



PWSiP

The State Higher School
of Computer Science and Business
Administration in Łomża

Erasmus+ Programme

Key Action 1

– Mobility for learners and staff –

Higher Education Student and Staff Mobility

Inter-institutional agreement 2014-2021 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)
THE STATE HIGHER SCHOOL OF COMPUTER SCIENCE AND BUSINESS ADMINISTRATION IN ŁOMŻA, POLAND (PWSiP)	PL LOMZA03	Lilianna Rywacka, Head of Research and International Department, Erasmus Institutional Co-ordinator 14 Akademicka Str. 18-400 Łomża, POLAND Phone: +48 86 215 6608 Fax: +48 86 215 6600 lrywacka@pwsip.edu.pl	http://pwsip.edu.pl
OBUDA UNIVERSITY	HU BUDAPES16	Mrs. Maria Dudas Centre for International Mobility Director H-1084 Budapest, Tavaszmezo u. 17 Phone: +36 1 666 5050 Fax: +36 1 666 5052 dudas.maria@rh.uni-obuda.hu	www.uni-obuda.hu http://erasmus.uni-obuda.hu/en/

B. Mobility numbers 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 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
PL LOMZA03	HU BUDAPES16	340 (04.0)	Business Studies and Management	1	2 (2x5) = 10	
HU BUDAPES16	PL LOMZA03	340 (04.0)	Business Studies and Management	1	2 (2x5) = 10	

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 *
PL LOMZA03	HU BUDAPES16	340 (04.0)	Business Studies and Management	8 hours	1 week
HU BUDAPES16	PL LOMZA03	340 (04.0)	Business Studies and Management	8 hours	1 week

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]	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ¹	
			Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching
PL LOMZA03	Polish	English	B1- English	B2 - English
HU BUDAPES16	Hungarian	English	B1- English	B2 - English

D. Additional requirements

OBUDA UNIVERSITY (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

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

PWSiIP (PL LOMZA03)

Buildings at PWSiIP are totally adjusted to the needs of disabled students, equipped with specialized equipment such as: induction loops for people who have problems with hearing, Braille monitor, printer, notebook and speech synthesis for blind people and those who have failing eyesight as well. The Dean Office and Education Department assure help and assistance

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
PL LOMZA03	May 30 th	November 30 th
HU BUDAPES16	15 May	20 November

OBUDA UNIVERSITY (HU BUDAPES16)

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.

¹ 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>

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2. The receiving institution will send its decision within 2 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement

This agreement will be in effect for the full duration of the ERASMUS+ Programme. In case of premature termination, a notice of at least one academic year will 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

OBUDA UNIVERSITY (HU BUDAPES16)

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

ECTS grading scale:

PWSiP (PL LOMZA03)

ECTS grading scale:

ECTS Grade	Polish Grade	Definition	
A	5	EXCELLENT	all learning outcomes achieved at the highest level
B	4,5	VERY GOOD	learning outcomes achieved at the level significantly
C	4	GOOD	learning outcomes achieved at the above average
D	3,5	SATISFACTORY	learning outcomes achieved at the satisfactory level
E	3	SUFFICIENT	learning outcomes achieved at the minimum level
FX, F	2	FAIL	assumed learning outcomes not achieved

ECTS credits:

one semester
30 ECTS credits

one full academic year
60 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 code]	Contact details (email, phone)	Website for information
PL LOMZA03	Ministry of Foreign Affairs Republic of Poland	http://www.msz.gov.pl/en/
HU BUDAPES16	projectoffice@uni-obuda.hu , +36-1 6665051	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
PL LOMZA03	European Commission (Employment, Social Affairs & Inclusion) Anna Borawska, International Relations Department, 14 Akademicka Str. 18-400 Łomża, POLAND Phone: +48 86 215 6608 Fax: +48 86 215 6600 aborawska@pwsip.edu.pl	http://ec.europa.eu/social/main.jsp?catId=559
HU BUDAPES16	projectoffice@uni-obuda.hu , +36-1 6665051	http://www.oep.hu/oepdok/fajlok/e.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
PL LOMZA03	Mieczysław Mertin, International Relations Department, 14 Akademicka Str. 18-400 Łomża, POLAND Phone: +48 86 215 6608 Fax: +48 86 215 6600 mmertin@pwsip.edu.pl	http://www.pwsip.edu.pl
HU BUDAPES16	projectoffice@uni-obuda.hu , +36-1 6665051	http://erasmus.uni-obuda.hu/en/accommodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives or delegates e.g. dean of the faculty)

Institution [Erasmus code]	Name, function	Date	Signature ²
PL LOMZA03	Assoc. Prof. PhD. Robert Charmas, Rector	21.10.2014	REKTOR <i>dr hab. Robert Charmas, prof. PWSiP</i> * 1 *
HU BUDAPES16	Mária Dudás Director	20/10/2014	<i>Mária Dudás</i> 

² Scanned signatures are accepted