



Erasmus+ Programme

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

Inter-institutional agreement 2014/2015-2020/2021 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 (and department, where relevant)	Erasmus code	Contact details (email, phone)	Website (eg. of the course catalogue)
OBUDA UNIVERSITY	HU BUDAPES16	Institutional coordinator : Mrs. Mária Dudás, Director Centre for International Mobility dudas.maria@rh.uni-obuda.hu Tel: +36 1 666 5050 Contacts see below.	http://erasmus.uni-obuda.hu/en/
HOCHSCHULE FURTWANGEN UNIVERSITY	D FURTWAN01	Institutional coordinator Anette Kohler Deputy Director International Center Furtwangen University International Center Jakob-Kienzle Str. 17 78054 Villingen-Schwenningen, Germany Tel. + 49 7720 307 4290 Fax + 49 7720 307 3109 koa@hs-furtwangen.de Departmental coordinator: Prof. Dr. Rütger Conzelmann HFU Business School	Website English: http://en.hs-furtwangen.de/ Website English Courses: http://en.hs-furtwangen.de/welcome/th-e-university/central-services/international-center/incoming-students/programmes-in-english.html

		<p>cor@hs-furtwangen.de</p> <p>Prof. Dr. Frey-Luxemburger Business Information Systems flm@hs-furtwangen.de</p> <p>Prof. Dr. Achim Karduck Computer Science ka@hs-furtwangen.de</p> <p>Prof. Dr. Ekkehard Batzies Computer & Electrical Engineering batz@hs-furtwangen.de</p> <p>Prof. Dr. Rüdiger Kukral Mechanical and Medical Engineering kuk@hs-furtwangen.de</p> <p>Prof. Dipl.-Ing. Ernst-Peter Döbbling Health, Safety, Society epd@hs-furtwangen.de</p> <p>Prof. Christian Fries Digital Media frc@hs-furtwangen.de</p> <p>Prof. Dr. Ulrike Fasol Medical and Life Sciences fau@hs-furtwangen.de</p> <p>Prof. Dipl.-Ing. Werner Ruoss Business Administration and Engineering ru@hs-furtwangen.de</p>	
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Code	Subject area name	Faculty at HFU	Departmental coordinator at HFU	Faculty at Obuda University	Departmental coordinator at Obuda University
041	Business and administration	W, WI	Prof. Dr. Conzelmann; Prof. Dr. Frey-Luxemburger	KGK	Prof. Dr. Medve András medve@uni-obuda.hu
061	Information and Communication Technologies	IN	Prof. Dr. Karduck	NIK	Dr. Sergyán Szabolcs sergyan.szabolcs@nik.uni-obuda.hu
071	Engineering and engineering trades	MME, WING	Prof. Dr. Kukral; Prof. Dipl.-Ing. Ruoss	KGK	Prof. Dr. Medve András medve@uni-obuda.hu
103	Security and Safety Engineering	GSG	Prof. Döbbling	BGK	Prof. Dr. Horváth Sándor horvath.sandor@bgk.uni-obuda.hu

0211	Audio-visual techniques and media production	DM	Prof. Fries	KVK	Prof. Dr. Maros Dóra maros.dora@kvk.uni-obuda.hu
0714	Electronic and automation	CEE	Prof. Dr. Batzies	KVK	Prof. Dr. Lendvay Marianna lendvay.marianna@kvk.uni-obuda.hu
0914	Medical diagnostic and treatment technology	MLS	Prof. Dr. Fasol	KVK	Prof. Dr. Lendvay Marianna lendvay.marianna@kvk.uni-obuda.hu

B. Mobility numbers 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 November in the preceding academic year.

Students

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
HU BUDAPES16	D FURTWAN01	041	Business and administration	1 ST	4 x 5mon = 20mon
D FURTWAN01	HU BUDAPES16	041	Business and administration	1 ST	4 x 5mon = 20mon
HU BUDAPES16	D FURTWAN01	061	Information and Communication Technologies	1 ST	4 x 5mon = 20mon
D FURTWAN01	HU BUDAPES16	061	Information and Communication Technologies	1 ST	4 x 5mon = 20mon
HU BUDAPES16	D FURTWAN01	071	Engineering and engineering trades	1 ST	2 x 5mon = 10mon
D FURTWAN01	HU BUDAPES16	071	Engineering and engineering trades	1 ST	2 x 5mon = 10mon
HU BUDAPES16	D FURTWAN01	103	Security and Safety Engineering	1 ST	2 x 5mon = 10mon
D FURTWAN01	HU BUDAPES16	103	Security and Safety Engineering	1 ST	2 x 5mon = 10mon
HU BUDAPES16	D FURTWAN01	0211	Audio-visual techniques and	1 ST	2 x 5mon = 10mon

			media production		
D FURTWAN01	HU BUDAPES16	0211	Audio-visual techniques and media production	1 ST	2 x 5mon = 10mon
HU BUDAPES16	D FURTWAN01	0714	Electronic and automation	1 ST , 2 nd	4 x 5mon = 20mon
D FURTWAN01	HU BUDAPES16	0714	Electronic and automation	1 ST , 2 nd	4 x 5mon = 20mon
HU BUDAPES16	D FURTWAN01	0914	Medical diagnostic and treatment technology	1 ST	4 x 5mon = 20mon
D FURTWAN01	HU BUDAPES16	0914	Medical diagnostic and treatment technology	1 ST	4 x 5mon = 20mon

