



Erasmus+ Programme

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

Inter-institutional agreement 2014-20[21]¹ 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)
Lapland University of Applied Sciences, Finland (Lapin ammattikorkeakoulu)	SF ROVANIE11	Erasmus Institutional Coordinator: Mari Putaansuu Coordinator, International Relations Email: international@lapinamk.fi Contact person: Kati Kehusmaa Coordinator, International Relations P.O. Box 505	http://www.lapinamk.fi/en/Applicants/Exchange-Students/Semesters-and-courses

¹ Higher Education Institutions have to agree on the period of validity of this agreement

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

		94600 KEMI, FINLAND Tel: +358 40 573 2026 Fax: +358 16 251 120 Email: international@lapinamk.fi	
Obuda University xxxx Faculty of xxxx	HU BUDAPES16	Faculty coordinator: Institutional coordinator : Mrs. Mária Dudás, Director Centre for International Mobility dudas.maria@rh.uni-obuda.hu Tel: +36 1 666 5050	http://erasmus.uni-obuda.hu/en/subject-list
[...]			

B. Mobility numbers 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 [total number of months of the study periods]	Student Mobility for Traineeships *
HU BUDAPES 16	SF ROVANIE 11	041	Business	1 st , 2 nd	8 (2 students)	8 (2 students)
			Electrotechnics	1 st , 2 nd	8	8
		0612	Informatics, Business Information Technology	1 st , 2 nd	8 (2 students)	8 (2 students)
		071	Mechanical Engineering, Mechatronics, Mechanical	1 st , 2 nd	8 (2 students)	8 (2students)

			and Production Technology			
SF ROVANIE 11	HU BUDAPES 16	041	Business	1 st , 2 nd	8 (2 students)	8
		0612	Informatics, Business Information Technology	1 st , 2 nd	8 (2 students)	8 (2 students)
		071	Mechanical Engineering, Mechatronics , Mechanical and Production Technology	1 st , 2 nd	8 (2 students)	8 (2students)

* 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]	Staff Mobility for Training *
HU BUDAPES1 6	SF ROVANIE11	041	Business	10 days (2 persons x 5 days)	
			Administr ative		5 days (1 persons x 5 days)
SF ROVANIE1 1	HU BUDAPES1	041	Business	10 days (2 persons x 5 days)	
			Administr ative		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 [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ³	
				Student Mobility for Studies	Staff Mobility for Teaching
SF ROVANIE11		English		B1	B2
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

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

SF ROVANIE11: Infrastructure to welcome students and staff with disabilities is available at the university. We are not able to promise that accommodation infrastructure for students is in order to allow access to people with disabilities.

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
SF ROVANIE11	3 May (application deadline)	25 November (application deadline)
HU BUDAPES16	15 May	20 November

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

³ 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>

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 5 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

SF ROVANIE11: <http://www.lapinamk.fi/en/Applicants/Exchange-Students/ECTS-and-Diploma-Supplement>

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
SF ROVANIE11	international@lapinamk.fi	http://www.lapinamk.fi/en/Applicants/Exchange-Students/Practical-Information/Visa,-permits-and-insurance
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
SF ROVANIE11	international@lapinamk.fi	http://www.lapinamk.fi/en/Applicants/Exchange-Students/Practical-Information/Visa,-permits-and-insurance
HU BUDAPES1 6	projectoffice@uni-obuda.hu , +36-1 6665051	http://www.oep.hu/oepdok/fajlok/e.pdf


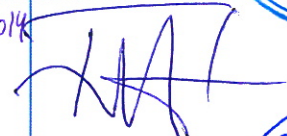
4. Housing

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
SF ROVANIE11	international@lapinamk.fi	http://www.lapinamk.fi/en/Applicants/Exchange-Students/Practical-Information/Accommodation
HU BUDAPES1 6	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 ⁴
SF ROVANIE11	Martti Lampela Rector	21.3.2014	
HU BUDAPE16	Prof. Dr. Fános Todor Vice rector	25/3/2014	



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

⁴ Scanned signatures are accepted