



Erasmus+ Programme

Key Action 1

- Mobility for learners and staff - Higher Education Student and Staff Mobility

Inter-institutional agreement 2018-20[21]¹ 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 ² (email, phone)	Website (eg. of the course catalogue)
Westfälische Hochschule Gelsenkirchen Bocholt Recklinghausen – University of Applied Sciences	D GELSENK02	Institutional coordinator: Ms Nadine Hackmann Head International Office Neidenburger Str. 43, D-45897 Gelsenkirchen, Germany Phone: +49 209 9596 160, Fax: +49 209 9596 447 E-mail: nadine.hackmann@w-hs.de Academic contact: Ms Gabriela Marginean Dept. of Mechanical Engineering Phone: +49 209 9596 353	www.en.w-hs.de

¹ Higher Education Institutions have to agree on the period of validity of this agreement

² Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		Email: gabriela.marginean@w-hs.de	
		Neidenburger Str. 43 45897 Gelsenkirchen Germany	
Óbuda University	HU BUDAPES16	Institutional coordinator : 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	http://erasmus.uni-obuda.hu/en/
Bánki Bonát Faculty of mechanical and Safety Engineering		Academic contact: Ágota Drégelyi-Kiss dregelyi.agota@bgk.uni-obuda.hu Tel: +36 1 666 5430 Népszínház st. 8. H-1081 Budapest, Hungary	
8, Népszínház str., H-1081 Budapest, Hungary			

B. Mobility numbers per 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 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
HU BUDAPES16	D GELSENK02	0715	Mechanics and metal trades	1 st , 2 nd	2x5 months	
		072	Manufacturing and processing	1 st , 2 nd		
D GELSENK02	HU BUDAPES1	0715	Mechanics and metal trades	1 st , 2 nd	2x5 month	
		072	Manufacturing and processing			

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 <i>[total number of days of teaching periods]</i>	Staff Mobility for Training *
HU BUDAPES16	D GELSENK02	0715	Mechanics and metal trades	2 teachers/10 days	2 persons/10 days
D GELSENK02	HU BUDAPES16	0715	Mechanics and metal trades	2 teachers/10 days	2 persons/10 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 ³	
				Student Mobility for Studies	Staff Mobility for Teaching
D GELSENK02	ANY	German (study purposes/classes)	English (thesis/project work)	German B2 – studies English or German B2 – projects, thesis	English B2 German 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

HU BUDAPES16: 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

³ 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>

E. Calendar

Receiving institution [Erasmus code]	Autumn semester*	Spring semester *
D GELSENK02	Application Deadline: June 10th	Application Deadline: December 10th
HU BUDAPES16	Nomination deadline: 1 st May Application deadline: May 15 th	Nomination deadline: November 5 th Application deadline: November 20 th

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 signe 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 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 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."]

F. Information

1. 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
D GELSENK02	Ms Regina Klauke Regina.Klauke@w-hs.de ++49 209 9596 943	http://www.en.w-hs.de/studying-at-wh/exchange-students/information-for-exchange-students/
HU BUDAPES16	incoming@uni-obuda.hu , +36-1 666 5552	For Visa: http://konzulizsolgalat.kormany.hu/en For residence permit: http://www.bmbah.hu/jomla/index.php?lang=en

2. 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
D GELSENK02	Ms Regina Klauke Regina.Klauke@w-hs.de ++49 209 9596 943	http://www.en.w-hs.de/studying-at-wh/exchange-students/health-insurance/
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

3. Grading systems of the institutions

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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D GELSENK02

<http://www.en.w-hs.de/studying-at-wh/exchange-students/ects-and-learning-agreement/>

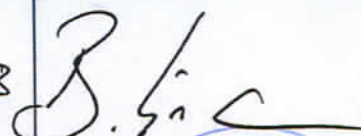

4. Housing

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
D GELSENK02	Ms Regina Klauke Regina.Klauke@w-hs.de ++49 209 9596 943	http://www.en.w-hs.de/studying-at-wh/exchange-students/accommodation/
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 ⁴
D GELSENK02	Prof. Dr. Bernd Kriegesmann President	26.07.18	
HU BUDAPES16	Prof. Dr. Rajnai Zoltán Dean of the Bánki Faculty	28.08.18	

*The Bilateral Agreements in Óbuda University can be signed by the following persons:
Rector, Vice-rectors, Deans, Director of the Centre for International Mobility*

⁴ Scanned signatures are accepted