



# Erasmus+ Programme

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

### Inter-institutional agreement 2018-2021 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 (eg. of the course catalogue)
POLITECHNIKA POZNAŃSKA Poznan University of Technology	PL POZNAŃ02	<b>Administrative Coordinator:</b> Magdalena ZAWIRSKA- WOLNIEWICZ Head of LLL&International Education Office, Pl. M. Skłodowskiej-Curie 5 60-965 Poznań, Poland Tel. +48 61 665 35 44 <a href="mailto:magdalena.zawirska-wolniewicz@put.poznan.pl">magdalena.zawirska- wolniewicz@put.poznan.pl</a>  <b>Departmental Coordinator:</b> Faculty of Mechanical Engineering and Management <a href="mailto:Dariusz.bartkowski@put.poznan.pl">Dariusz.bartkowski@put.poznan .pl</a> Tel.: +48 61 6652665	General information: <a href="http://www.put.edu.pl">www.put.edu.pl</a>  Courses catalogue: <a href="http://put.edu.pl/erasmus/programmes-available">http://put.edu.pl/erasmus/pro grammes-available</a>
Óbuda University  Bánki Bonát Faculty of mechanical and	HU BUDAPEŠ16	<b>Institutional coordinator :</b> Mrs. Ildiko Marosi, PhD. Deputy Director of	<a href="http://erasmus.uni-obuda.hu/en/">http://erasmus.uni- obuda.hu/en/</a>

<b>Safety Engineering</b>  8, Népszínház str., H-1081 Budapest, Hungary	<b>International Affairs</b> E-mail: <a href="mailto:marosi.ildiko@kgk.uni-obuda.hu">marosi.ildiko@kgk.uni-obuda.hu</a> Obuda University, Mobility Department 96/b Bécsi str, H-1034 Budapest, Hungary  <b>Academic contact:</b> Agota Dregelyi-Kiss dregelyi.agota@bgk.uni-obuda.hu Tel: +36 1 666 5430 Népszínház st. 8. H-1081 Budapest, Hungary
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### B. Mobility numbers<sup>1</sup> 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 [number of students/total number of months of the study periods *]	Student Mobility for Traineeships *
PL POZNAN02	HU BUDAPES16	071	Mechanical Engineering	BSc, MSc	2 x 5 months	
HU BUDAPES16	PL POZNAN02	071	Mechanical Engineering	BSc, MSc	2 x 5 months	

[\*Optional: subject area code & name and study cycle are optional.]

FROM [Erasmus	TO [Erasmus	Subject area	Subject area name	Number of staff mobility periods
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<sup>1</sup> 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>)

PL POZNAN02- HU BUDAPES16

code of the sending institution]	code of the receiving institution]	code * [ISCED]	*	Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
PL POZNAN02	HU BUDAPES16	071	Mechanical Engineering	2 x 5 days	2 x 5 days
HU BUDAPES16	PL POZNAN02	071	Mechanical Engineering		

### 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 <sup>2</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL POZNAN02	ANY	English	Polish	English B2	English B2
HU BUDAPES16	ANY	English	Hungarian	English B2	English 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

**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](mailto:incoming@uni-obuda.hu)

### E. Calendar

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

Receiving institution	Autumn term* [month]	Spring term* [month]

<sup>2</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://europa.europa.eu/en/resources/european-language-levels-cefr>

PL POZNAN02- HU BUDAPES16

[Erasmus code]		
PL POZNAN02	15 <sup>th</sup> of May	31 <sup>st</sup> of October
HU BUDAPEST16	Nomination deadline: 1 <sup>st</sup> May Application deadline: May 15 <sup>th</sup>	Nomination deadline: November 5 <sup>th</sup> Application deadline: November 20 <sup>th</sup>

[\* 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 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 6 weeks after the assessment period has finished at the receiving HEI.

4. Termination of the agreement

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.

## F. Information

### 1. Grading systems of the institutions

PL POZNAN02:

<http://www.put.edu.pl/institution/education-at-put>

very good	(A)	bardzo dobry	5.0
good plus	(B)	dobry plus	4.5
good	(C)	dobry	4.0
satisfactory	(D)	Dostateczny	3.5

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plus		plus	
satisfactory	(E)	dostateczny	3.0
unsatisfactory	(F)	niedostateczny	2.0

## 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

### 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 POZNAN02	study@put.poznan.pl	<a href="https://www4.put.poznan.pl/en/arrival/visa">https://www4.put.poznan.pl/en/arrival/visa</a>
HU BUDAPES16	<a href="mailto:incoming@uni-obuda.hu">incoming@uni-obuda.hu</a> , +36-1 666 5552	For Visa: <a href="http://konzuliszolgalat.kormany.hu/en">http://konzuliszolgalat.kormany.hu/en</a> For residence permit: <a href="http://www.bmbah.hu/jomia/index.php?lang=en">http://www.bmbah.hu/jomia/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
PL POZNAN02	study@put.poznan.pl	<a href="https://www.put.poznan.pl/en/practical-information/health-insurance">https://www.put.poznan.pl/en/practical-information/health-insurance</a>
HU BUDAPES16	<a href="mailto:incoming@uni-obuda.hu">incoming@uni-obuda.hu</a> , +36-1 666 5552	<a href="http://www.oep.hu/data/cms1004771/Health_Care_Services_Available_During_Temporary_Stay_in_Hungary_form.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
PL POZNAN02	anna.wolnowska@put.poznan.pl	<a href="https://www.put.poznan.pl/en/node/1171">https://www.put.poznan.pl/en/node/1171</a>
HU BUDAPES16	<a href="mailto:incoming@uni-obuda.hu">incoming@uni-obuda.hu</a> +36-1 6665552	<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 <sup>3</sup>
PL POZNAN02	<b>Prof. Teofil Jesionowski</b> Prorector for LLL& International Education	13. 09. 2018	 Prorector for LLL & International Education Prof. Teofil Jesionowski
HU BUDAPES16	<b>Prof. Dr. Rajnai Zoltán</b> Dean of the Bánki Faculty	29/08/2018	

<sup>3</sup> Scanned signatures are accepted