



# Erasmus+ Programme

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

## Inter-institutional agreement 2014-2021 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	Erasmus code	Contact details <sup>1</sup>		Website
Institute of Higher education for Industrial Art and Design	I FAENZA01	<b><u>Institutional coordinator</u></b> Roberto Ossani (Director) Corso Mazzini 93 48018 Faenza RA Tel(0039) 0546-22293 0546-686490 <a href="mailto:ufficio.erasmus@isiafaenza.it">ufficio.erasmus@isiafaenza.it</a>	<b><u>Academic Contact:</u></b> Prof. Matteo Pini Erasmus coordinator Corso Mazzini 93 48018 Faenza RA Tel(0039) 0546-22293 0546-686490 <a href="mailto:ufficio.erasmus@isiafaenza.it">ufficio.erasmus@isiafaenza.it</a>	<a href="http://www.isiafaenza.it">www.isiafaenza.it</a>  <a href="http://www.isiafaenza.it/?page_id=3453">http://www.isiafaenza.it/?page_id=3453</a>
Obuda University Faculty of Light Industry and Environmental Engineering	HU BUDAPES16	<b><u>Institutional coordinator</u></b> <b>Mrs. Mária Dudás</b> Director of Centre for International Mobility Tavaszmező st. 17, H-1084 Budapest <a href="mailto:dudas.maria@rh.uni-obuda.hu">dudas.maria@rh.uni-obuda.hu</a> Tel: +36 1 666 5050	<b><u>Academic Contact:</u></b> <b>Dr. Lívia Kokas Palicska</b> Faculty Erasmus coordinator Doberdó st 6. H-1034 Budapest <a href="mailto:kokas.livia@rkk.uni-obuda.hu">kokas.livia@rkk.uni-obuda.hu</a> Tel : +36 1 666 5939 or 5937	<a href="http://erasmus.uni-obuda.hu/en/">http://erasmus.uni-obuda.hu/en/</a>

<sup>1</sup>Contact details to reach the senior officer in charge of this agreement and of its possible updates.

## B. Mobility numbers per academic year

This agreement is signed for the period 2014-2021.

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	TO	Subject area code [ISCED]	Subject area name	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships
HU BUDAPES16	I FAENZA01	021	Design	1 <sup>st</sup>	3 students x5 months	-
I FAENZA01	HU BUDAPES16	021	Design	1 <sup>st</sup> and 2 <sup>nd</sup>	2 students x5 months	-

\* 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	TO	Subject area code [ISCED]	Subject area name	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training *
HU BUDAPES16	I FAENZA01	021	Design	10 days (2 persons x 5 days)	
			Administrative		5 days (1 persons x 5 days)
I FAENZA01	HU BUDAPES16	021	Design	10 days (2 persons x 5 days)	
			Administrative		5 days (1 persons x 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	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>2</sup>	
				Student Mobility for Studies	Staff Mobility for Teaching
I FAENZA01		Italian		B1 Italian or English generally recommended unless some other specific level required for a special program. Offered free course of Italian	B2 Italian or English generally recommended unless some other specific level required for a special program
HU BUDAPES16		Hungarian	English	B2	B2

<sup>2</sup> 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>



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

I FAENZA01:

### Students' application

Application dossier to send (pdf format\*) by e-mail at the address [ufficio.erasmus@isiafaenza.it](mailto:ufficio.erasmus@isiafaenza.it):

- Application document with photo and learning agreement on standard forms in English that are on the EUROPA server at the URL [http://ec.europa.eu/education/lifelong-learning-policy/doc48\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/doc48_en.htm)
- Commitment of the student (a few lines) that can be released on the application form itself.
- The list of exams that he has already passed (or the previous title if he is at the beginning of a cycle of study).
- Personal portfolio (max 1 MB by e-mail, or link to a Dropbox)
- A statement issued by the home institution on the insurance coverage of the student (has he health insurance? has he insurance against injury? are they valid in Italy?)

\* You will receive as paper documents only the Learning agreement's approval and changes, the Confirm of stay and the final Transcript of records.

