



Erasmus+ Programme

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

Inter-institutional¹ agreement

01/06/2017 - 31/07/2019²

between institutions from programme and partner 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. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code / PIC code	Contact details⁴ (email, phone)	Website (eg. of the course catalogue)
University of Ghana International Programmes Office	PIC Code ⁵ : 999878911	Prof Ama de-Graft Aikins, PhD Dean, International Programmes Office <i>F7.1 International House 1 Annie Jiagge Road University of Ghana</i>	www.ug.edu.gh Link to application procedures: http://ipo.ug.edu.gh/admissions/undergraduate-programmes

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.

⁵ PIC Code = Participant Identification Code

		<p>Email: dip@ug.edu.gh IP email: dip@staff.ug.edu.gh</p> <p>Daniel Hormeku Administration and Partnerships International Programmes, Room F.3, International House, Annie Jiagge Road, University of Ghana, Legon Cell: +233 (0) 549 202 792 Email: arip@ug.edu.gh</p>	<p>http://ipo.ug.edu.gh/visiting-students</p> <p>http://ipo.ug.edu.gh/student-handbooks</p>
<p>University of Ghana Department of Economics</p>	999878911	<p>Academic contact: Dr. Daniel K. Twerefou, PhD University of Ghana Department of Economics P. O. Box LG 57 Legon, Accra twerefou@yahoo.co.uk dktwerefou@ug.edu.gh</p>	
<p>Obuda University Keleti Faculty of Business and Management (17 Tavaszmező st. H-1084 Budapest, Hungary)</p>	HU BUDAPES16	<p>Academic contact : Mr. Tibor János Karlovitz PhD. Keleti Faculty of Business and Management karlovitzjt@kgk.uni-obuda.hu Tel: +3616665403</p> <p>Institutional coordinator : Mrs. Ildikó Marosi PhD Mobility Department marosi.ildiko@kgk.uni-obuda.hu Tel: +3616665552</p>	<p>http://kgk.uni-obuda.hu/en</p> <p>http://erasmus.uni-obuda.hu/en/</p>

B. Mobility numbers⁶ 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	TO	Subject area	Subject area name	Study cycle	Number of student mobility periods
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⁶ 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>)

[Erasmus/ PIC code of the sending institution]	[Erasmus /PIC code of the receiving institution]	code * [ISCED]	*	[short cycle, 1 st , 2 nd or 3 rd] *	Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
HU BUDAPES16	999878911	0410	Business and management	1 st or 2 nd	8 months (2x4 months/person)	--
999878911	HU BUDAPES16	0410	Economics Business and management	1 st 2 nd	8 months (2x4 months/person)	--

[*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/ PIC 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 *
HU BUDAPES16	999878911	0410	Business and management	2 people (5 days + 2 travel days / person)
999878911	HU BUDAPES16	0410	Economics Business and management	2 people (5 days + 2 travel days / person)

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/PIC code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁷	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
999878911	0410	English		B2 English	B2 English
HU BUDAPES16	0410	English	Hungarian	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].

⁷ 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>

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **programme country**⁸ of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here:

http://eacea.ec.europa.eu/funding/2014/call_he_charter_en.php

The higher education institution(s) located in a **partner country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees, in the case of credit mobility, to incoming students for tuition, registration, examinations of access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

The higher education institution located in a **partner country** of Erasmus further undertakes to:

Before mobility

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.
- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organisational support grants. See the information / insurance section for contact details.

- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

During and after mobility

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.
- Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
- Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

E. Any additional requirements

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

HU BUDAPEST16: 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-obuda.hu
 Application process: <http://erasmus.uni-obuda.hu/en>
 Applicants from outside the EU should 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.

⁸ Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.

999878911: In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs), please contact the

International Programmes Office: <http://ipo.ug.edu.gh/visiting-students>

F. Calendar

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

Receiving institution [Erasmus/PIC code]	Autumn term* [month]	Spring term* [month]
999878911	Nomination deadline: June 30 (Fall term) Application deadline: June 30 (Fall term)	Nomination deadline: November 15 Application deadline: November 15
HU BUDAPEST16	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 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) A copy of identity card or international passport
- g) 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]

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."

