



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)
TOBB University of Economics and Technology	TR ANKARA10	Türkan KARATAY External Relations Directorate Tel:+903122924312 Fisun TALAY External Relations Director Tel:+903122924309	www.etu.edu.tr http://erasmus.edu.tr http://oim.etu.edu.tr/?q=en/node/423

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.

		<p>Assoc. Prof. Erdoğan DOĞDU Erasmus Institutional Coordinator Tel: +903122924177 Fax: +903122924311</p>	
Obuda University	HU BUDAPES16	<p>Institutional coordinator : Mrs. Mária Dudás, Director Centre for International Mobility dudas.maria@rh.uni-obuda.hu Tel: +36 1 666 5050</p> <p>Academic contact: Mechanical Engineering: Bánki Donát Faculty Mr. Szakács, Tamás szakacs.tamas@bgk.uni-obuda.hu Electrical Engineering: Kandó Kálmán Faculty Dr. Lendvay Marianna lendvay.marianna@kvk.uni-obuda.hu Informatics John von Neumann Faculty Mr. Sergyán, Szabolcs sergyan.szabolcs@nik.uni-obuda.hu</p>	<p>http://erasmus.uni-obuda.hu/en/</p>

B. Mobility numbers⁵ per academic year

[Paragraph to be added, if the agreement is signed for more than one 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 *
TR ANKARA10	HU BUDAPES16	071	Engineering and Engineering Trades/mechanical Engineering, Electrical Engineering)	1 st	2 x 5 months for mechanical and 2 x 5 months for electrical engineering	
		061	Information and Communication Technologies (Computer Engineering)	1 st	2 x 5 months	
HU BUDAPES16	TRANKARA 10	071	Engineering and Engineering Trades/mechanical Engineering, Electrical Engineering)	1 st	2 x 5 months for mechanical and 2 x 5 months for electrical engineering	
		061	Information and Communication Technologies (Computer Engineering)	1 st	2 x 5 months	

[*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.]

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>)

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 *
TR ANKARA10	HU BUDAPES16	071		2 x 1 week	-
		061		2 x 1 week	
HU BUDAPES16	TR ANKARA10	071		2 x 1 week	
		061		2 x 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]	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]
TRANKARA10	Computer Engineering Electrical Engineering Mechanical Engineering	Turkish	English	B1(English)	B2 (English)
HU	Computer Engineering	Hungarian	English	B2	B2

⁶For 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>

BUDAPES16	Electrical Engineering Mechanical Engineering				
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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

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

TOBB ETU (TRANKARA 10)

Organizes an orientation program each semester for incoming students. It is recommended to incoming students to participate in the orientation program. Students are provided with information about Ankara, course registration, campus, accommodation, health issues, sports center, IT facilities, library and residence permit.

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

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities]

TOBB ETU (TRANKARA 10): Campus area has the infrastructure to welcome student and staff with disabilities.

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
TR ANKARA10	July 15	October 15
HU BUDAPES16	15 May	20 November

[* to be adapted in case of a trimester system]

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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral termination, 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. 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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁷. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

TOBB ETÜ (TRANKARA 10)

Grades	AA	BA	BB	CB	CC	DC	DD	FF
Coefficient	4.00	3.50	3.00	2.50	2.00	1.50	1.00	0.00
Overall Average	100-90	89-85	84-80	79-75	74-70	69-65	64-60	59-0

<http://erasmus.etu.edu.tr>

http://erasmus.etu.edu.tr/?page_id=510

http://erasmus.etu.edu.tr/?page_id=170

Obuda University (HU BUDAPES16)

⁷http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

<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
TR ANKARA10	External Relations Directorate dim@etu.edu.tr Tel: +90(312) 29243 09 or 12 Fax: +90 (312)2924311	erasmus.etu.edu.tr
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

Student visa is compulsory for incoming students to TOBB ETU (TR ANKARA10) for registration.

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
TR ANKARA10	External Relations Directorate dim@etu.edu.tr Tel: +90(312) 29243 09 or 12 Fax: +90 (312)2924311	erasmus.etu.edu.tr
HU BUDAPES16		http://www.oep.hu/oepdok/fajlok/e.pdf

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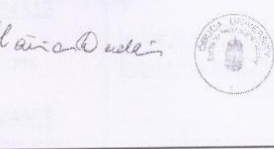
4. Housing

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
TR ANKARA10	External Relations Directorate dim@etu.edu.tr Tel: +90(312) 29243 09 or 12 Fax: +90 (312)2924311	erasmus.etu.edu.tr
HU BUDAPES16	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 ⁸
TR ANKARA10	Assoc. Prof. Erdoğan DOĞDU, Erasmus Institutional Coordinator	17/3/14	
HU BUDAPES16	Mária Dudás Director, Erasmus Institutional Coordinator	14/03/2014	

⁸Scanned signatures are accepted