

817. 4094. 12. 2017



# Erasmus+ Programme

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

### Inter-institutional agreement 2016/17-2020/21 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 (email, phone)	Website (e.g. of the course catalogue)
<b>Jagellonian University Faculty Management and Social Communication</b>	<b>PL KRAKOW01</b>	Marta Ganobis-Bednarska, Institutional Erasmus+ Coordinator Krzysztof Byrski, incoming students Małgorzata Jacobs-Kozyra, incoming students e-mail: erasmus@adm.uj.edu.pl Monika Rząca, outgoing students e-mail: wozniak@adm.uj.edu.pl Agata Wądolna, outgoing students e-mail: agata.wadolna@uj.edu.pl Gołębia 24, 31-007 Kraków, Poland  tel. +48 12 663 1004/ 1515 fax. +48 12 66315 45  Dorota Maciejowska Erasmus+ Coordinator for staff e-mail: dorota.maciejowska@uj.edu.pl Izabela Zawiska e-mail: izabela.zawiska@uj.edu.pl	<a href="http://www.dmws.uj.edu.pl/en_GB/przyjezdajacy-studenti/program-erasmus">http://www.dmws.uj.edu.pl/en_GB/przyjezdajacy-studenti/program-erasmus</a>  <a href="http://www.dwm.uj.edu.pl/en_GB/">http://www.dwm.uj.edu.pl/en_GB/</a>
<b>Óbuda University Keleti Faculty of Business and Management</b>  17., Tavaszmező 1084 Budapest	<b>HU BUDAPES16</b>	<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>	<a href="http://erasmus.uni-obuda.hu/en/">http://erasmus.uni-obuda.hu/en/</a>  <a href="http://kgk.uni-obuda.hu">http://kgk.uni-obuda.hu</a>

Hungary		Prof. Mrs. Katalin Takács-György takacsnegyorgy.katalin@kgk.uni-obuda.hu Tel: +36-1-666-5360	
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## B. Mobility numbers 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]	Student Mobility for Traineeships *
PL KRAKOW01	HU BUDAPES16	041	Business and administration	1st, 2nd, 3rd	10 (2x4months)	-
HU BUDAPES16	PL KRAKOW01	041	Business and administration	1st, 2nd, 3rd	10 (2x4months)	-

[\*Study cycle is optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training.]

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]	Staff Mobility for Training *
PL KRAKOW01	HU BUDAPES16	041	Business and administration	10 (2x5days)	10 (2x5days)
HU BUDAPES16	PL KRAKOW01	041	Business and administration	10 (2x5days)	10 (2x5days)

## 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]	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>1</sup>	
			Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL KRAKOW01	PL	EN	B1	
HU BUDAPES16	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

### PL KRAKOW01:

#### HU BUDAPES16

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

## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term [month]	Spring term [month]
PL KRAKOW01	May, 30 <sup>th</sup>	November, 30 <sup>th</sup>
HU BUDAPES16	for nomination: 1 <sup>st</sup> May for application: 15 <sup>th</sup> May	for nomination: 5 <sup>th</sup> November for application: 20 <sup>th</sup> November

- The receiving institution will send its decision within [4] weeks.
- 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.
- Termination of the agreement

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

<sup>1</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>

September 20XX will only take effect as of 1 September 20XX+1. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

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1. Link to the application forms: <http://erasmus.uni-obuda.hu/en/forms>
2. All documents must be sended 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

#### PL KRAKOW01:

ECTS grade	Local grade	Local definition
F, X	2	Fail
E	3	Satisfactory
D	3,5	Satisfactory Plus
C	4	Good
B	4,5	Good Plus
A	5	Very Good

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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, 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

### 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
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<b>PL KRAKOW01</b>		Ministry of Foreign Affairs website: <a href="http://www.msz.gov.pl/en/travel%20to%20poland/entering%20poland/">http://www.msz.gov.pl/en/travel to poland/entering poland/</a> <a href="http://www.msz.gov.pl/en/travel%20to%20poland/visa/">http://www.msz.gov.pl/en/travel to poland/visa/</a>
HU BUDAPES16	<a href="mailto:incoming@uni-obuda.hu">incoming@uni-obuda.hu</a> +36-1 666 5051	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
<b>PL KRAKOW01</b>	phone: (+48 12) 663 1546 fax: (+48 12) 663 1545 email: <a href="mailto:erasmus@adm.uj.edu.pl">erasmus@adm.uj.edu.pl</a>	<a href="http://www.dmws.uj.edu.pl/en_GB/przyjezdzejacy-studenci/program-erasmus">http://www.dmws.uj.edu.pl/en_GB/przyjezdzejacy-studenci/program-erasmus</a>
HU BUDAPES16	<a href="mailto:incoming@uni-obuda.hu">incoming@uni-obuda.hu</a> +36-1 666 5051	<a href="http://www.oep.hu/data/cms1004771/Health%20Care%20Services%20Available%20During%20Temporary%20Stay%20in%20Hungary%20form.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
<b>PL KRAKOW01</b>	<a href="mailto:erasmus@adm.uj.edu.pl">erasmus@adm.uj.edu.pl</a> phone: (+48 12) 663 1515 / 1004 fax: (+48 12) 663 1545	<a href="http://www.uj.edu.pl/en_GB/web/bosz/przyjezdzejacy-studenci/program-erasmus">http://www.uj.edu.pl/en_GB/web/bosz/przyjezdzejacy-studenci/program-erasmus</a>
HU BUDAPES16	<a href="mailto:incoming@uni-obuda.hu">incoming@uni-obuda.hu</a> +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 [Erasmus code]	Name, function	Date	Signature and stamp <sup>2</sup>
<b>PL KRAKOW01</b>	Dr hab. Piotr Jedynak, prof. UJ Dean		<p style="text-align: center;">Dziekan Wydziału Zarządzania i Komunikacji Społecznej Uniwersytetu Jagiellońskiego</p> <p style="text-align: center;">dr hab. Piotr Jedynak, prof. UJ - 1 -</p> 
<b>HU BUDAPES16</b>	Lazányi Kornélia vice-dean for research, professor		

<sup>2</sup>Scanned signatures are accepted