



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2014-2021 between programme countries<sup>2</sup>

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 <sup>3</sup> (email, phone)	Website (eg. of the course catalogue)
Obuda University	HU BUDAPES16	<p><b>Institutional coordinator :</b> Mrs. Mária Dudás, Director Centre for International Mobility <a href="mailto:dudas.maria@rh.uni-obuda.hu">dudas.maria@rh.uni-obuda.hu</a> Tel: +36 1 666 5050</p> <p><b>Academic contact:</b> Alba Regia Technical Faculty Mrs Márta Seebauer Budai út 45. H-8002 Székesfehérvár Hungary Phone: +36-22-510832 Fax: +36-22-312337 <a href="mailto:seebauer.marta@amk.uni-obuda.hu">seebauer.marta@amk.uni-obuda.hu</a></p>	<p><a href="http://erasmus.uni-obuda.hu/en/">http://erasmus.uni-obuda.hu/en/</a></p> <p><a href="http://amk.uni-obuda.hu/?lang=2">http://amk.uni-obuda.hu/?lang=2</a></p>
HAWK Hochschule Hildesheim/Holzminden/ Goettingen (University of Applied Sciences & Arts)	D HILDESH02	<p><b>Institutional coordinator :</b> Dr. Sylvia Korz Head, International Office; <a href="mailto:sylvia.korz@hawk-hhg.de">sylvia.korz@hawk-hhg.de</a> Fon: +49 5121 881-143</p> <p><b>Academic contact:</b> Prof. Dr. Andreas Kegler Fakultät Naturwissenschaften und Technik</p>	<p><a href="http://www.hawk-hhg.de/international">http://www.hawk-hhg.de/international</a></p>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>3</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		Von-Ossietzky-Str. 99 D-37085 Göttingen, Germany Tel.: +49-551-3705 240 Fax: +49-551-3705 101 <a href="mailto:andreas.kegler@hawk-hhg.de">andreas.kegler@hawk-hhg.de</a>	
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## B. Mobility numbers<sup>4</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  [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
D HILDESH02	HU BUDAPES16	061	Information and Communication Technologies (ICTs)	1 <sup>st</sup> , 2 <sup>nd</sup>	2 stud/10 months each	---
		071	Engineering and engineering trades			
HU BUDAPES16	D HILDESH02	061	Information and Communication Technologies (ICTs)	1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup>	2 stud/10 months each	---
		071	Engineering and engineering trades			

*[\*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 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 or average duration*]	Staff Mobility for Training *
D HILDESH02	HU BUDAPES16	061	Information and Communication Technologies (ICTs)	10 days (2 persons x 5 days)	
		071	Engineering and engineering trades		
			Administrative		

<sup>4</sup> Mobility numbers can be given per sending/receiving institutions and per educationfield (optional\*:

<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

HU BUDAPES16	D HILDESH02	061	Information and Communication Technologies (ICTs)	10 days (2 persons x 5 days)	
		071	Engineering and engineering trades		
			Administrative		1 pers 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 <sup>5</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
HU BUDAPES16		Hungarian	English	B2 English	C1 English
D HILDESH02		German	English	B1 English B1 German	B2 English B2 German

### 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 Centre for International Mobility:

[projectoffice@uni-obuda.hu](mailto:projectoffice@uni-obuda.hu)

Application process: <http://erasmus.uni-obuda.hu/en>

**D HILDESH02:** : All relevant information for incoming students (students with disabilities included) can be found at: <http://www.hawk-hhg.de/en/international> | Erasmus | Exchange students

### E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
HU BUDAPES16 Application deadlines	15 May	20 November
Academic Year (Courses Period)	Beginning of September – Middle of December	Beginning of February – Middle of May
D HILDESH02 Application deadlines	31 May	31 October

<sup>5</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://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
Lecture Period	Midth of September – End of January	Beginning of March – Midth of July

2. The receiving institution will send its decision within four weeks.

3. Issue of the Transcript of Records

**HU BUDAPES16:** A Transcript of Records will be issued by the receiving institution no later than four weeks after the assessment period has finished at the receiving HEI.

**D HILDESH02:** A Transcript of Records will be issued by the receiving institution no later than five weeks after the assessment period has finished at the receiving HEI.

4. Termination of the agreement

The involved institutions agree on the procedure for modifying or terminating the inter-institutional agreement. In the event of termination, a notice of at least one academic year should be given. 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

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

In Hungary the best mark is 5.

	Grade	Definition
5	Excellent	Outstanding performance with only minor errors
4	Good	Generally sound work with a number of notable errors
3	Satisfactory	Fair but with significant shortcomings
2	Sufficient	Performance meets the minimum criteria
1	Fail	Considerable further work is required

**D HILDESH02:** <http://www.hawk-hhg.de/en/international> | Grading scale HAWK

### 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
HU BUDAPES16	<a href="mailto:projectoffice@uni-obuda.hu">projectoffice@uni-obuda.hu</a> , +36-1 6665051	For Visa: <a href="http://konzulizsolgalat.kormany.hu/en">http://konzulizsolgalat.kormany.hu/en</a> For residence permit: <a href="http://www.bmbah.hu/jomla/index.php?lang=en">http://www.bmbah.hu/jomla/index.php?lang=en</a> <a href="http://www.hawk-hhg.de/en/international">http://www.hawk-hhg.de/en/international</a>
D HILDESH02	Maik Schwiegershausen (GOE/HOL) Student adviser <a href="mailto:incomings.aa@hawk-hhg.de">incomings.aa@hawk-hhg.de</a> +495515032-150 (GOE/HOL)	<a href="http://www.hawk-hhg.de/en/international">http://www.hawk-hhg.de/en/international</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
HU BUDAPES16	<a href="mailto:projectoffice@uni-obuda.hu">projectoffice@uni-obuda.hu</a> , +36-1 6665051	<a href="http://www.oep.hu/oepdok/fajlok/e.pdf">http://www.oep.hu/oepdok/fajlok/e.pdf</a>
D HILDESH02	Maik Schwiegershausen (GOE/HOL) Student adviser <a href="mailto:incomings.aa@hawk-hhg.de">incomings.aa@hawk-hhg.de</a> +495515032-150 (GOE/HOL)	<a href="http://www.hawk-hhg.de/en/international">http://www.hawk-hhg.de/en/international</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
HU BUDAPES16	<a href="mailto:projectoffice@uni-obuda.hu">projectoffice@uni-obuda.hu</a> , +36-1 6665051	<a href="http://koll.uni-obuda.hu/index.php">http://koll.uni-obuda.hu/index.php</a>
D HILDESH02	Maik Schwiegershausen (GOE/HOL) Student adviser <a href="mailto:incomings.aa@hawk-hhg.de">incomings.aa@hawk-hhg.de</a> +495515032-150 (GOE/HOL)	<a href="http://www.hawk-hhg.de/en/international">http://www.hawk-hhg.de/en/international</a>

**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code]	Name, function	Date	Signature <sup>6</sup>
HU BUDAPES16	Mária Dudás  Director Centre for International Mobility	02.07.2014	
D HILDESH02	DIENEL, Prof. Dr. Christiane President	29.07.2014	

<sup>6</sup>Scanned signatures are accepted