



# ERASMUS UNIVERSITY CHARTER

## Application form

**Final date for submission: 28/02/2007**

**New**

**Renewal**

**If renewal please give your EUC number:**

48668-IC-1-2002-1-HU-ERASMUS-EUC-1

**Correspondence language: DE**

**Erasmus Policy Statement original language: HU**

If the original language is not English, French or German, the Erasmus Policy Statement should also be provided in one of those three languages

**Erasmus Policy Statement translation language: EN**

### **Acknowledgement of receipt**

Applicants are invited to consult the website of the Education, Audiovisual & Culture Executive Agency - EACEA to confirm the receipt of their Erasmus University Charter (EUC) application. If by **14.03.2007** the application has not been registered on the website, the applicant should contact the EACEA [EACEA-EUC@ec.europa.eu](mailto:EACEA-EUC@ec.europa.eu).

**A.1. Identification of the applicant institution**

Full legal name of the institution in the national language	BUDAPESTI MŰSZAKI FŐISKOLA		
Translation of this name in English	Budapest Tech		
Erasmus ID code of the institution	NEW 2007		
Internet address	http://www.bmf.hu		

**A.2. Identification of the legal representative**

First name and surname of the <b>legal representative</b> of the institution	János Fodor		
Title (optional) (e.g. Prof., Dr, etc.)	Prof. Dr.	Gender	Male
Department/Unit	Rectors Office		
Official function within the institution	Vice Rector for Science		
Phone (including country and area codes)	+36 / 1/666 56 15		
Fax (including country and area codes)	+ 36/ 1/666 56 21		
E-mail address (only one address)	fodor@bmf.hu		
Legal address of the institution Street/Nr. Post code & Town Country Code, Country	Bécsi ut 96/b H-1034 Budapest HU, Hungary		

**A.3. Erasmus institutional co-ordinator - contact person**

First name and surname	Mária Dudás		
Title (optional) (e.g. Prof., Dr, etc.)		Gender	Female
Department/Unit	Centre of International Educational Affairs		
Official function within the institution	Director		
Phone (including country and area codes)	+ 36/1 /666 50 50		
Fax (including country and area codes)	+ 36/1 /666 50 52		
E-mail address (only one address)	dudas.maria@rh.bmf.hu		
<b>Correspondence</b> Street/Nr. Post code & Town Country Code, Country	Tavaszmező utca 17 H-1084 Budapest HU, Hungary		

#### A.4. Statistical data on the applicant institution

<i>The data required relate solely to higher education.</i>					
Foundation year of your institution				2000	
Level of degrees awarded					
First cycle degrees				Yes	
Second cycle degrees				Yes	
One-tier degrees				No	
Third Cycle(without PhD)				No	
<u>Doctoral degrees</u>				No	
Number of students enrolled in 2005/2006 on <u>higher education</u> courses		Part-time	4565	Full-time	8431
Number of students graduated in 2005/2006		First Cycle		1723	
		Second Cycle		0	
		One-tier degrees			
		Third Cycle(without PhD)			
		Doctoral degrees			
Number of teaching staff (total) in 2005/2006				484	
Number of teaching staff (full-time equivalent) in 2005/2006				413	
Number of administrative staff (full-time equivalent) in 2005/2006				213	
Number of these administrative staff members directly working in European/international relations in 2005/2006 (full-time equivalent)				3	
First year of participation in Erasmus Programme with funding from the European Community				1998	

**B****Fundamental principles**

The institution agrees to comply with the following:

