



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)
Bern University of Applied Sciences	CH BERN 11	Bern University of Applied Sciences, School of Business International Office Morgartenstrasse 2c / PO Box 305CH-3000 Bern 22 Christine Beck (Head of International Office) christine.beck@bfh.ch	www.wirtschaft.bfh.ch international.wirtschaft@bfh.ch

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.

		Evelyne Lohrer (Student Exchange Coordinator) evelyne.lohrer@bfh.ch	
Óbuda University Budapest	HU BUDAPES16	Faculty coordinator: Mr. András Medve, Dean medve@uni-obuda.hu Phone: +36 1 666 5220 Institutional coordinator : Mrs. Mária Dudás, Director Centre for International Mobility dudas.maria@rh.uni-obuda.hu Tel: +36 1 666 5050	http://www.uni-obuda.hu/en
[...]			

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	Student Mobility for Traineeships *
CH BERN 11	HU BUDAPES16	04.0	Business Studies and Management Science	1 st	Students:2 Student months: (2 X 5 = 10)	[total number of months of the study periods or average duration*]

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>)

HU BUDAPES16	CH BERN 11	04.0	Business Studies and Management Science	1 st	Students: 2 Student months: (2 X 5 = 10)	
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*[*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 *
HU BUDAPES16	CH BERN 11	04	Business Studies and Management Science	Number of teachers: 1 Teaching periods: 8	Number of staff: 1 Duration: 5 days
CH BERN 11	HU BUDAPES16	04	Business Studies and Management Science	Number of teachers: 1 Teaching periods: 8	Number of staff: 1 Duration: 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 [Erasmus code]	Optional: Subject area	Language of instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]

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>

CH BERN 11		German	English	English B2	English
HU BUDAPES16		Hungarian	English	B2	B2

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]

Our campus is accessible for students or staff with mobility handicaps.

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
CH BERN 11	international.wirtschaft@bfh.ch Nomination: 1 May for the following autumn semester Application: 15 May for the following autumn semester	international.wirtschaft@bfh.ch Nomination: 1 October for the following spring semester Application: 15 October for the following spring semester
HU BUDAPES16	Nomination: 1 May for the following autumn semester Application: 15 May for the following autumn semester	Nomination: 30 October for the following spring semester Application: 20 November for the following spring semester

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

2. The receiving institution will send its decision within three weeks.

3. A Transcript of Records will be issued by the receiving institution no later than five 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.]

Grading System Bern University of Applied Sciences: Students receive a Transcript of Records which includes the Swiss numerical grade.

Numerical Grade	ECTS Grade	Definition
6.0	A	Excellent
5.5	B	Very Good
5	C	Good
4.5	D	Satisfactory
4	E	Adequate (=pass)
3.5 and below	F	Unsatisfactory (=fail)

HU BUDAPES16: <http://erasmus.uni-obuda.hu/en/grading-system>

2. Visa

The sending and receiving institutions will provide assistance, when required, in

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

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
CH Bern 11	To enter the country, foreign nationals need a valid travel document that is recognized by Switzerland. In some cases, a visa is also required. In addition, exchange students must submit a residence application and take out health insurance on their own behalf	www.bfh.ch/en/service/international_relations_office/incoming_students
HU BUDAPES16	projectoffice@uni-obuda.hu , +36-1 6665051	http://www.bmbah.hu/a_bah_ismertetese.php

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
CH Bern 11	Bern University of Applied Sciences Business Division Morgartenstrasse 2c PO Box 305 CH-3000 Bern 22	http://www.wirtschaft.bfh.ch/de/ueber_uns/international/useful_information/living_in_switzerland/tabs/insurance.html
HU BUDAPES16	projectoffice@uni-obuda.hu , +36-1 6665051	http://www.oep.hu/oepdok/fajlok/epdf



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
CH Bern 11	<p>BUAS does not have onsite accommodation facilities. Students are responsible for their own housing needs. However, the International Office is pleased to support the students in finding accommodation.</p> <p>We recommend staying in the student lodging. Prices range from between CHF 500 and CHF 1000 per month depending on facilities. You find information about accommodation on the homepage of the Bern Student Lodging.</p>	www.vbsl.ch
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
CH Bern 11	Prof. Dr. Jürg Römer Dean of the Business Faculty	24. FEB. 2014	
HU BUDAPES16	Prof. Dr. Medve András Dean of the Keleti Faculty of Business and Management	31. 01.2014	

⁸ Scanned signatures are accepted

