



# Erasmus+ Programme

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

### Inter-institutional Agreement 2016-20

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	Erasmus code	Contact details	Website
TÉCNICO LISBOA	P LISBOA109	<b>Institutional Erasmus Coordinator</b> Silvia Santos, NMCI Av. Rovisco Pais, 1049-001 Lisboa Phone-+351218419545 silvia.santos@tecnico.ulisboa.pt <b>Student Mobility Coordinators</b> Cristina Sousa & Paula Lopes NMCI, Av. Rovisco Pais, 1049-001 Lisboa Phone-+351218419245 & +35121841768 cristina.sousa@tecnico.ulisboa.pt paula.lopes@tecnico.ulisboa.pt	<a href="http://tecnico.ulisboa.pt/en/education/maisters/">http://tecnico.ulisboa.pt/en/education/maisters/</a>
Obuda University	HU BUDAPES16	<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  <b>Academic contact:</b> Mr. Imre Felde Phd <a href="mailto:felde.imre@nik.uni-obuda.hu">felde.imre@nik.uni-obuda.hu</a>	<a href="http://erasmus.uni-obuda.hu/en/">http://erasmus.uni-obuda.hu/en/</a>  <a href="http://nik.uni-obuda.hu/en">http://nik.uni-obuda.hu/en</a>

		Tel: +36309400230	
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### B. Mobility numbers per academic year

FROM	TO	Subject area code	Subject area name	Study cycle	Number of student mobility periods	
					Student Mobility for Studies person / month	Student Mobility for Traineeships person / month
P LISBOA109	HU BUDAPES16	0611	Computer use	2 <sup>nd</sup> Cycle	2 students x 5 months each	--
HU BUDAPES16	P LISBOA109	061	ICTs	2 <sup>nd</sup> Cycle	2 students x 5 months each 2	--

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 *
P LISBOA109	HU BUDAPES16	0611	Computer use	2 persons x 5 days each	1 persons x 5 days
HU BUDAPES16	P LISBOA109	061	ICTs	2 persons x 5 days each	1 persons x 5 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	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level
				Student Mobility    Staff Mobility for

		for Studies		Teaching	
P LISBOA109	061	English (2 <sup>nd</sup> cycle)	Portuguese (1 <sup>st</sup> cycle)	B2	B2
HU BUDAPES16	061	Hungarian	English	B2	B2

#### D. Additional requirements

##### P LISBOA109 – Information for incoming exchange students

- 1 Exchange students will meet the admission requirements of the host university in terms of prerequisites for courses and language proficiency.
- 2 The host university will provide Reception Days for incoming students.
- 3 Exchange students are entitled to the same rights and privileges as students normally enrolled at the host university, except for the right for graduation.
- 4 The host university will comply with all relevant health and safety regulations of the host country for incoming exchange students.

##### HU BUDAPES16

- 1 Exchange students will meet the admission requirements of the host university in terms of prerequisites for courses and language proficiency.
- 2 The host university will provide Orientation Days for incoming students.
- 3 Exchange students are entitled to the same rights and privileges as students normally enrolled at the host university, except for the right for graduation.
- 4 The host university will comply with all relevant health and safety regulations of the host country for incoming exchange students.

#### E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
P LISBOA109	15 <sup>th</sup> May till 15 <sup>th</sup> June	15 <sup>th</sup> October till 15 <sup>th</sup> November
HU BUDAPES16	15 <sup>th</sup> May	20 <sup>th</sup> November

##### P LISBOA109

- 1- Link to the online applications-<http://ai.tecnico.ulisboa.pt/en/programas-de-estudo/candidaturas/candidaturas-in/>  
All documents must be submitted online. No hard copies are needed.
- 2- Técnico sends by mail notification on admission automatically within 5 weeks.
- 3- Técnico only sends Acceptance Letters to students that need Visa.

4- The host university will issue a Transcript of Records no later than 5 weeks after the assessment period has finished.

5- Termination of the agreement

If one or both parties wish to terminate the agreement a notice period 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."

In the event that notice of termination of the agreement is given, students who have already been selected and accepted for the exchange programme may still participate. Notwithstanding the termination of the agreement, each institution agrees that it will continue to fulfil its responsibilities to Exchange Students already registered at their institution until the completion of their particular exchange period.

#### **HU BUDAPEST 16**

1. Link to the application forms: <http://erasmus.uni-obuda.hu/en/forms>
2. All documents must be sent by e-mail ([incoming@uni-obuda.hu](mailto:incoming@uni-obuda.hu)). No hard copies are needed.
3. Óbuda University sends by mail notification on admission automatically within 5 weeks. Óbuda University sends Acceptance Letters, Registration Form, Info sheet to all accepted students.
4. The host university will issue a Transcript of Records no later than 5 weeks after the assessment period has finished.

## **F. Information**

### **1. Grading systems of the institutions**

#### **P LISBOA109**

Grades and credits at Técnico Lisboa

The IST classification scale ranges from 10 to 20, linearly, in which 10 is the minimum mark to obtain approval. The awarding of ECTS classification is based on the distribution of marks obtained by all the students approved in the course unit in the last three academic years (can be extended to the last four or five years, if necessary), according to the following overall distribution.

<b>ECTS Classification</b>	<b>Mean % of achieving students in a course unit</b>	<b>Definition</b>
A	10	10% - Highest classifications on the 10-20 mark scale
B	25	25% - Following classifications on the 10-20 mark scale
C	30	30% - Following classifications on the 10-20 mark scale

D	25	25% - Following classifications on the 10-20 mark scale
E	10	10% - Lowest classifications on the 10-20 mark scale

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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
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 [Erasmus code]	Contact details (email, phone)	Website for information
P LISBOA109	Ana Barbosa-NMCI Av. Rovisco Pais, 1049-001 Lisboa Phone: +315218417550 ana.barbosa@tecnico.ulisboa.pt	<a href="http://aj.tecnico.ulisboa.pt/en/programas-de-estudo/informacao-util/vistos/">http://aj.tecnico.ulisboa.pt/en/programas-de-estudo/informacao-util/vistos/</a>
HU BUDAPES16	<a href="mailto:incoming@uni-obuda.hu">incoming@uni-obuda.hu</a> +36-1 6665051	For Visa: <a href="http://konzuliszolgalat.kormany.hu/en">http://konzuliszolgalat.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
P LISBOA109	Graduation Unit ngraduacao@tecnico.ulisboa.pt	
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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P LISBOA109	Grça Pereira NMCI Av. Rovisco Pais, 1049-001 Lisboa Phone: +315218419893 <a href="mailto:gracapereira@tecnico.ulisboa.pt">gracapereira@tecnico.ulisboa.pt</a>	<a href="https://docs.google.com/spreadsheet/ccc?key=0AjXu63umi3n0dEhZdmZ6VXN3djhGWkJoSVpsZGFleHc#gid=0">https://docs.google.com/spreadsheet/ccc?key=0AjXu63umi3n0dEhZdmZ6VXN3djhGWkJoSVpsZGFleHc#gid=0</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
P LISBOA109	Professor Arlindo Oliveira President of Técnico Lisboa		  TÉCNICO LISBOA

HU BUDAPEST16	Professor Mihály Réger Acting Rector of Óbuda University	04.07.2016.	
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