



Inter-Institutional Agreement 2016-2021

PL BIELSKO02 - HU BUDAPES16



Erasmus+ Programme

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

Inter-institutional¹ agreement 2018-2021² between programme countries

[Minimum requirements]³

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 ⁴ (email, phone)	Website (eg. of the course catalogue)
University of Bielsko – Biala Akademia Techniczno- Humanistyczna w Bielsku-Białej	PL BIELSKO02	Institutional coordinator: Hanna Lamers MSc Academic Exchange Office Willowa 2 Street, 43-309 Bielsko-Biała E-Mail: hlamers@ath.bielsko.pl Phone: +48 33 82 79 356 +48 33 82 79 434 Fax: +48 33 82 79 447	http://www.eng.ath.bielsko.pl/
Óbuda University	HU BUDAPES16	Institutional coordinator :	http://erasmus.uni-obuda.hu/en/

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Higher Education Institutions have to agree on the period of validity of this agreement

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

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

<p>Bánki Bonát Faculty of mechanical and Safety Engineering</p> <p>8, Népszínház str., H-1081 Budapest, Hungary</p>		<p>Mrs. Ildiko Marosi, PhD. Deputy Director of International Affairs E-mail: marosi.ildiko@kgk.uni-obuda.hu Obuda University, Mobility Department 96/b Bécsi str, H-1034 Budapest, Hungary</p> <p>Academic contact: Ágota Drégelyi-Kiss dregelyi.agota@bgk.uni-obuda.hu Tel: +36 1 666 5430 Népszínház st. 8. H-1081 Budapest, Hungary</p>	
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B. Mobility numbers per academic year

[Paragraph to be added, if the agreement is signed for more than one 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 [ISC ED]	Subject area name	Study cycle [short cycle, 1 st , 2 nd or 3 rd]	Total Numbers of students/ Total number of Months	
					Student Mobility for Studies	Student Mobility for Traineeships
PL BIELSKO02	HU BUDAPES16	07	Engineering, Manufacturing and Construction	1 st , 2 nd	2 x 10 months	2 x 10 months
HU BUDAPES16	PL BIELSKO02	07	Engineering, Manufacturing and Construction	1 st , 2 nd	2 x 10 months	2 x 10 months

FROM	TO	Subject area	Subject area name	Number of staff mobility periods
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PL BIELSKO02 - HU BUDAPES16

				Staff Mobility for Teaching <i>[total number of days of teaching periods or average duration]</i>	Staff Mobility for Training
PL BIELSKO02	HU BUDAPES16	07	Engineering, Manufacturing and Construction	2 x 5 days	1 x 5 days
HU BUDAPES16	PL BIELSKO02	07	Engineering, Manufacturing and Construction	2 x 5 days	1 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 [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies <i>[Minimum recommended level: B1]</i>	Staff Mobility for Teaching <i>[Minimum recommended level: B2]</i>
PL BIELSKO02	ANY	English	Polish	B1	B2
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

University of Bielsko-Biala: Students who have been selected to study at University of Bielsko-Biala will find further information under the following link: <http://www.eng.ath.bielsko.pl>. In case of additional requirements in regard to academic, organizational or other aspects (e.g. students with special needs) please contact Erasmus Institution Coordinator.

Óbuda University: 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

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
PL BIELSKO02	1st June	1st December
HU BUDAPES16	Nomination deadline: 1 st May Application deadline: May 15 th	Nomination deadline: November 5 th Application deadline: November 20 th

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

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

After submitting the application form
(<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 attachement:
 - 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 nsurance (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 **University of Bielsko-Biala** will send its decision within 4 weeks.

Óbuda University will send ist decision within 4 weeks.

3. A Transcript of Records will be issued by **University of Bielsko-Biala** no later than 2 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]*

Óbuda University: 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.

4. Termination of the agreement

[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. Grading systems of the institutions

PL BIELSKO02:

<http://www.eng.ath.bielsko.pl>

The transcripts of records obtained reflect the name of the subjects in English, the ECTS grades and local grades.

Description of institution grading system:

5 – excellent

4,5 – very good

4 -good

3,5 – satisfactory

3 – sufficient

2 – fail

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
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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
PL BIELSKO02	Academic Exchange Office international@ath.bielsko.pl , +48 33 82 79 434	http://www.eng.ath.bielsko.pl/
HU BUDAPES16	incoming@uni-obuda.hu , +36-1 666 5552	For Visa: http://konzuliszolgalat.kormany.hu/en For residence permit: http://www.bmbah.hu/jomla/index.php?lang=en

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
PL BIELSKO02	Academic Exchange Office international@ath.bielsko.pl , +48 33 82 79 434	http://www.eng.ath.bielsko.pl/
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

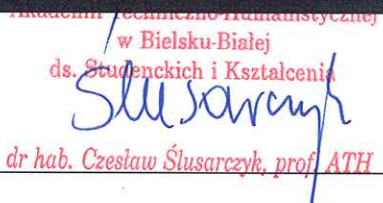
4. Housing

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
PL BIELSKO02	Academic Exchange Office international@ath.bielsko.pl , +48 33 82 79 434	http://www.eng.ath.bielsko.pl/
HU BUDAPES16	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 ⁵ and stamp
PL BIELSKO02	Dr hab. Czesław Ślusarczyk, Prof. ATH V-ce Rector for Students' Affairs and Education		 <i>dr hab. Czesław Ślusarczyk, prof. ATH</i>
HU BUDAPES16	Prof. Dr. Rajnai Zoltán Dean of the Bánki Faculty		

⁵ Scanned signatures are accepted