Staff

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	Staff Mobility for Training
HU BUDAPES16	D FURTWAN01	041	Business and administration	5 days	5 days
D FURTWAN01	HU BUDAPES16	041	Business and administration	5 days	5 days
HU BUDAPES16	D FURTWAN01	061	Information and Communication Technologies	5 days	5 days
D FURTWAN01	HU BUDAPES16	061	Information and Communication Technologies	5 days	5 days
HU BUDAPES16	D FURTWAN01	071	Engineering and engineering trades	5 days	5 days
D FURTWAN01	HU BUDAPES16	071	Engineering and engineering trades	5 days	5 days
HU BUDAPES16	D FURTWAN01	103	Security and Safety Engineering	5 days	5 days
D FURTWAN01	HU BUDAPES16	103	Security and Safety Engineering	5 days	5 days
HU BUDAPES16	D FURTWAN01	0211	Audio-visual techniques and media production	5 days	5 days

D FURTWAN01	HU BUDAPES16	0211	Audio-visual techniques and media production	5 days	5 days
HU BUDAPES16	D FURTWAN01	0714	Electronic and automation	5 days	5 days
D FURTWAN01	HU BUDAPES16	0714	Electronic and automation	5 days	5 days
HU BUDAPES16	D FURTWAN01	0914	Medical diagnostic and treatment technology	5 days	5 days
D FURTWAN01	HU BUDAPES16	0914	Medical diagnostic and treatment technology	5 days	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 instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
HU BUDAPES16	any	Hungarian	English	B1	B2
D FURTWAN01	any	German	English (only some courses)	English B1 is recommended	-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

D FURWAN01:

The International Center offers a special German Language Course free of charge for incoming students each semester in two different levels. In this way, the international students easily and quickly adapt to the daily life in Germany, as well as into the academic world of our university.

Orientation Programme is organized for exchange students for having a better start to their studies in our university. Participation is mandatory.

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]
HU BUDAPES16	15 May	20 November
D FURTWAN01	1 May	1 November

2. D FURTWAN01: HFU will send its decision within [5] weeks after the deadline.

HU BUDAPES16:

3. A Transcript of Records will be issued by HFU no later than [5] weeks after the assessment period has finished at the receiving HEI (Higher Education Institution).

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. 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

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

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

D FURTWAN01:

At HFU grades are expressed in whole numbers, ranging from 1 for outstanding work to 5 for insufficient performance. Decimals are added for greater meaning.

Grade	Definition
1.0 - 1.5	very good (rarely achieved)

1.6 - 2.5	good (well above the average)
2.6 - 3.5	satisfactory (meets the normal requirements)
3.6 - 4.0	sufficient (pass)
4.1 - 5.0	fail (insufficient)

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
HU BUDAPES16	projectoffice@uni-obuda.hu , +36-1 6665051	For Visa: http://konzuliszolgalat.kormany.hu/en For residence permit: http://www.bmbah.hu/jomla/index.php?lang=en
D FURTWAN01	International-fu@hs-furtwangen.de International-vs@hs-furtwangen.de International-tut@hs-furtwangen.de	http://en.hs-furtwangen.de/welcome/the-university/central-services/international-center/incoming-students.html

D FURTWAN01:

Non-EU students must apply for a visa in their resident country. Students from certain Non-EU countries can enter Germany without a visa (please check the websites of the German embassy in your home country for details).

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
HU BUDAPES16	projectoffice@uni-obuda.hu , +36-1 6665051	http://www.oep.hu/oepdok/fajlok/e.pdf
D FURTWAN01	International-fu@hs-furtwangen.de International-vs@hs-	http://en.hs-furtwangen.de/welcome/the-university/central-

	furtwangen.de International-tut@hs- furtwangen.de	services/international- center/incoming-students.html
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D FURTWAN01:

Health Insurance:

Non-EU students must take out a German compulsory health insurance or get an exemption letter issued by a German statutory health insurance company if their home insurance covers medical treatment in Germany.

We strongly recommend that students take out a travel insurance for their flight and the first days in Germany before enrolment.

EU students must bring their EHIC (European Health Insurance Card).

Accident and Liability Insurance:

We strongly recommend students to take out accident and liability insurance

HU BUDAPES16:

EU students must bring their EHIC (European Health Insurance Card).

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
HU BUDAPES16	projectoffice@uni-obuda.hu , +36-1 6665051	http://erasmus.uni-obuda.hu/en/accommodation
D FURTWAN01	International-fu@hs- furtwangen.de International-vs@hs- furtwangen.de International-tut@hs- furtwangen.de	http://en.hs-furtwangen.de/welcome/the-university/central-services/international-center/incoming-students/accommodation.html

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ¹
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¹ Scanned signatures are accepted

HU BUDAPES16	Mária Dudás Director	30/05/2014	<i>Mária Dudás</i> 
D FURTWAN01	Anette Kohler, Deputy Director International Center	<i>23.7.14</i>	 HOCHSCHULE FURTWANGEN Furtwangen University of Applied Sciences Campus Villingen-Schwenningen Jakob-Kienzle-Str. 17 78054 Villingen-Schwenningen