

Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-2020 between programme countries

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 ² (email, phone)	Website (eg. of the course catalogue)
Institute of Technology Carlow	IRLCW01	Mary Bates Mary.bates@itcarlow.ie + 353 59 9175092	www.itcarlow.ie
Obuda University	HU BUDAPES16	Mária Dudás dudas.maria@rh.uni-obuda.hu +36 1 666 5050	http://erasmus.uni-obuda.hu

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

² Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers³ 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 are a code * [ISC ED]	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 *
IRLCW01	HU BUDAPES16	041	Business & Administration	1	2 X 10	
HU BUDAPES16	IRLCW01	041	Business & Administration	1	2 X 10	

*[*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 are a code * [ISC ED]	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 *
IRLCW01	HU BUDAPES16	041	Business & Administration	1 person for 5 days (8 hours teaching)	1 person for 5 days

³ 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	IRLCW01	041	Business & Administration	1 person for 5 days (8 hours teaching)	1 person for 5 days
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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 ⁴	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
IRLCW01	Business & Administration	English		B1	B2
HU BUDAPES16	Business & Administration	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

The Institute of Technology Carlow is in a position to accept students with disabilities but the International Office would need to be made aware of this at time of application to allow consultation with the institute Access Office in the Student Services Department.

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

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
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⁴ 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>

IRLCW01	7 th April 2014	Not applicable
HU BUDAPES16	15 May	20 November

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

2. The receiving institution will send its decision within [8] weeks.
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

[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 for example 1 September 2014 will only take effect as of 1 September 2014+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

[http://www.itcarlow.ie/public/userfiles/files/ECTS%20CREDITS%20SCHEDULE%202013%20-%202014\(1\).pdf](http://www.itcarlow.ie/public/userfiles/files/ECTS%20CREDITS%20SCHEDULE%202013%20-%202014(1).pdf)

HU BUDAPES16: <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
IRLCW01	Lorraine Brennan Lorraine.brennan@itcarlow.ie +353 59 9175090	www.itcarlow.ie
HU BUDAPES16	projectoffice@uni-obuda.hu +36 1 666 5051	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
IRLCW01	Mary Bates mary.bates@itcarlow.ie +353 59 9175092	www.itcarlow.ie
HU BUDAPES16	projectoffice@uni-obuda.hu +36 1 666 5051	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
IRLCW01	Lorraine Brennan lorraine.brennan@itcarlow.ie +353 59 91 75090 Mary Bates mary.bates@itcarlow.ie +353 59 9175092	www.itcarlow.ie
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 ⁵
IRLCW01	Declan Doyle Head of Development	10/02/2014	
HU BUDAPES16	Mrs. Mária Dudás Institutional Erasmus Coordinator, Director Centre for International Mobility	07.01.2014	 

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

⁵ Scanned signatures are accepted