When **999878911** is the receiving institution:

Termination of the agreement: No special regulations. 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. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

G. Information

1. Grading systems of the institutions

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁹. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

HU BUDAPEST16: <http://erasmus.uni-obuda.hu/en/grading-system>

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

999878911:

ACCRA: grading system + equivalent to ECTS credits

For University of Ghana

Letter Grade	Marks	Grade Point	Interpretation
Undergraduate Programmes			
A	80 – 100	4.0	Outstanding
B+	75 – 79	3.5	Very Good
B	70 – 74	3.0	Good

⁹ http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

C+	65 - 69	2.5	Fairly Good
C	60 - 65	2.0	Average
D+	55 - 59	1.5	Below Average
D	50 - 54	1.0	Marginal Pass
E	45 - 49	0.5	Unsatisfactory
F	0 - 44	0	Failed
Graduate Programmes			
A	80 - 100	4.0	Outstanding
B+	70 - 79	3.5	Very Good
B	60 - 69	3.0	Good
C	50 - 59	2.0	Pass
D	30 - 49	1.5	Fail
F	0 - 29	1.0	Fail

At the University of Ghana, the workload of an individual is measure in credit hours. A full semester workload comprises a minimum of 15 credit hours equivalent to 30 ECTS credits.

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/PI C code]	Contact details (email, phone)	Website for information
999878911	<i>Daniel Hormeku</i> <i>Administration and Partnerships,</i> <i>International Programmes, Room</i> <i>F.3, International House, Annie</i> <i>Jiagge Road, University of Ghana,</i> <i>Legon</i> <i>Cell: +233 (0) 549 202 792</i>	http://ipo.ug.edu.gh/help/resident-permit
HU BUDAPES16	incoming@uni-obuda.hu +36-1 6665552	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/PIC code]	Contact details (email, phone)	Website for information
999878911	Daniel Hormeku Administration and Partnerships, International Programmes, Room F.3, International House, Annie Jiagge Road, University of Ghana, Legon Cell: +233 (0) 549 202 792	
HU BUDAPES16	incoming@uni-obuda.hu +36-1 6665552	http://www.oep.hu/data/cms1004771/Health_Care_Services_Available_During_Temporary_Stay_in_Hungary_form.pdf

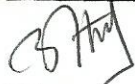
4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

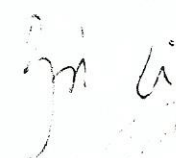
Information and assistance can be provided by the following persons and information sources:

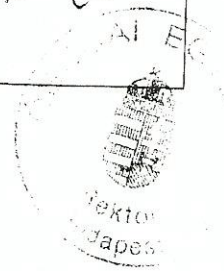
Institution [Erasmus/PIC code]	Contact details (email, phone)	Website for information
999878911	Daniel Hormeku Administration and Partnerships, International Programmes, Room F.3, International House, Annie Jiagge Road, University of Ghana, Legon Cell: +233 (0) 549 202 792	www.ug.edu.gh
HU BUDAPES16	incoming@uni-obuda.hu +36-1 6665552	http://erasmus.uni-obuda.hu/en/accommodation

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus/PIC code]	Name, function	Date	Signature and stamp ¹⁰
999878911	Professor Samuel Kwame Offei	20/10/17	

¹⁰ Scanned signatures are accepted

	Pro-Vice-Chancellor (Academic and Student Affairs)		
HU BUDAPES16	Prof. Mihály Réger rector		





UNIVERSITY OF GHANA
DEAN, INTERNATIONAL PROGRAMMES OFFICE

IP/C-497
1110/17

October 24, 2017

Dr Ildiko Marosi
Mobility Department
Keleti Faculty of Business and Management
Obuda University

Dear Dr Marosi,

AGREEMENT BETWEEN UNIVERSITY OF GHANA AND OBUDA UNIVERSITY

Please find enclosed a copy of the Memorandum of Understanding between University of Ghana and Obuda University for your records.

Yours sincerely,

Professor Ama de-Graft Aikins
DEAN