**For staff mobility**, the "Teaching assignment programme" or "working programme" form duly filled in and signed by home university should be sent to ISIA-Faenza.

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](mailto: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]
I FAENZA01	30 July	30 October
HU BUDAPES16	15 May	20 November

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.
4. Termination of the agreement

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

I FAENZA01:

ISIA adopts the ECTS GRADING AND ASSESSMENT SYSTEM

The Italian University grading system is based upon a scale of thirty marks: 18 is the minimum mark to pass successfully an exam, 30 is the highest mark, and a "cum Laude" merit may also be added, which corresponds to an additional three marks. This is awarded when the test is considered exceptional.

The ECTS grading system on the other hand, may be based upon a scale of six levels, illustrated according to performance grades.

The differentiation of marks is obtained through a statistical analysis of the frequency of grades in the traditional system; the ISIA of Faenza has elaborated the following differentiation table:

A = excellent test result totally fulfilling the requirements: 30 + merit

B = very good test result with personal re-elaboration and very few errors: 30

C = good test result, with a few errors: 27-29

D = satisfactory test result with considerable errors: 23-26

E = satisfactory test result that only fulfils the minimum requirements: 18-22

F = unsatisfactory test result, with totally inadequate preparation: ≤17

In case of partners adopting a grading scale not referred to the ECTS 6 levels system, we need that receiving institutions provide the statistical distribution of grades as follows.

The ECTS system initially divides students between pass and fail groups. Those obtaining passing grades are divided into five subgroups: the best 10% are awarded an A-grade, the next 25% a B-grade, the following 30% a C-grade, the following 25% a D-grade and the final 10% an E-grade.

The data we need is the average value of local grade for each of the above evaluation classes; the partner can calculate it from at least one hundred of evaluations in local grades randomly selected.

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
I FAENZA01	<a href="mailto:ufficio.erasmus@isiafaenza.it">ufficio.erasmus@isiafaenza.it</a> tel. 0039 0546 22293 fax 0039 0546 665136	
HU BUDAPES16	<a href="mailto:projectoffice@uni-obuda.hu">projectoffice@uni-obuda.hu</a> , +36-1 6665051	For Visa: <a href="http://konzulizsolgalat.kormany.hu/en">http://konzulizsolgalat.kormany.hu/en</a> For residence permit: <a href="http://www.bmbah.hu/jomla/index.php?lang=en">http://www.bmbah.hu/jomla/index.php?lang=en</a>

## 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
I FAENZA01	<a href="mailto:ufficio.erasmus@isiafaenza.it">ufficio.erasmus@isiafaenza.it</a> tel. 0039 0546 22293 fax 0039 0546 665136	<a href="http://www.isiafaenza.it/?page_id=3431">http://www.isiafaenza.it/?page_id=3431</a>
HU BUDAPES16	<a href="mailto:projectoffice@uni-obuda.hu">projectoffice@uni-obuda.hu</a> , +36-1 6665051	<a href="http://www.oep.hu/oepdok/fajlok/e.pdf">http://www.oep.hu/oepdok/fajlok/e.pdf</a>

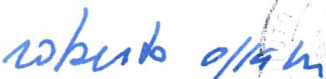


## 4. Housing

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
I FAENZA01	<a href="mailto:ufficio.erasmus@isiafaenza.it">ufficio.erasmus@isiafaenza.it</a> tel. 0039 0546 22293 fax 0039 0546 665136	<a href="http://www.isiafaenza.it/?page_id=3431">http://www.isiafaenza.it/?page_id=3431</a>
HU BUDAPES16	<a href="mailto:projectoffice@uni-obuda.hu">projectoffice@uni-obuda.hu</a> , +36-1 6665051	<a href="http://erasmus.uni-obuda.hu/en/accommodation">http://erasmus.uni-obuda.hu/en/accommodation</a>

#### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>3</sup>
I FAENZA01	Prof. Roberto Ossani (Director)	24/03/2014	
HU BUDAPES16	Mária Dudás Director of Centre for International Mobility (for Mr. Patkó István, Dean)	14/03/2014	 

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

<sup>3</sup> Scanned signatures are accepted