



Erasmus+ Programme

Key Action 1

– Mobility for learners and staff –

Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2014-20[21]² between programme countries [Minimum requirements]³

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 ⁴ (email, phone)	Website (eg. of the course catalogue)
Obuda University Faculty of Light Industry and Environmental Engineering Faculty of Business and Management	 HU BUDAPEST 16	<u>Institutional coordinator</u> Mrs. Mária Dudás Director of Centre for International Mobility Tavaszmező st. 17, H-1084 Budapest dudas.maria@rh.uni-obuda.hu Tel: +36 1 666 5050 <u>Academic Contacts:</u> Dr. Lívia Kokas Palicska Faculty Erasmus coordinator Doberdó st 6. H-1034 Budapest kokas.livia@rkk.uni-obuda.hu	http://erasmus.uni-obuda.hu/en/

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		Tel : +36 1 666 5939 or 5937 András Medve Faculty Erasmus coordinator 17 Tavaszmező st., H-1084 Budapest medve@uni-obuda.hu tel: +36-1-666 52 20	
Politechnika Opolska (Opole University of Technology) Faculty of Mechanical Engineering Faculty of Economics and Management	PL OPOLE02	Elżbieta Cieślak, MSc - Erasmus Institutional Coordinator e.cieslak@po.opole.pl Opole University of Technology International Relations Office ul. Mikołajczyka 5 45-271 Opole POLAND Tel: +48 77 449 8515 fax: +48 77 449 9908 Academic Contacts: Małgorzata Wzorek, Ph.D m.wzorek@po.opole.pl Jolanta Maj, MA j.maj@po.opole.pl	http://www.po.opole.pl/en/ ECTS Catalogue http://www.dwm.po.opole.pl/images/Dokumenty/Incoming/ECTS%20Cat%202014%2015.pdf

B. Mobility numbers⁵ 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	Student Mobility for Trainee ships *
					[total number of months of the study periods or average duration*]	
PL OPOLE02	HU BUDAPEST16	041 0712	Business and administration Environmental protection technology Engineering and	1 st	4 x 6 months	

⁵ 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>)

		071	engineering trades			
HU BUDAPEST16	PL OPOLE02	041	Business and administration	1 st 2 nd	4 x 6 months	
		0712	Environmental protection technology			
		071	Engineering and engineering trades			

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 *
HU BUDAPEST16	PL OPOLE02	041	Business and administration	2 persons x 5 days	1
		0712	Environmental protection technology		
		071	Engineering and engineering trades		
PL OPOLE02	HU BUDAPEST16	041	Business and administration	2 persons x 5 days	1
		0712	Environmental protection technology		
		071	Engineering and engineering trades		

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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL OPOLE02		POLISH	ENGLISH	ENGLISH B2	ENGLISH B2
HU BUDAPEST16		HUNGARIAN	ENGLISH	ENGLISH B2	ENGLISH B2

D. Additional requirements

PL OPOLE 02: Incoming students may participate in the orientation programme at the beginning of each semester. Students with disabilities could be accepted after the consultation with International Relations Office.

HU BUDAPEST16: 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

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 OPOLE02	15 June	15 December
HU BUDAPEST16	15 May	20 November

2. The receiving institution will send its decision within 2/3 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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement

The involved institutions may agree on the procedure of modifying or terminating the bilateral agreement. In case of unilateral modification or termination, a written notice of at least one academic year ahead will be given. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F. Information

⁶ 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>

1. Grading systems of the institutions

PL OPOLE 02:

Polish grade	ECTS grade
5,0 – excellent	A
4,5 – very good	B
4,0 – good	C
3,5 – satisfactory	D
3,0 – pass	E
2,0 – fail	FX/F

HU BUDAPEST 16: <http://erasmus.uni-obuda.hu/en/grading-system>

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 OPOLE02	International Relation Office Anna Witelus a.witelus@po.opole.pl	http://iro.po.opole.pl/index.php/en/
HU BUDAPEST 16	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 [Erasmus code]	Contact details (email, phone)	Website for information
PL OPOLE02	International Relation Office Anna Witelus a.witelus@po.opole.pl	http://iro.po.opole.pl/index.php/en/
HU BUDAPEST 16	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 OPOLE02	International Relation Office Anna Witelus a.witelus@po.opole.pl	http://iro.po.opole.pl/index.php/en/incoming-erasmus-students/accommodation
HU BUDAPES 16	projectoffice@uni-obuda.hu, +36-1 6665051	http://erasmus.uni-obuda.hu/en/accommodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
PL OPOLE02	Prof. Krzysztof Malik Vice-Rector for Cooperation and Development	16 04 2014	Prorektor ds. współpracy i rozwoju  prof. dr hab. Krzysztof Malik
HU BUDAPES16	Mária DUDÁS Director of Centre for International Mobility,	March 18, 2014	 

⁷Scanned signatures are accepted