

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)
POZNAN SCHOOL OF LOGISTICS	PL POZNAN22	Department Research and Co-operation Institutional coordinator: Mrs Joanna Kwiatek joanna.kwiatek@wsl.com.pl Tel: +48 61 850 47 66	http://www.wsl.com.pl/erasmus
Obuda University	HU BUDAPEST16	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/

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.



B. Mobility numbers per 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	Student Mobility for Traineeships*
PL POZAN22	6	HU BUDAPES1	6	419	Business and administration	1 st	2x5=20	/	
HU BUDAPES1	6	PL POZAN22	6	419	Business and administration	1 st	2x5=20	/	
HU BUDAPES1	6	HU BUDAPES1	6	719	Engineering	1 st	2x5=20		
PL POZAN22	6	HU BUDAPES1	6	719	Engineering	1 st	2x5=20	/	

* 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	Staff Mobility for Teaching	Staff Mobility for Training*
HU BUDAPES16	PL	POZAN22	HU BUDAPES16	719, or 419	Administrative	1 person x 5 days	5 days (1 persons x 5 days)
PL POZAN22	HU	BUDAPES16	PL POZAN22	719, or 419	Administrative	1 person x 5 days	5 days (1 persons x 5 days)

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>

4. Termination of the agreement
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.
2. The receiving institution will send its decision within 4 weeks.

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
HU BUDAPES16	15 May	20 November
PL POZANAN22	May	October

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

E. Calendar

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>

D. Additional requirements

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

Receiving institution	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ³	Erasmus [code]
PL POZANAN22		Polish	English	B1	
HU BUDAPES16	any	Hungarian	English	B2	
				B2	Staff Mobility for Teaching
				B2	Student Mobility for Studies

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:

C. Recommended language skills

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:

3. Insurance

Institution [Erasmus code]	Contact details (email, phone)	Website for information
HU BUDAPES16	projectoffice@uni-obuda.hu, +36-1 6665051	For residence permit: http://www.bmbah.hu/jomla/index.php?lang=en For Visa: http://konzuliszolgalat.kormany.hu/en
PL POZMAN22	weronika.wegielnik@wsl.com.pl Tel: +48 61 850 47 66	For legalisation for foreigner's residence: http://www.poznan.uw.gov.pl/ Registration of a temporary residence: http://bip.poznan.pl/bip/sprawy/zameldowanie-cudzoziemcow-na-pobyt-staly-i-czasowy,187130/

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:

2. Visa

HU BUDAPES16: <http://erasmus.uni-obuda.hu/en/grading-system>
 PL POZMAN22: http://www.wsl.com.pl/tl/files/wspolpraca/TOR_2013.pdf

1. Grading systems of the institutions

F. Information

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."

Institution [Erasmus code]	Contact details (email, phone)	Website for information
PL POZANAN22	weronika.wegielnik@wsl.co m.pl Tel: +48 61 850 47 66	http://www.wsl.com.pl/erasmus
HU BUDAPES16	projectoffice@uni- obuda.hu, +36-1 6665051	http://erasmus.uni-obuda.hu/en/accommodation

sources:




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

4. Housing

Institution [Erasmus code]	Contact details (email, phone)	Website for information
PL POZANAN22	weronika.wegielnik@wsl.co m.pl Tel: +48 61 850 47 66	http://www.nfz.gov.pl/new/index.php
HU BUDAPES16	projectoffice@uni- obuda.hu, +36-1 6665051	http://www.oep.hu/ocpdok/fajlok/c.pdf

⁴ Scanned signatures are accepted

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

Institution [Erasmus code]	Name, function	Date	Signature ⁴
HU BUDAPES16	Mária Dudás Director	27/02/2014	 
PL POZNAN22	Ireneusz Fechner Chancellor	7/03/2014	

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)