



# Erasmus+ Programme

## Key Action 1

### - Mobility for learners and staff - Higher Education Student and Staff Mobility

## Inter-institutional agreement 2014/15 – 2020/21 between programme countries

### Minimum requirements

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<br>(and department, where relevant) | Erasmus code | Contact details<br>(email, phone)   | Website<br>(eg. of the course catalogue)                                      |
|---|--------------|---|---|
| Óbudai Egyetem  | HU BUDAPES16 | <b>Institutional coordinator :</b><br>Mrs. Mária Dudás, Director<br>Centre for International Mobility<br><a href="mailto:dudas.maria@rh.uni-obuda.hu">dudas.maria@rh.uni-obuda.hu</a><br>Tel: +36 1 666 5050<br>Incoming students:<br><a href="mailto:projectoffice@uni-obuda.hu">projectoffice@uni-obuda.hu</a>  | <a href="http://erasmus.uni-obuda.hu/en/">http://erasmus.uni-obuda.hu/en/</a> |
| Universidad Rey Juan Carlos                                 | E MADRID26   | <b>Institutional Coordinator:</b><br><b>D. José M<sup>a</sup> Álvarez Monzoncillo</b><br>Vice-rector for Specific Degrees,<br>Continuing Education, Post-graduate and<br>International Affaires<br>c/Tulipán s/n 28933 Móstoles (Madrid)<br>Phone.: + 34 91 4889311,<br>e-mail:<br><a href="mailto:vice.relacionesinternacionales@urjc.es">vice.relacionesinternacionales@urjc.es</a> | <a href="http://www.urjc.es/">http://www.urjc.es/</a>                         |

## 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 January in the preceding academic year.

### Student mobility (SM):

| FROM<br>[Erasmus code of the sending institution] | TO<br>[Erasmus code of the receiving institution] | Subject area code *<br>[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<br>[total number of months of the study periods or average duration*] | Student Mobility for Traineeships * |
| HU BUDAPES16                                      | E MADRID26  | 34                             | Business and administration | 1 <sup>st</sup>  | 2 students x 5 months = 10   |                                     |
|   |   | 523                            | Electronics and automation  | 1 <sup>st</sup>  | 2 students x 5 months = 10   |                                     |
|   |   | 481                            | Computer science            | 1 <sup>st</sup>  | 2 students x 5 months = 10   |                                     |
| E MADRID26  | HU BUDAPES16                                      | 34                             | Business and administration | 1 <sup>st</sup>  | 2 students x 5 months = 10   |                                     |
|   |   | 523                            | Electronics and automation  | 1 <sup>st</sup>  | 2 students x 5 months = 10   |                                     |
|   |   | 481                            | Computer science            | 1 <sup>st</sup>  | 2 students x 5 months = 10   |                                     |

### Staff mobility (ST):

| FROM<br>[Erasmus code of the sending institution] | TO<br>[Erasmus code of the receiving institution] | Subject area code *<br>[ISCED] | Subject area name *         | Number of staff mobility periods   |                               |
|---|---|--------------------------------|-----------------------------|--|-------------------------------|
|   |   |                                |                             | Staff Mobility for Teaching<br>[total number of days of teaching periods or average duration*] | Staff Mobility for Training * |
| HU BUDAPES16                                      | E MADRID26  | 34                             | Business and administration | 1 teacher/5 days   | 1 person /1 week              |
|   |   | 523                            | Electronics and automation  | 1 teacher/5 days   | 1 person /1 week              |
|   |   | 481                            | Computer science            | 1 teacher/5 days   | 1 person /1 week              |

|            |              |     |                             |                  |                  |
|------------|--------------|-----|-----------------------------|------------------|------------------|
| E MADRID26 | HU BUDAPES16 | 34  | Business and administration | 1 teacher/5 days | 1 person /1 week |
|            |              | 523 | Electronics and automation  | 1 teacher/5 days | 1 person /1 week |
|            |              | 481 | Computer science            | 1 teacher/5 days | 1 person /1 week |

### 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<br>[Erasmus code] | Optional:<br>Subject area | Language of instruction 1 | Language of instruction 2 | Recommended language of instruction level                       |  |
|---|---------------------------|---------------------------|---------------------------|---|--|
|   |                           |                           |                           | Student Mobility for Studies<br>[Minimum recommended level: B1] | Staff Mobility for Teaching<br>[Minimum recommended level: B2] |
| HU BUDAPES16                            |                           | Hungarian                 | English                   | B2  | B2   |
| E MADRID26                              | 34                        | Spanish                   | English                   | B1  | B2   |
|   | 523                       | Spanish                   |                           | B1  | B2   |
|   | 481                       | Spanish                   |                           | B1  | 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

**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 MADRID26:**

Nominations via Moveon: <https://www.moveonnet.eu/mymoveonnet/enomination>  
to [internacional.in@urjc.es](mailto:internacional.in@urjc.es)

<http://www.urjc.es/estudios/grado/>

Infrastructure to welcome students and staff with disabilities:

[http://www.urjc.es/relaciones\\_internacionales/erasmus\\_munde/archivos/incoming/discapacidad.pdf](http://www.urjc.es/relaciones_internacionales/erasmus_munde/archivos/incoming/discapacidad.pdf)

