



rasmus+ Programme

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

**Inter-institutional agreement 2014-2020/2021
between programme countries**

Minimum requirements

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)	rasmus code	Contact details ¹ (email, phone)	Website (eg. of the course catalogue)
Latvia University of Agriculture – Latvijas Lauksaimniecības Universitāte	LV_JELGAVA01	Zinaida Jurševska Institutional Erasmus Coordinator International Department; Latvia University of Agriculture Lielā iela 2, Jelgava LV 3001, Latvia Phone: +371 630 05608; fax: +371 630 27238; e-mail: zinaida.jursevska@llu.lv	General website: www.llu.lv Erasmus website: http://eng.llu.lv/erasmus
Obuda University Keleti Faculty of Business and Management	HU BUDAPES16	Institutional coordinator : Mrs. Mária Dudás, Director Centre for International Mobility dudas.maria@rh.uni-obuda.hu Tel: +36 1 666 5050 Academic contact: Mrs. Ildikó Marosi, Ph.D. marosi.ildiko@kqk.uni-obuda.hu Tel: +36 1 666 5051	General website: http://www.uni-obuda.hu/en/faculties-and-schools/karoly-keleti Erasmus website: 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 [rasmus	TO [rasmus code	Subject area	Subject area name	Study cycle	Number of student mobility periods
------------------	---------------------	--------------	-------------------	-------------	------------------------------------

¹Contact details to reach the senior officer in charge of this agreement and of its possible updates.

code of the sending institution]	of the receiving institution]	code * [ISC D]	*	[short cycle, 1 st , 2 nd , 3 rd]	Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeship S *
LV JELGAVA01	HU BUDAPES16	041	Business and Administration	1 st , 2 nd (only for thesis)	2 x 5 = 10	
HU BUDAPES16	LV JELGAVA01	041	Business and Administration	1 st , 2 nd	2 x 5 = 10	

FROM [rasmus code of the sending institution]	TO [rasmus code of the receiving institution]	Subject area code * [ISC D]	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 *
LV JELGAVA01	HU BUDAPES16	041	Business and Administration	2 staff * 5 days	1 staff * 5 days
HU BUDAPES16	LV JELGAVA01	041	Business and Administration	2 staff * 5 days	1 staff * 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 [rasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ²	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
LV JELGAVA01	HU BUDAPES16	English		B2 English	B2 English
HU BUDAPES16	LV JELGAVA01	English		B2 English	B2 English

For more details on the language of instruction recommendations, see the course catalogue of each institution.

D. Additional requirements

LV J LGAVA01

Latvia University of Agriculture welcomes students and staff members with disabilities, however acceptance requires approval (during application).

LLU organizes an "Orientation week" at the beginning of each semester for welcoming incoming students. It is highly recommended to incoming students to participate in the Orientation Week because students are provided with useful information, guidelines for studies and welcome parties.

More info: <http://eng.llu.lv/erasmus>

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>

Óbuda University (ÓE) organizes an "Welcome Day" on the first "registration week" of semester. It is highly recommended to participate at this Event to get useful information and documents to start their studies at ÓE.

Óbuda University welcomes students and staff members with disabilities, however acceptance requires approval (during application).

Calendar

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

Receiving institution [rasmus code]	Autumn term* [month]	Spring term* [month]
LV JELGAVA01	1 st May	1 st December
HU BUDAPES16	15 th May	20 th November

2. The receiving institution will send its decision within **4 weeks** after the deadline.
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: the agreement can be modified or terminated unilaterally, as long as at least a one academic year notice is given. 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

LV J LGAVA01: www.llu.lv – English version – Studies – Erasmus – Study guide – Teaching system and evaluation. The grading scale used by Latvia University of Agriculture is based on the 10 point scale:

Achievement level	Grade	Meaning		CTS grade
very high	10	with distinction	Knowledge of the students is substantially higher than the estimated normal level	A
very high	9	excellent	Knowledge of the students is higher than the estimated normal level	A
high	8	very good	Knowledge corresponds to the highest expected level	B
high	7	good	The student has mastered the subject deeply and with understanding, is progressing within the expected limits, but makes minor mistakes	C
medium	6	almost good	The student has generally succeeded in the course within the required limits, but he or she is either merely reproducing the knowledge rather than actively using it, or making more substantial mistakes	D

medium	5	satisfactory	Awarded to students, who are progressing within the limits of their individual abilities, generally are not behind the appropriate age group, but make substantial mistakes and reproduce the facts rather than analyze them	E
medium	4	satisfactory	The very last positive grade. Awarded to students, who do their best but still make grave mistakes and just reproduce most of the relevant material.	E/FX
low	3-1	unsatisfactory	Marks of different levels for students whose records are below the expected	Fail

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

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 [rasmus code]	Contact details (email, phone)	Website for information
LV JELGAVA01	erasmus@llu.lv +371 63005698	http://eng.llu.lv/erasmus
HU BUDAPES16	projectoffice@uni-obuda.hu , +36-1 6665051	For Visa: http://konzulizsolgalat.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 [rasmus code]	Contact details (email, phone)	Website for information
LV JELGAVA01	erasmus@llu.lv +371 63005698	http://eng.llu.lv/erasmus
HU BUDAPES16	projectoffice@uni-obuda.hu , +36-1 6665051	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 [rasmus code]	Contact details (email, phone)	Website for information
LV JELGAVA01	erasmus@llu.lv +371 63005698	http://eng.llu.lv/erasmus
HU BUDAPES16	projectoffice@uni-obuda.hu , +36-1 6665051	http://erasmus.uni-obuda.hu/en/accommodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [rasmus code]	Name, function	Date	Signature ³
LV JELGAVA01	Prof. Irina Pilvere Rector	17/06/2015	 
HU BUDAPES16	Mária Dudás director	02/06/2015	 

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

³Scanned signatures are accepted