YES

01 Inter-institutional agreements have been signed with all the institutions for the mobility purposes	<input checked="" type="checkbox"/>
02 No university fees for tuition, registration, examinations, access to laboratory and library facilities are to be charged to in-coming Erasmus students	<input checked="" type="checkbox"/>
03 Full recognition is given to students for satisfactorily completed activities during their mobility period	<input checked="" type="checkbox"/>
04a Highest quality is ensured for: the organization of student and staff mobility	<input checked="" type="checkbox"/>
04b Highest quality is ensured for: the organization of student placements (optional, ref. EPS - D4)	<input checked="" type="checkbox"/>
05a Curriculum information is up to date, easily accessible, transparent	<input checked="" type="checkbox"/>
05b An academic credit transfer system is applied	<input checked="" type="checkbox"/>
06 Equal academic treatment and services are ensured for home and Erasmus students	<input checked="" type="checkbox"/>
07 The integration of visiting Erasmus students in the activities of the institution is supported	<input checked="" type="checkbox"/>
08 Transcripts and information are provided in a timely manner to incoming Erasmus students and their institutions	<input checked="" type="checkbox"/>
09 Erasmus teaching activities are facilitated and acknowledged	<input checked="" type="checkbox"/>
10 The institution promotes and gives visibility to the Erasmus activities	<input checked="" type="checkbox"/>
11 The Erasmus Charter and the EPS are publicized in the institution and are easily accessible to the students	<input checked="" type="checkbox"/>
12 The institution complies with the non-discrimination objectives set out in the Lifelong Learning Programme	<input checked="" type="checkbox"/>

**C****Information on the organisation of mobility**

**1.a Recognition matters: Is your institution using ECTS (ECTS credits, learning agreement, transcript of records) to facilitate academic recognition of Erasmus study periods abroad?**

- in all faculties/departments Yes
- in some faculties/departments No

**1.b Recognition matters: Will your institution use ECTS as an internal credit accumulation system?**

- in all faculties/departments Yes
- in some faculties/departments No

**2. Diploma Supplement**

Does your institution award a Diploma Supplement to students? Yes

**3. Support for teaching staff mobility: What provision will be made to facilitate and support ERASMUS teaching staff mobility?**

- a) Additional financial support from your institution Yes
- b) Acknowledgement of teaching activity abroad as an important part of academic career Yes
- c) Help with practical arrangements (travel, accomodation etc.) Yes
- d) Other (please specify) No

**4. Support for disabled students/teachers: Will your institution provide special facilities for:**

- a) Erasmus students/teachers with visual disability? Yes
- b) Erasmus students/teachers with hearing disability? Yes
- c) Erasmus students/teachers with other physical disability? Yes

# Erasmus Policy Statement (EPS)

In order to complete this section, please refer to the instructions given below. Please note that your EPS shall be given wide visibility in your institution and must be published on the web page of your institution. The EPS should set out the overall Erasmus co-operation strategy of your institution in relation with its mission statement, underlying its Erasmus cooperation plan as well as any other activities to be proposed in the framework of the Lifelong Learning Programme (LLP).

a) Please describe briefly your institution's strategy, objectives and priorities for its Erasmus activities (mobility, multilateral projects and thematic networks, etc.) and any other actions in the context of the Lifelong Learning Programme (2007-2013).

b) Please also provide information on the following points:

What specific actions are planned to give visibility to Erasmus activities and what type of publicity will be given to the Erasmus University Charter and the EPS?

What kind of arrangements, if any, does the Institution ensure to comply with non-discrimination objectives (e.g. actions related to gender equality, integration of disabled students and staff, enhancement of social and economic cohesion and combating of xenophobia and racism)?

A Budapesti Műszaki Főiskola (továbbiakban BMF) három előd főiskola integrációjából jött létre 2000. január 1-én. A BMF küldetésnyilatkozatában megfogalmazott vezérelvek segítik az Erasmus program intézményi szervezését is. „A Budapesti Műszaki Főiskola törekszik arra hogy a globális felsőoktatási piac aktív és elismert szereplőjeként minőségi és versenyképes szolgáltatást nyújtó intézmény legyen, egész életen át történő kötődést és tanulást biztosítson, hazai és nemzetközi versenyképességét a legkorszerűbb eszközök, és módszerek alkalmazására építi harmonikusan együttműködve társadalmi és gazdasági környezetével.

