



Erasmus+ Programme

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

Inter-institutional agreement 2014-2021 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 ¹ (email, phone)	Website (eg. of the course catalogue)
Óbuda University	HU BUDAPES 16	<u>Institutional Coordinator</u> Mária Dudás dudas.maria@rh.uni-obuda.hu Tel. +36-1-666 50 50 Fax: +36-1-666 50 52	http://erasmus.uni-obuda.hu/en
Reutlingen University, ESB Business School	D REUTLIN02	<u>Institutional Coordinator:</u> Prof. Baldur Veit Alteburgstr. 150 72762 Reutlingen, Germany baldur.veit@reutlingen-university.de Tel. +49 7121 2711004	http://www.reutlingen-university.de http://www.esb-business-school.de/studienangebote/bachelor/bsc-

¹ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		Fax: +49 7121 2711103 Departmental Coordinator: Prof. Dr. Hazel Grünewald hazel.gruenewald@reutlingen-university.de Tel. +49 7121 2713074 Fax: +49 7121 271903074	produktionsmanagement-wirtschaftsingenieur/exchange-students.html
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B. Mobility numbers² 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	Student Mobility for Traineeships *
HU BUDAPES 16	D REUTLIN02	0788/0488	Business Studies with Technology	1 st	8*5 or 4*10 =40	
D REUTLIN02	HU BUDAPES 16	0788/0488	Business Studies with Technology	1 st	8*5 =40	

*[*Optional: subject area code & name and study cycle are optional. 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.]*

² 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>)

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 *
HU BUDAPES 16	D REUTLIN02	0788/0488	Business Studies with Technology	1 week	1 week
D REUTLIN02	HU BUDAPES 16	0788/0488	Business Studies with Technology	1 week (min. 8 teaching hours)	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 ³	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
HU BUDAPES 16	xxx	HU	EN	B2	B2
D REUTLIN02	0788/0488	DE	EN	B1 for German and/ or B2 for English	B2

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>

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

We have the infrastructure to welcome students and staff with disabilities.

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

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 BUDAPES 16	15 MAY	20 NOVEMBER
D REUTLIN02	Receiving application: 15 th of May	Receiving application: 15 th of November

[* 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 8 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

HU BUDAPES 16: <http://erasmus.uni-obuda.hu/en/grading-system>

D REUTLIN02:

Grades are awarded on a scale from 1 to 5, with 1 being the best, and anything below 4 constituting a fail:

very good (1); good (2); satisfactory (3); sufficient (4) = passed; insufficient (5) = failed.

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 BUDAPE 16	projectoffice@uni-obuda.hu , +36-1 6665051	http://www.bmbah.hu/a_bah_ismertese.php
D REUTLIN02	rio@reutlingen-university.de	http://www.reutlingen-university.de/uploads/media/Student_Handbook_RIO_2013_2014_engl.pdf

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.

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 BUDAPE 16	projectoffice@uni-obuda.hu , +36-1 6665051	http://www.oep.hu/oepdok/fajlok/e.pdf
D REUTLIN02	rio@reutlingen-university.de	http://www.1a.net/versicherung/krankenversicherung/international

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	projectoffice@uni-obuda.hu , +36-1 6665051	http://erasmus.uni-obuda.hu/en/accommodation
D REUTLIN02	Max.Alber@reutlingen- university.de	http://www.reutlingen-university.de/en/before-studying/your-accommodation.html

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁴
HU BUDAPES 16	Mária Dudás Institutional Coordinator Óbuda University	22/01/2014	
D REUTLIN02	Prof. Baldur Veit Institutional Coordinator Reutlingen University	20/02/ 2014	

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⁴ Scanned signatures are accepted