## E. Calendar

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

| Receiving institution<br>[Erasmus code]               | Autumn term*<br>[month]                      | Spring term*<br>[month]                              |
|---|--|--|
| HU BUDAPES16  | 15 May                                       | 20 November  |
| E MADRID26<br><br><b>Nominations<br/>Applications</b> | May 15 <sup>th</sup><br>May 31 <sup>st</sup> | October 15 <sup>th</sup><br>October 31 <sup>st</sup> |

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

2. The receiving institution will send its **decision** within [5] 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]*

### HU BUDAPES16: 3 weeks

4. Termination of the agreement  
The inter-institutional agreement may be amended by mutual agreement. The inter-institutional agreement may be terminated by either party. In the event of unilateral termination, a notice of at least one academic year should be given. In the event of such notice being given, all existing commitments to staff or students will be fulfilled. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

## F. Information

### Grading systems of the institutions

#### HU BUDAPES16:

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

#### E MADRID26:

[http://www.urjc.es/relaciones\\_internacionales/erasmus\\_munde/archivos/Handbook\\_ing.pdf](http://www.urjc.es/relaciones_internacionales/erasmus_munde/archivos/Handbook_ing.pdf)

Institutional grading system:

| Numerical Mark | grading                        | ECTS |
|----------------|--------------------------------|------|
| NP             | NO PRESENTADO (NOT ATTENDANCE) | FX   |
| 0-4.9          | SUSPENSO (SS)                  | FX   |
| 5.0-5.9        | APROBADO (AP)                  | D    |
| 6.0-6.9        | APROBADO (AP)                  | C    |
| 7.0-8.9        | NOTABLE (NT)                   | B    |
| 9.0-10         | SOBRESALIENTE (SB)             | A    |
| 9.0-10         | MAT. DE HONOR (MH)             | A    |

| ECTS Grade | %of successful students normally achieving the grade | Definition  |
|------------|--|---|
| A          | 10   | EXCELLENT – outstanding performance with only minor errors      |
| B          | 25   | VERY GOOD – above the average standard but with some errors     |
| C          | 30   | GOOD – generally sound work with a number of notable errors     |
| D          | 25   | SATISFACTORY – fair but with significant shortcomings           |
| E          | 10   | SUFFICIENT – performance meets the minimum criteria             |
| FX         | -  | FAIL – some more work required before the credit can be awarded |
| F          | -  | FAIL – considerable further work is required                    |

## 1. 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               | <a href="mailto:projectoffice@uni-obuda.hu">projectoffice@uni-obuda.hu</a> ,<br>+36-1 6665051 | For Visa: <a href="http://konzulizsolgalat.kormany.hu/en">http://konzulizsolgalat.kormany.hu/en</a><br><br>For residence permit:<br><a href="http://www.bmbah.hu/jomla/index.php?lang=en">http://www.bmbah.hu/jomla/index.php?lang=en</a> |
| E MADRID26                 | <a href="mailto:Internacional.in@urjc.es">Internacional.in@urjc.es</a><br><br>+34 91 488 8308 | <a href="http://www.urjc.es/relaciones_internacionales/incoming.html">http://www.urjc.es/relaciones_internacionales/incoming.html</a>   |

## 2. 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:


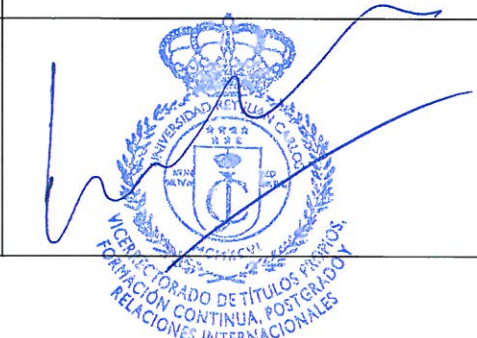
| Institution [Erasmus code] | Contact details (email, phone)  | Website for information   |
|----------------------------|---|---|
| HU BUDAPES16               | <a href="mailto:projectoffice@uni-obuda.hu">projectoffice@uni-obuda.hu</a> ,<br>+36-1 6665051 | <a href="http://www.oep.hu/oepdok/fajlok/e.pdf">http://www.oep.hu/oepdok/fajlok/e.pdf</a>   |
| E MADRID26                 | <a href="mailto:Internacional.in@urjc.es">Internacional.in@urjc.es</a><br><br>+34 91 488 8308 | <a href="http://www.urjc.es/relaciones_internacionales/incoming.html">http://www.urjc.es/relaciones_internacionales/incoming.html</a> |

### 3. 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<br>[Erasmus code] | Contact details<br>(email, phone)            | Website for information   |
|-------------------------------|--|---|
| HU BUDAPES16                  | projectoffice@uni-obuda.hu,<br>+36-1 6665051 | <a href="http://erasmus.uni-obuda.hu/en/accommodation">http://erasmus.uni-obuda.hu/en/accommodation</a>                               |
| E MADRID26                    | Internacional.in@urjc.es<br>+34 91 488 8308  | <a href="http://www.urjc.es/relaciones_internacionales/incoming.html">http://www.urjc.es/relaciones_internacionales/incoming.html</a> |

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

| Institution<br>[Erasmus code] | Name, function  | Date       | Signature <sup>1</sup>   |
|-------------------------------|---|------------|--|
| HU BUDAPES16                  | Mária Dudás<br>Director   | 27/02/2014 |   |
| E MADRID26                    | <b>D. José M<sup>a</sup> Álvarez Monzoncillo</b><br>Vice-rector for Specific Degrees, Continuing Education, Post-graduate and International Affairs |            |  |

<sup>1</sup> Scanned signatures are accepted