



Erasmus+ Programme

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

Inter-institutional¹ agreement 2015/2016-2020/2021² 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)
Wroclaw University of Economics	PL WROCLAW03	<u>Institutional Coordinator:</u> Mrs Iwona Przylecka Tel.: +48 71 3680 151 Email: iwona.przylecka@ue.wroc.pl , erasmus@ue.wroc.pl	http://www.ue.wroc.pl/international_cooperation/6687/information_for_incoming_students.html
Óbuda University Budapest	HU BUDAPES16	<u>Institutional Coordinator :</u> Mrs. Mária Dudás Tel. : +36 1 666 5050 email : dudas.maria@rh.uni-obuda.hu Academic contact : Mrs. Ildikó Marosi E-mail : marosi.ildiko@kgk.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.

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 [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
PL WROCLAW03	HU BUDAPES16	041	Business and Administration	1 st	10 months	-
				2 nd	10 months (only for thesis)	-
HU BUDAPES16	PL WROCLAW03	041	Business and Administration	1 st	10 months	-
				2 nd	10 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.]

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 WROCLAW03	HU BUDAPES16	041	Business and Administration	10 days (2 people x 5 days)	-
HU BUDAPES16	PL WROCLAW03	041	Business and Administration	10 days (2 people x 5 days)	-

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>)

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 WROCLAW03	HU BUDAPES16	English, Polish	English, Polish	B2 English	B2 English
HU BUDAPES16	PL WROCLAW03	Hungarian	English	B2 English	B2 English

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

PL WROCLAW03:

In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the International Office: erasmus@ue.wroc.pl

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>

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 WROCLAW03	10 th of July	10 th of December
HU BUDAPES16	15 th May	20 th November

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

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>

2. The receiving institution will send its decision within 8 weeks, provided the documents are complete.
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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement

The institutions decide in mutual agreement on the procedure of modifying or terminating the agreement. In the event of unilateral termination, a notice of at least one academic year has to be 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

PL WROCLAW03:

The institutional grading system at Wroclaw University of Economics consists of six grading levels:

Local grades in WUE (numerically)	Local grades in WUE (descriptively, abbreviation and traditional marks)	Percent of required knowledge for this grade	Converted to ECTS grades
5.0	Very good (bdb, 5)	90 – 100%	A
4.5	Better than good (+db, +4)	80 – 89%	B
4.0	Good (db, 4)	70 – 79%	C
3.5	Better than satisfactory (+dst, +3)	60 – 69%	D
3.0	Satisfactory (dst, 3)	50 – 59%	E
2.0	Failure (ndst, 2)	less than 50%	F

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

ECTS grading scale:

ECTS Grade	% of successful students normally achieving the grade	Definition
A	10	The use of words like "excellent" or "good" is no longer recommended as they do not fit with percentage based ranking of the ECTS Grade Transfer Scale.
B	25	
C	30	
D	25	
E	10	
FX	-	FAIL - some more work required before the credit can be awarded.
F	-	FAIL - considerable further work is required.

ECTS credits:

1 full academic year = 60 credits
1 semester = 30 credits
1 term/trimester = 20 credits

<http://www.ue.wroc.pl/programs/>

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 WROCLAW03	erasmus@ue.wroc.pl tel. 0048 71 36 80 131 fax. 0048 71 36 72 784	http://www.ue.wroc.pl/international_cooperation/6687/information_for_incoming_students.html
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 [Erasmus code]	Contact details (email, phone)	Website for information
PL WROCLAW03	erasmus@ue.wroc.pl tel. 0048 71 36 80 131 fax. 0048 71 36 72 784	http://www.ue.wroc.pl/international_cooperation/6687/information_for_incoming_students.html
HU BUDAPES16	projectoffice@uni-obuda.hu , +36-1 666 5051	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 [Erasmus code]	Contact details (email, phone)	Website for information
PL WROCLAW03	erasmus@ue.wroc.pl tel. 0048 71 36 80 131 fax. 0048 71 36 72 784	http://www.ue.wroc.pl/international_cooperation/6687/information_for_incoming_students.html
HU BUDAPES16	projectoffice@uni-obuda.hu , +36-1 666 5051	http://erasmus.uni-obuda.hu/en/accommodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
PL WROCLAW03	Prof. Dr. Hab. Boguslaw Fiedor Vice-Rector for International Co-operation	03.11.2015	
HU BUDAPES16	Mrs. Mária Dudás Institutional Coordinator	30/10/2015	 

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

⁷ Scanned signatures are accepted