



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2016/2017-2020/2021<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 (and department, where relevant)	Erasmus code	Contact details <sup>4</sup> (email, phone)	Website (eg. of the course catalogue)
Ekonomikas un kultūras augstskola (The University College of Economics and Culture)	LV RIGA33	Erasmus Institutional Coordinator: Anna Bausova  T.: +371 24429068  E-mail: <a href="mailto:erasmus@eka.edu.lv">erasmus@eka.edu.lv</a>  Lomonosova iela 1/5, Riga, LV 1019, Latvia	<a href="http://eka.edu.lv/content.php?parent=122&amp;Ing=eng">http://eka.edu.lv/content.php?parent=122&amp;Ing=eng</a>
Obuda University Keleti Faculty of Business and Management  (17 Tavaszmező st, 1084 Budapest,	HU BUDAPES16	<b>Institutional coordinator :</b> Mrs. Ildikó Marosi PhD Deputy Director for International Affairs <a href="mailto:marosi.ildiko@kgk.uni-obuda.hu">marosi.ildiko@kgk.uni-obuda.hu</a> Tel: +36-1 666 5552 96/b Bécsi Str., 1084 Budapest, H-1034 Hungary	<a href="http://www.erasmus.uni-obuda.hu">www.erasmus.uni-obuda.hu</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.

Hungary)		<b>Academic contact:</b> Mrs. Kornélia Lazányi vice-dean of research lazanyi.kornelia@kgk.uni-obuda.hu Tel: +36-1 666 5207	kgk.uni-obuda.hu/en
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## 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 [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	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Trainee- ships *
LV RIGA33	HU BUDAPES16	041	Business and administration	1 <sup>st</sup> , 2 <sup>nd</sup>	2 students x 5 months	-
HU BUDAPES16	LV RIGA33	041	Business and administration	1 <sup>st</sup> , 2 <sup>nd</sup>	2 students x 5 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 [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 *
LV RIGA33	HU BUDAPES16	041	Business and administration	2 teachers x 5 days	2 staff x 5 days
HU BUDAPES16	LV RIGA33	041	Business and administration	2 teachers x 5 days	2 staff x 5 days

<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 [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 [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
LV RIGA33	HU BUDAPES16	English		B1	B2
HU BUDAPES16	LV RIGA33	English		B2	B2

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

#### The University College of Economics and Culture:

Exchange students are only accepted on the basis of a nomination by the home institution. In order to be admitted as an Erasmus student it is obliged to submit the following documents: application form, learning agreement, transcript of records, copy of ID or passport.

For staff mobility, the "Individual Work/Training Programme" or "Individual Teaching Programme" form duly filled in and signed by home university should be sent to Erasmus coordinator.

Application and admission procedures will be yearly published in EKA webpage. Mobility admission criteria and documents to be presented must be checked out on: <http://eka.edu.lv/content.php?parent=122>. For any question or further information contact Erasmus coordinator [erasmus@eka.edu.lv](mailto:erasmus@eka.edu.lv).

For students and staff with disabilities please contact our Erasmus Coordination Office for further information.

#### 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 of International Education: [incoming@uni-](mailto:incoming@uni-)

<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>

[obuda.hu](http://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]
LV RIGA33	31 May	15 December
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]*

2. The receiving institution will send its decision within 8 weeks, provided the documents are complete.
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]*
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

#### **The University College of Economics and Culture:**

At EKA, as in Latvian university system, students' performance is graded on a scale from point of 1 to point of

10. Each numerical grade corresponds to a qualitative grade as follows

Achievement level	Grade	Meaning	Approx. ECTS grade
very high	10	izcili (with distinction)	A
very high	9	teicami (excellent)	A
high	8	ļoti labi (very good)	B
high	7	labi (good)	C
medium	6	gandrīz labi (almost good)	D
medium	5	viduvēji (satisfactory)	E

Achievement level	Grade	Meaning	Approx. ECTS grade
medium	4	gandrīz viduvēji (almost satisfactory)	E/FX
low	3,2,1	negatīvs vērtējums (unsatisfactory)	Fail

HU BUDAPES16: <http://erasmus.uni-obuda.hu/en/grading-system>

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
LV RIGA33	Erasmus coordinator <a href="mailto:erasmus@eka.edu.lv">erasmus@eka.edu.lv</a>	<a href="http://www.pmlp.gov.lv/en/home/services/visas-and-invitations/#1">http://www.pmlp.gov.lv/en/home/services/visas-and-invitations/#1</a>
HU BUDAPES16	<a href="mailto:incoming@uni-obuda.hu">incoming@uni-obuda.hu</a> +36-1 6665552	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>

## 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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
LV RIGA33	Erasmus coordinator <a href="mailto:erasmus@eka.edu.lv">erasmus@eka.edu.lv</a>	<a href="http://www.augstskola.lv/content.php?page=122">http://www.augstskola.lv/content.php?page=122</a>

HU BUDAPES16	<a href="mailto:incoming@uni-obuda.hu">incoming@uni-obuda.hu</a> +36-1 6665552	<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>
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#### 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 code]	Contact details (email, phone)	Website for information
LV RIGA33	Erasmus coordinator <a href="mailto:erasmus@eka.edu.lv">erasmus@eka.edu.lv</a>	<a href="http://eka.edu.lv/content.php?parent=93">http://eka.edu.lv/content.php?parent=93</a>
HU BUDAPES16	<a href="mailto:incoming@uni-obuda.hu">incoming@uni-obuda.hu</a> +36-1 6665552	<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
LV RIGA33	Anna Saltikova Chairperson of the Board	02-11-2017	
HU BUDAPES16	Mrs. Kornélia Lazányi, PhD., habil Vice-dean of research	30/10/2017	