-obuda.hu Tel: +36 1 666 5430 Népszínházst. 8. H-1081 Budapest, Hungary</p>	
--	--	--

B. Mobility numbers per 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 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships *
					[total number of months of the study periods or average duration*]	
HU BUDAPES16	BG SOFIA16	0715	Mechanics and metal trades	1 st , 2 nd	2x5 month	
		072	Manufacturing and processing	1 st , 2 nd		
BG SOFIA16	HU BUDAPES1	0715	Mechanics and metal trades	1 st , 2 nd	2x5 month	
		072	Manufacturing and processing	1 st , 2 nd		

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	Staff Mobility for Training *
				[total number of days of teaching periods]	
HU BUDAPES16	BG SOFIA16	0715	Mechanics and metal trades	2 teachers/10 days	2 persons/10 days

BG SOFIA16	HU BUDAPES16	0715	Mechanics and metal trades	2 teachers/10 days	2 teachers/10 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 ³	
				Student Mobility for Studies	Staff Mobility for Teaching
BG SOFIA16	ANY	Bulgarian	English	B2 English	B2 English
HU BUDAPES16	ANY	Hungarian	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

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

TU – Sofia, BG SOFIA16: 1/ Incoming Exchange Students are required to agree on the duration and kind of studies (study courses or project work) with the faculty (agreement coordinator) prior arrival at TU – Sofia. 2/ TU- Sofia could welcome students and staff with disabilities, only according to prior approval of each separate case.

E. Calendar

Receiving institution [Erasmus code]	Autumn semester*	Spring semester*
BG SOFIA16	15 June	15 th November
HU BUDAPES16	Nomination deadline: 1 st May Application deadline: May 15 th	Nomination deadline: November 5 th Application deadline: November 20 th

When **HU BUDAPEST16** is the receiving institution:

After submitting the application form

³For 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>

<http://erasmus.uni-obuda.hu/en/application-procedure-for-incomings-obuda-university>) students get it in pdf form in e-mail. Please print and sign it.

1) The signed form should be sent by e-mail together with the compulsory attachment:

- a) Learning Agreement
- b) Transcript of records of the home university (in English)
- c) Motivation letter (only in case of project or diploma work)
- d) Health insurance (latest upon the arrival)
- e) Obligatory confirmation of the home institution
- f) Certificate of language exam
- g) A copy of identity card or international passport
- h) CV with passport-sized photo

2) Please all documents mentioned above to scan and send by email to the following address: **incoming@uni-obuda.hu**

2. The receiving institution will send its decision within 4 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 4 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]*

A Transcript of Records will be issued by TU faculties no later than [5] weeks after the assessment period has finished, but not later than 30 September 20XX of the Erasmus academic year (in effect as of 1 September 20XX -1.). Every student must pick up the transcript him/herself! The TU Sofia will NOT automatically send your transcript to your home university. If the student's exam grades are not yet available when you leave, please make arrangements with the proper office to have your transcript sent to you

4. Termination of the agreement

The present agreement is valid for a period mentioned above. This agreement may be amended or modified by a written agreement signed by the representatives of both Universities. It may be renewed on the same terms, or on such terms as may be agreed by the two institutions.

This agreement may, at any time during its period of validity, be terminated by one of the Universities upon prior notice to the other in writing not later than one year before the termination date, without prejudice to the activities under way. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

[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. 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 SOFIA16	International integration Dept. Mrs. V. Dobрева , vdobрева@tu-sofia.bg	http://www.mfa.bg/setlang/en/ http://www.tu-sofia.bg/Erasmus/index.bg
HU BUDAPES16	incoming@uni-obuda.hu , +36-1 6665552	For Visa: http://konzulizsolgalat.kormany.hu/en For residence permit: http://www.bmbah.hu/jomla/index.php?lang=en

2. 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 SOFIA16	International integration Dept. Mrs. V. Dobрева , vdobрева@tu-sofia.bg Tel. +359(02) 9652655	http://www.tu-sofia.bg/Erasmus/index.bg
HU BUDAPES16	incoming@uni-obuda.hu , +36-1 666 5552	http://www.oep.hu/data/cms1004771/Health_Care_Services_Available_During_Temporary_Stay_in_Hungary_form.pdf

3. Grading systems of the institutions

OBUDA UNIVERSITY, HUNGARY

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

Hungarian Grade	Definition	ECTS Classification
5	Excellent – outstanding performance with only minor errors	A,B

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

TU of Sofia: <http://www.tu-sofia.bg/Erasmus/index.html>

ECTS grade	points	mark	Bulgarian-in words	English-in words
A	100-90	6.0	ОТЛИЧЕН	EXCELLENT Outstanding performance
B	89-80	5.0	МНОГО ДОБЪР	VERY GOOD Above the average standard but with some errors
C	79-70	4.0	ДОБЪР	GOOD Generally sound work with a number of notable errors
D	69-60	3.5	ЗАДОВОЛИТЕЛЕН	SATISFACTORY Fair but with significant shortcomings
E	59-50	3	ДОСТАТЪЧЕН	SUFFICIENT Performance meets the minimum criteria
F	49-0	2	СЛАБ /НЕДОСТАТЪЧЕН /	FAILED Substantial improvement necessary; requirement of further work



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/PIC code]	Contact details (email, phone)	Website for information
BG SOFIA16	Int.integration Dept. Mrs. V. Dobрева , vdobрева@tu-sofia.bg Tel. +359(02) 9652655	http://www.tu-sofia.bg/Erasmus/index.bg
HU BUDAPE16	incoming@uni-obuda.hu +36-1 6665552	http://erasmus.uni-obuda.hu/en/accommodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁴
BG SOFIA16	Prof. Tasho Tashev, PhD Institutional coordinator of the Technical University - Sofia	14.05.18	
HU BUDAPE16	Prof. Dr. Rajnai Zoltán Dean of the Bánki Faculty	16.05.18	

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

⁴Scanned signatures are accepted