



# Erasmus+ Programme

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

### Inter-institutional agreement 2014-20[21]<sup>1</sup> 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<br>(and department, where relevant)         | Erasmus code | Contact details <sup>2</sup><br>(email, phone)   | Website<br>(eg. of the course catalogue)   |
|---|--------------|--|--|
| Technische Hochschule Wildau,<br><br>University of Applied Sciences | D WILDAU01   | <b>Institutional Coordinator:</b><br>Dr. phil. Angelika SCHUBERT<br>International Office,<br>Technische Hochschule Wildau [FH], Hochschulring 1, D - 15745 Wildau, Germany,<br>Tel. +49 3375 508 197,<br>Fax: +49 3375 508 808<br>E-mail:<br><a href="mailto:angelika.schubert@th-wildau.de">angelika.schubert@th-wildau.de</a><br><br><b>Academic Contacts:</b><br>Prof. Dr.-Ing. Norbert Miersch<br><b>Mechanical Engineering,</b> | General University Page:<br><br><a href="http://www.th-wildau.de">www.th-wildau.de</a><br><br>Course Catalogue:<br><br><a href="http://www.th-wildau.de/im-studium/ums-studium/akt-studienfuehrer.html">http://www.th-wildau.de/im-studium/ums-studium/akt-studienfuehrer.html</a> |

<sup>1</sup> Higher Education Institutions have to agree on the period of validity of this agreement

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

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|                  |                 | <p>Tel. +49 3375 508 193,<br/>E-mail: <a href="mailto:norbert.miersch@th-wildau.de">norbert.miersch@th-wildau.de</a></p> <p>Prof. Dr. Gaby Neumann<br/><b>Logistics</b><br/>Tel. +49 3375 508 147,<br/>E-mail: <a href="mailto:gaby.neumann@th-wildau.de">gaby.neumann@th-wildau.de</a></p> <p>Prof. Dr. Michael Hendrix<br/><b>ICTs</b><br/>Tel. +49 3375 508 102,<br/>E-mail: <a href="mailto:michael.hendrix@th-wildau.de">michael.hendrix@th-wildau.de</a></p> <p>Prof. Dr. Bertil Haack<br/><b>Business Administration</b><br/>Tel. +49 3375 508 914,<br/>E-mail: <a href="mailto:bertil.haack@th-wildau.de">bertil.haack@th-wildau.de</a></p>  |   |
| Obuda University | HU<br>BUDAPES16 | <p><b>Institutional coordinator :</b><br/>Mrs. Mária Dudás, Director<br/>Centre for International<br/>Mobility<br/><a href="mailto:dudas.maria@rh.uni-obuda.hu">dudas.maria@rh.uni-obuda.hu</a><br/>Phone: +36 1 666 5050</p> <p><b>Academic contacts:</b></p> <p><b>Informatics:</b><br/>Mr. Sergyán, Szabolcs<br/><a href="mailto:sergyan.szabolcs@nik.uni-obuda.hu">sergyan.szabolcs@nik.uni-obuda.hu</a><br/>Phone: +36 1 666 5579</p> <p><b>Mechanical Engineering:</b><br/>Mr. Szakács, Tamás<br/><a href="mailto:szakacs.tamas@bgk.uni-obuda.hu">szakacs.tamas@bgk.uni-obuda.hu</a><br/>Phone: +36 1 666-5406</p> <p><b>Electrical Engineering</b><br/>Lendvay Marianna<br/><a href="mailto:lendvay.marianna@kvk.uni-obuda.hu">lendvay.marianna@kvk.uni-obuda.hu</a><br/>Phone: +36 1 666 5182</p> <p><b>Business Administration</b><br/>Mr. Medve András<br/><a href="mailto:medve@uni-obuda.hu">medve@uni-obuda.hu</a><br/>Phone: +36 1 666 5220</p> <p><b>Business Administration,<br/>Logistics</b><br/>Mrs. Seebauer Márta<br/><a href="mailto:seebauer.marta@arek.uni-obuda.hu">seebauer.marta@arek.uni-obuda.hu</a><br/>Phone: +36-22 510830/118</p> | <a href="http://erasmus.uni-obuda.hu/en/">http://erasmus.uni-obuda.hu/en/</a> |

