



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> 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 <sup>2</sup> (email, phone)	Website (eg. of the course catalogue)
Obuda University	HU BUDAPES 16	<b>Institutional coordinator :</b> Mrs. Mária Dudás, Director Centre for International Mobility <a href="mailto:dudas.maria@rh.uni-obuda.hu">dudas.maria@rh.uni-obuda.hu</a> Tel: +36 1 666 5050	<a href="http://erasmus.uni-obuda.hu/en/">http://erasmus.uni-obuda.hu/en/</a>
Università Carlo Cattaneo – LIUC	I CASTELL 01	Cristina COLOMBO International Relations Officer <a href="mailto:international@liuc.it">international@liuc.it</a> +39 0331 572 544	<a href="http://www.liuc.it">www.liuc.it</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

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

## B. Mobility numbers<sup>3</sup> 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.

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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies  [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
HU BUDAPEST 16	I CASTELL 01	04	Business administra tion and law	FIRST SECOND	2 stud x 4 = 8 months	
		07	Engineerin g, manufactu ring and constructi on	FIRST SECOND	2 stud x 4 = 8 months	
I CASTELL 01	HU BUDAPEST 16	04	Business administra tion and law	FIRST	2 stud x 5 = 10 months	
		07	Engineerin g, manufactu ring and constructi on	FIRST SECOND	2 stud x 5 = 10 months	

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 or average duration*]	Staff Mobility for Training *

<sup>3</sup> 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>)

				average duration *]	
HU BUDAPES 16	I CASTELL 01	04	Business administration and law	1 week	04 OR 07, 1 week
		07	Engineering, manufacturing and construction	1 week	
I CASTELL 01	HU BUDAPES 16	04	Business administration and law	1 week	04 OR 07, 1 week
		07	Engineering, manufacturing and construction	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 [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>4</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
HU BUDAPES 16		Hungarian	English	B1	B1
I CASTELL 01		Italian	English	B1 for both languages	B2 for both languages

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

<sup>4</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>



## D. Additional requirements

### *HU BUDAPEST 16:*

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)

### *I CASTELL 01:*

**OUTGOING STUDENTS:** the selection of these students is done one year in advance and in 2 rounds. Students are selected according to the average of their marks and the language skills. If these last are not sufficient LIUC organises language preparation courses to upgrade the students' language skills. If these requirements are not met students are not allowed to carry out the exchange. They are allocated a host institution after having checked with an academic tutor that there is a suitable study plan for them in host institution and that the student meets the language requirements indicated by the partner university. The International Office then supports the students prior and during their exchange.

**INCOMING STUDENTS:** the International Office (I.O.) at LIUC supports both the partner university and the incoming students from the nomination to the departure. They provide information on all aspects from the practical ones to the academic ones and act as interface with all the departments involved in the university.

The I.O. supports students as far as the accommodation on campus is concerned, while the accommodation off campus is supported by the Erasmus Student Network. The I.O. works very close with this association to welcome exchange students and to help them to integrate in the social and academic life of the University.

The I.O. organises an Orientation Week upon arrival of students in both semester to help them carrying out all the procedures to finalise their enrolment to the University and to give them all the necessary information for their stay.

Before the end of each semester the I.O. organises as well a Predeparture Meeting to inform students what they have to do before leaving and more information on the transcript of records and the documents they have to complete before leaving.

The Università Carlo Cattaneo – LIUC has infrastructures and a team of support for students and staff 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]
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HU BUDAPES 16	Nomination by 1st May Submission of documents 15 <sup>th</sup> of May	Nomination by 1 <sup>st</sup> November Submission 20 <sup>th</sup> November
I CASTELL 01	Nomination by 15 <sup>th</sup> May Submission of documents end of May	Nomination by 1 <sup>st</sup> November Submission of documents mid November

- The receiving institution will send its decision within 5 weeks.
- 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.
- Termination of the agreement can be done with a notice of at least one academic year. For example this means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 2015 will only take effect as of 1 September 2016. 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 BUDAPES 16:**

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

#### **I CASTELL 01:**

<http://www.liuc.it/cmgenerale/default.asp?ssito=6&codice=74>

### 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 BUDAPES 16	<a href="mailto:projectoffice@uni-obuda.hu">projectoffice@uni-obuda.hu</a> , +36-1 6665051	<a href="http://www.bmbah.hu/a_bah_ismertetese.php">http://www.bmbah.hu/a_bah_ismertetese.php</a>
I CASTELL 01	Cristina COLOMBO <a href="mailto:ccolombo@liuc.it">ccolombo@liuc.it</a>	<a href="http://www.liuc.it/cmgenerale/default.asp?ssito=6&amp;codice=96">http://www.liuc.it/cmgenerale/default.asp?ssito=6&amp;codice=96</a>



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### 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 BUDAPES 16	<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>
I CASTELL 01	Cristina COLOMBO <a href="mailto:ccolombo@liuc.it">ccolombo@liuc.it</a> +39 0331 572 295	<a href="http://www.liuc.it/cmgenerale/default.asp?ssito=6&amp;codice=96">http://www.liuc.it/cmgenerale/default.asp?ssito=6&amp;codice=96</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
HU BUDAPES 16	<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>
I CASTELL 01	On campus  Cristina COLOMBO <a href="mailto:ccolombo@liuc.it">ccolombo@liuc.it</a>  +39 0331 572 295  Off campus  Erasmus Student	<a href="http://www.liuc.it/cmgenerale/default.asp?ssito=1&amp;codice=104">http://www.liuc.it/cmgenerale/default.asp?ssito=1&amp;codice=104</a>

	Network <a href="mailto:esn@liuc.it">esn@liuc.it</a>	
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#### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>5</sup>
HU BUDAPES16	Mária Dudás ERASMUS Institutional Co-ordinator Director of Centre for International Mobility	22.01.2014	
I CASTELL 01	Dr. Massimo COLLI Managing Director	21/02/2014	

<sup>5</sup> Scanned signatures are accepted