



Erasmus+ Programme

Key Action 1

– Mobility for learners and staff

– Higher Education Student and Staff Mobility



Inter-institutional agreement 2014-2021 between programme countries

[Minimum requirements]¹

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)
VIVES University College Kortrijk-Roeselare-Tielt-Torhout Katholieke Hogeschool VIVES Zuid	B KORTRIJ01	Ing. Serge Schroef Head International Office Tel: +32 56 26 41 64 internationaloffice@vives.be	www.vives.be/international
Obuda University	HU BUDAPES16	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 Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

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

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.]

Student Mobility

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code ³ [ISCED]	Subject area name	Study cycle ⁴	Number of student mobility periods	
B KORTIJ01	HU BUDAPES16	041	Business and Administration	1 st	2(10 months)	/
		061	Computing	1 st	2(10 months)	/
HU BUDAPES16	B KORTIJ01	041	Business and Administration	1 st	2(10 months)	/
		061	Computing	1 st	2(10 months)	/

Staff Mobility

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	
B KORTIJ01	HU BUDAPES16	041/061	Business and/or Computing	10 days (2x5 days)	
		0413	Administrative		5 days (1x5days)
HU BUDAPES16	B KORTIJ01	041/061	Business and/or Computing	10 days (2x5 days)	
		0413	Administrative		5 days (1x5days)

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:

³ <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>

⁴ short cycle, 1st, 2nd or 3rd

⁵ Total number of months of the study periods or average duration

⁶ 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.

⁷ total number of days of teaching periods or average duration

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2 ⁸	Recommended language of instruction level ⁹	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
B KORTRIJ01		Dutch	English	B2 B1 ¹⁰	B2 B2
HU BUDAPES16		Hungarian	English	B2	B2

Where there is a compulsory language requirement, it must be indicated in this agreement. For more details on the language of instruction recommendations, see the course catalogue of each institution.

D. Additional requirements¹¹

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

B KORTRIJ01: Students' application for an international mobility at VIVES University College (Kortrijk-Roeselare-Tielt-Torhout) is only possible by use of the [online application form](#) available on our website. The following documents must be enclosed and sent by airmail to International Office, together with the printed and signed online application form:

- Learning Agreement containing planned course units in our institution. The Learning Agreement may be modified after arrival and discussion with the academic coordinator. For all questions relating to Learning Agreement, please contact the faculty coordinator,
- Certificate of registration, together with 4 official passport photos, as mentioned on our website.

For staff mobility, the "Teaching assignment programme" or "working programme" form duly filled in and signed by home university should be sent to International Office.

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term [month]	Spring term [month]
B KORTRIJ01	June 10 th	November 20 th
HU BUDAPES16	15 May	20 November

- The receiving institution will send its decision within 4 weeks.
- 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.
- Termination of the agreement: In whichever case, either party can terminate the Agreement by informing the other party expressly in writing with at least one year's notice. *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. Students selected prior the date of notification*

⁸ Selected courses offered

⁹ 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>

¹⁰ English: B1 (Independent User) recommended / Dutch: B2 recommended

¹¹ To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff. [Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

must be admitted by the receiving institution. 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 BUDAPES16 grading system <http://erasmus.uni-obuda.hu/en/grading-system>

B KORTRIJ01 grading system

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 extra work required before the credit can be awarded
F	/	FAIL - no credit awarded; considerable further work required

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
B KORTRIJ01	Tel: +32 56 26 41 64 Email: internationaloffice@vives.be	www.vives.be/international
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:


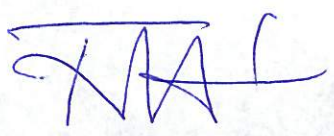

Institution [Erasmus code]	Contact details (email, phone)	Website for information
B KORTRIJ01	Tel: +32 56 26 41 64 Email: internationaloffice@vives.be	www.vives.be/international
HU BUDAPES16	projectoffice@uni-obuda.hu , +36-1 6665051	http://www.oep.hu/oepdok/fajlok/e.pdf

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
B KORTRIJ01	Tel: +32 56 27 05 41 Email: housing.officer@vives.be	www.vives.be/international
HU BUDAPES16	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 ¹²
B KORTRIJ01	Mr. Joris Hindryckx President	27/02/2014	 <p>vives University College Kortrijk, Roeselare, Tielt, Torhout KU Leuven association Doorniksesteenweg 145, B-8500 Kortrijk - Belgium</p>
HU BUDAPES16	Dr. Fodor János Vice-rector, or Mária Dudás, Director	07/03/2014	 

¹² Scanned signatures are accepted