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**Erasmus+ Programme**

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

**Inter-institutional agreement 2018-2021**[[1]](#footnote-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]](#footnote-2)**  **(email, phone)** | **Website**  **(eg. of the course catalogue)** |
| HOCHSCHULE HANNOVER - UNIVERSITY OF APPLIED SCIENCES AND ARTS  Involved Faculties from HsH:   1. Faculty I – Electrical Engineering and Information Technology 2. Faculty II – Department Mechanical Engineering | D HANNOVE05 | Institutional Coordinator**:**  **Patricia Schmelzeisen** Hochschule Hannover  Bismarckstraße 2, G- 30173 Hannover, +49 511 9296 3792 [hsh-outgoing@hs-hannover.de](mailto:hsh-outgoing@hs-hannover.de) or patricia.schmelzeisen@hs-hannover.de  Academic contact:  **Faculty I – Electrical Engineering and Information Technology:**  **Prof. Dr.-Ing. Dieter Stolle**  International Coordinator  +49 511-9296-1205  [dieter.stolle@hs-hannover.de](mailto:dieter.stolle@hs-hannover.de)  **Faculty II – Department Mechanical Engineering:**  **Prof. Dr.-Ing. Anne Nadolny**  International Coordinator  +49 511 9296 1658  [anne.nadolny@hs-hannover.de](mailto:anne.nadolny@hs-hannover.de)  **Prof. Dr.-Ing. Wilfried Stiller** wilfried.stiller@hs-hannover.de  **Viola Hauschild**  **International Faculty Office** for Faculty I and Faculty II  +49 511 9296 1642 [viola.hauschild@hs-hannover.de](mailto:viola.hauschild@hs-hannover.de) | <http://www.hs-hannover.de/international> |
| Obudai Egyetem - **Obuda University**  Bécsi str. 96/b  Budapest, H-1034  Hungary  Involved Faculties:   1. Kandó Kálmán Faculty of Electrical Engineering 2. Sándor Rejtő Faculty of Light Industry and Environmental Protection Engineering 3. Donát Bánki Faculty of Mechanical and Safety Engineering | HU BUDAPES16 | Institutional coordinator :  **Ms. Ildikó Marosi**, PhD, Deputy Director for International Affairs Mobility Department [marosi.ildiko@kgk.uni-obuda.hu](mailto:marosi.ildiko@kgk.uni-obuda.hu) phone: +36 1 666 5743  Academic contact:  Kandó Kálaman, Faculty of Electrical Engineering **Ms. Dóra Maros, PhD**  Erasmus+ coordinator  [maros.dora@kvk.uni-obuda.hu](mailto:maros.dora@kvk.uni-obuda.hu)  +36 1 666-5126  Sándor Rejtö Faculty of Light Industry and Environmental Engineering  **Mr. Tibor Virágh**  Erasmus coordinator for Institute of Environmental Engineering  [viragh.tibor@rkk.uni-obuda.hu](mailto:viragh.tibor@rkk.uni-obuda.hu)  +36-1 666-5937  Donát Bánki Faculty of Mechanical and Safety Engineering  Mrs. Dr. Ágota Drégelyi-Kiss, PhD, Vice Dean for Research and Erasmus+ coordinator [Dregelyi.agota@bgk.uni-obuda.hu](mailto:Dregelyi.agota@bgk.uni-obuda.hu)  +36 1 666 5430 | <http://erasmus.uni-obuda.hu/en/> |

**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* [ISCED]** | ***Subject area name*** | ***Study cycle [short cycle, 1st , 2nd or 3rd]*** | **Number of student mobility periods** | |
| Student Mobility for Studies  *[total number of months of the study periods]* | *Student Mobility for Traineeships \** |
| HU BUDAPES16 | D HANNOVE05 | 0713  0712  0719 | Electrical Engineering  Environmental Engineering  Mechanical or Mechatronics Engineering | 1st, 2nd  1st, 2nd  1st, 2nd | 2 students  2 students  3 students | - |
| D HANNOVE05 | HU BUDAPES16 | 0713  0712  0719 | Electrical Engineering  Process,- Energy- and Environmental Engineering  Mechanical and Industrial Mechanical Engineering | 1st, 2nd  1st, 2nd  1st, 2nd | 2 students  2 students  3 students | - |

*\* 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 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 \** |
| HU BUDAPES16 | D HANNOVE05 | 0713  0712  0719 |  | 15 days (3 persons x 5 days) |  |
|  | Administrative |  | 15 days (3 persons x 5 days) |
| D HANNOVE05 | HU BUDAPES16 | 0713  0712  0719 |  | 15 days (3 persons x 5 days) |  |
|  | Administrative |  | 15 days (3 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  [Erasmus code]** | ***Optional: Subject area*** | **Language of instruc­tion 1** | **Language of instruc­tion 2** | **Recommended language of instruction level[[3]](#footnote-3)** | |
| Student Mobility for Studies | Staff Mobility for Teaching |
| D HANNOVE05 |  | German | English | B2 | B2 |
| HU BUDAPES16 |  | Hungarian | English | B2 | B2 |

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 in case of staff mobilities: STA, STT: [mobility@uni-obuda.hu](mailto:mobility@uni-obuda.hu); in case of student mobilities: [incoming@uni-obuda.hu](mailto: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]** |
| D HANNOVE05 | 1st May | 15th October |
| HU BUDAPES16 | Nomination: 1st May  Application: 15th May | Nomination: 5th November  Application: 20th November |

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

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.

4. 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 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."]

**HU BUDAPES16**

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 Unviersity 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**

D HANNOVE05: <http://www.hs-hannover.de/?id=20358>

HU BUDAPES16: <http://erasmus.uni-obuda.hu/en/grading-system>

**HU BUDAPES16**

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** |
| D HANNOVE05 | [international@hs-hannover.de](mailto:international@hs-hannover.de) Tel:+49 511 9296 2156 | <http://www.hs-hannover.de/international> |
| HU BUDAPES16 | [incoming@uni-obuda.hu](mailto: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** |
| D HANNOVE05 | [international@hs-hannover.de](mailto:international@hs-hannover.de)  Tel:+49 511 9296 2156 | <http://www.hs-hannover.de/international> |
| HU BUDAPES16 | [incoming@uni-obuda.hu](mailto: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** |
| D HANNOVE05 | [housing@hs-hannover.de](mailto:housing@hs-hannover.de)  Tel:+49 511 9296 2156 | <http://www.hs-hannover.de/international> |
| HU BUDAPES16 | [incoming@uni-obuda.hu](mailto: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]](#footnote-4) and stamp** |
| D HANNOVE05 | Patricia Schmelzeisen, ERASMUS Institutional Coordinator |  |  |
| HU BUDAPES16 | Prof. Dr. Mihály Réger  Rector |  |  |

1. Higher Education Institutions have to agree on the period of validity of this agreement [↑](#footnote-ref-1)
2. Contact details to reach the senior officer in charge of this agreement and of its possible updates. [↑](#footnote-ref-2)
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> [↑](#footnote-ref-3)
4. Scanned signatures are accepted [↑](#footnote-ref-4)