A főiskola az európai felsőoktatási térséghez csatlakozva tevékenyen és elkötelezetten részt vállal a tudásalapú társadalom és gazdaság létrehozásában. Az intézmény az élethosszig tartó tanulás keretében a munkaadók igényeihez rugalmasan illeszkedő, változatos időtartamú továbbképzési programok széles kínálatát biztosítja.” Az Erasmus kiemelten fontos terület főiskolánkon, intézményünk, illetve elődei az 1997-es csatlakozási lehetőség óta részt vesznek a programban. A program szervezésének jól kialakított tradíciója van, melyekre a jövőben is támaszkodni kívánunk.

Az elmúlt tíz évben mind a hallgatói, mind az oktatói mobilitás terén megsokszoroztuk a mobilitásai adatainkat, fokozatosan növelve a mobilitás minőségi mutatóit is. Fentiek mellett 3 Intenzív programban volt intézményünk koordinátor, 2 programban résztvevő. Részt vettünk egy CD projektben, két Európa Modulban, és 2 tematikus Networkben. A hallgatói mobilitás terén végzett magas szintű munkáért 2006-ban elnyertük az Európai Minőségi díjat.

Az LLL programban konkrét céljaink a következők:

2006-ban akkreditálták két mesterszakunkat, melyeket be kívánunk kapcsolni az LLL programba. Növelni kívánjuk a kimenő és bejövő mobilitási adatokat mind a hallgatói, mind az oktatói és adminisztratív állomány terén, még szélesebb körű kínálattal ezek minőségét is. Növelni kívánjuk kapcsolataink számát a 2004 óta újonnan csatlakozott országokkal.

Fokozni kívánjuk részvételünket a multilaterális projektekben. Intézményünkben teljes átláthatóságot nyújtottunk az Erasmus programról, ezt a gyakorlatot a jövőben is megőrizzük. Vendég hallgatóink száma az elmúlt években fokozatosan növekedett, ezt a tendenciát az angol nyelvű órák számának növelésével fokozni kívánjuk. Az egyenlőség elvét alkalmaztuk eddig is, és a jövőben is ezt a gyakorlatot kívánjuk folytatni: semmilyen nemi, faji, vagy vallási különbséget nem teszünk a mobilitás terén. Hangsúlyozottan támogatni kívánjuk a fizikailag hátrányos helyzetű hallgatókat – erre már az elmúlt időszakban is számos jó példa volt a BMF-en.

Az Erasmus program végrehajtásában már eddig is szoros együttműködés alakult ki a főiskola több belső szervezeti egysége – Nemzetközi Képzési Ügyek Központja, Karok és szakintézetek, Tanulmányi Osztály, Hallgatói Önkormányzat - között, ezt a gyakorlatot kívánjuk az LLL Program végrehatása során is alkalmazni.

Quality of academic mobility activities:

What kind of specific measures are implemented in the institution to ensure high quality in academic mobility activities?

Details should be provided on: recognition and credit systems, the provision of information on curricula, information

and counselling of outgoing students, tutoring and integration of incoming students, provision of student services (in particular accommodation), preparatory and refresher language courses, support and acknowledgement of staff mobility.

A BMF az LLL Program keretein belül az akadémiai mobilitás érdekében az eddig kialakított hagyományokat kívánja folytatni, a korábbiaknál még magasabb szinten. Az Erasmus mobilitás szervezését mind a hallgatóknál, mind az oktatóknál, illetve a jövőben az adminisztratív állománynál is a program alapelveit teljes mértékben figyelembe vevő belső intézményi szabályzatokkal is biztosítjuk, a pályázati rendszer nyílt és szabályozott.

Az ECTS rendszert már 1998-ban bevezettük, egy, az Erasmus keretein belül szervezett Pilot Project keretein belül. A mobilitás feltétele a kétoldalú szerződés, valamint kimenő és bejövő hallgatóknál a Tanulmányi szerződés és a Tanulmányi Átirat, melyek a tanulmányok elismerésének feltételei. A BMF a jövőben törekszik a kredit akkumulációs rendszert is alkalmazni. A tantárgyi leírások a honlapunkon olvasható, magyar és angol nyelven. A leírásokat a BSc rendszerre történő átállásnak megfelelően frissítjük.