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## 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<br>[Erasmus code of the sending institution] | TO<br>[Erasmus code of the receiving institution] | Subject area code<br>[ISCED] | Subject area name                  | Study cycle<br>[short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] | Number of student mobility periods  |                                     |
|---|---|------------------------------|------------------------------------|---|---|-------------------------------------|
|   |   |                              |                                    |   | Student Mobility for Studies<br><br>[total number of months of the study periods] | Student Mobility for Traineeships * |
| HU BUDAPES16                                      | D WILDAU01  | 041                          | Business Administration            | 1 <sup>st</sup> , 2 <sup>nd</sup> ,   | 2*10 months= 20   | /                                   |
|   |   | 071                          | Engineering and engineering trades | 1 <sup>st</sup> , 2 <sup>nd</sup> ,   | 2*10 months= 20   |                                     |
|   |   | 061                          | ICTs                               | 1 <sup>st</sup>   | 2*10 months= 20   |                                     |
| D WILDAU01  | HU BUDAPES16                                      | 041                          | Business Administration            | 1 <sup>st</sup> , 2 <sup>nd</sup> ,   | 2*10 months= 20   | /                                   |
|   |   | 071                          | Engineering and engineering trades | 1 <sup>st</sup> , 2 <sup>nd</sup> ,   | 2*10 months= 20   |                                     |
|   |   | 061                          | ICTs                               | 1 <sup>st</sup>   | 2*10 months= 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<br>[Erasmus code of the sending institution] | TO<br>[Erasmus code of the receiving institution] | Subject area code [ISCED] | Subject area name                  | Number of staff mobility periods   |                               |
|---|---|---------------------------|------------------------------------|--|-------------------------------|
|   |   |                           |                                    | Staff Mobility for Teaching<br><i>[total number of days of teaching periods]</i> | Staff Mobility for Training * |
| HU<br>BUDAPES16                                   | D WILDAU01  | 041                       | Business Administration            | 10 days (2 persons x 5 days)   |                               |
|   |   | 071                       | Engineering and engineering trades | 10 days (2 persons x 5 days)   |                               |
|   |   | 061                       | ICTs                               | 10 days (2 persons x 5 days)   |                               |
|   |   |                           | Administrative                     |  | 5 days (1 persons x 5 days)   |
| D WILDAU01  | HU<br>BUDAPES16                                   | 041                       | Business Administration            | 10 days (2 persons x 5 days)   |                               |
|   |   | 071                       | Engineering and engineering trades | 10 days (2 persons x 5 days)   |                               |
|   |   | 061                       | ICTs                               | 10 days (2 persons x 5 days)   |                               |
|   |   |                           | Administrative                     |  | 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<br>[Erasmus code] | Optional: Subject area | Language of instruction 1 | Language of instruction 2 | Recommended language of instruction level <sup>3</sup> |                             |
|---|------------------------|---------------------------|---------------------------|--|-----------------------------|
|   |                        |                           |                           | Student Mobility for Studies                           | Staff Mobility for Teaching |
| D WILDAU01                              |                        | German                    | English                   | B1   | B2                          |
| HU BUDAPES16                            | Any                    | 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](mailto:projectoffice@uni-obuda.hu)  
Application process: <http://erasmus.uni-obuda.hu/en>

#### E. Calendar

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

| Receiving institution<br>[Erasmus code] | Autumn term*<br>[month] | Spring term*<br>[month] |
|---|-------------------------|-------------------------|
| D WILDAU01                              | 15 May                  | 15 November             |
| HU BUDAPES16                            | 15 May                  | 20 November             |

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

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 4 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

<sup>3</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>

European Commission nor the National Agencies can be held responsible in case of a conflict."]

## F. Information

### 1. Grading systems of the institutions

D WILDAU01:

The TH Wildau uses the ECTS grading scale, but the correlation to the local grading scale has to be redefined (previously available in 2014).

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<br>[Erasmus<br>code] | Contact details<br>(email, phone)  | Website for information   |
|----------------------------------|--|---|
| D WILDAU01                       |  |   |
| HU<br>BUDAPES16                  | <a href="mailto:projectoffice@uni-obuda.hu">projectoffice@uni-obuda.hu</a> , +36-1 6665051 | For Visa: <a href="http://konzulizsolgalat.kormany.hu/en">http://konzulizsolgalat.kormany.hu/en</a><br>For residence permit:<br><a href="http://www.bmbah.hu/jomla/index.php?lang=en">http://www.bmbah.hu/jomla/index.php?lang=en</a> |

### 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<br>[Erasmus<br>code] | Contact details<br>(email, phone)                                | Website for information   |
|----------------------------------|--|---|
| D<br>WILDAU01                    | <a href="mailto:incoming@th-wildau.de">incoming@th-wildau.de</a> | <a href="http://www.th-wildau.de/hochschule/einrichtungen/aaa/erasmusstudierende.html">http://www.th-wildau.de/hochschule/einrichtungen/aaa/erasmusstudierende.html</a><br>(Website is going to be relaunched probably in 2014) |
| HU<br>BUDAPES1                   | <a href="mailto:projectoffice@uni-">projectoffice@uni-</a>       | <a href="http://www.oep.hu/oepdok/fajlok/e.pdf">http://www.oep.hu/oepdok/fajlok/e.pdf</a>   |

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| 6 | <a href="http://obuda.hu">obuda.hu</a> , +36-1 6665051 |  |
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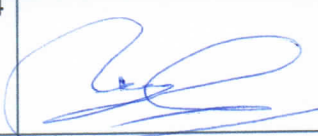
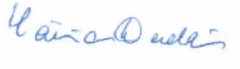

#### 4. Housing

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<br>[Erasmus code] | Contact details<br>(email, phone)  | Website for information   |
|-------------------------------|--|---|
| D WILDAU01                    | <a href="mailto:incoming@th-wildau.de">incoming@th-wildau.de</a>                           | <a href="http://www.th-wildau.de/hochschule/einrichtungen/aaa/erasmusstudierende.html">http://www.th-wildau.de/hochschule/einrichtungen/aaa/erasmusstudierende.html</a><br>(Website is going to be relaunched probably in 2014) |
| HU BUDAPES16                  | <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>   |

#### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

| Institution<br>[Erasmus code] | Name, function                        | Date       | Signature <sup>4</sup>  |
|-------------------------------|---------------------------------------|------------|---|
| D WILDAU01                    | Prof. Dr. László Ungvári<br>President | 07/04/2014 |   |
| HU BUDAPES16                  | Mária Dudás<br>Director               | 27/03/2014 | <br> |



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

<sup>4</sup> Scanned signatures are accepted