Bejövő hallgatóink segítésére buddy rendszert alakítottunk ki, a magyar hallgatók segítik a külföldi hallgatókat a beilleszkedésben, és számos programot szerveznek vendéghallgatóinknak. Vendéghallgatóink a magyar hallgatókéval azonos jogokat biztosító diákigazolványt kapnak, és teljes tandíjmentességet élveznek. Vendéghallgatóinkat vagy kollégiumban helyezzük el, vagy segítünk megfelelő albérltetet találni számukra.

Intézményünk könyvtárai és nyitott számítógépes laborjai segítik a hallgatók magyarországi tanulmányait. A magyar diákok számára kiutazásuk előtt nyelvi-kulturális felkészítő órákat szervezünk, vendégdiajkaink számára pedig magyar órát. A program átláthatósága érdekében rendszeresen frissített weboldalon keresztül közlünk minden, a mobilitással összefüggő információt, magyar és angol nyelven. A kimenő hallgatóknak adott ösztöndíjnál szociális elveket is érvényesítünk, valamint figyelembe vesszük az egyes országok közti eltérő árszínvonalat. Az oktatói mobilitást a főiskola elismeri és anyagilag is támogatja.

Quality of student placement activities:

What kind of specific measures are implemented to ensure high quality in student placements? Give details on how the work-programme and the placement agreement are prepared and implemented. Please describe the practical arrangements agreed between the parties. Please specify also the monitoring and evaluation of the placement period as well as its recognition in the curriculum.

A BMF már korábban is részt vett a Leonardo mobilitási programban és a szakmai gyakorlat szervezésére az LLL program során is igény van. Évente 6-8 hallgató vett részt szakmai gyakorlaton, ezek számát a jövőben fokozatosan növelni kívánjuk.

A szakmai gyakorlaton kizárólag jogviszonyban lévő hallgatók vehetnek részt, akik legalább az 5. szemeszterben vannak. A hallgatókkal három oldalú szerződést kötünk, melyben pontosan körül vannak határolva a következő pontok: küldő és a fogadó intézményeket érintő kötelezettségek, a hallgatóval szemben támasztott elvárások, monitorálás, beszámolási kötelezettség, a szakmai gyakorlat elismerésének feltételei, a finanszírozás kérdései.

Intézményünkben a legnagyobb létszámú képzés BSc szakon folyik, 7 szemeszter időtartamban. Ezért indokoltnak látjuk, hogy legalább hallgatóink egy részénél az Erasmus mobilitási programon belül a szakmai gyakorlat közvetlen az Erasmus tanulmányi időszakra épüljön, a fogadó egyetem keretein belül, vagy partnerszerződések segítségével törekszünk gyakorlati helyek találására.

Vendéghallgatóink számára a BMF kiterjedt ipari kapcsolatrendszerén belül, valamint a főiskola kutatási központjaiban tudunk gyakorlati helyet biztosítani.

A szakmai gyakorlat szervezése az Erasmus programon belül új elem, melynek az alapelveket figyelembe vevő belső szabályozását, az új programelem teljes átláthatóságát, a pályázattal nyíltságát a BMF garantálja.

Az Erasmus program keretein belül folytatott szakmai gyakorlatot a főiskola a tanterveinkben szereplő kötelező szakmai gyakorlatként elismeri.

# Erasmus Policy Statement (EPS)

In order to complete this section, please refer to the instructions given below. Please note that your EPS shall be given wide visibility in your institution and must be published on the web page of your institution. The EPS should set out the overall Erasmus co-operation strategy of your institution in relation with its mission statement, underlying its Erasmus cooperation plan as well as any other activities to be proposed in the framework of the Lifelong Learning Programme (LLP).

a) Please describe briefly your institution's strategy, objectives and priorities for its Erasmus activities (mobility, multilateral projects and thematic networks, etc.) and any other actions in the context of the Lifelong Learning Programme (2007-2013).

b) Please also provide information on the following points:

What specific actions are planned to give visibility to Erasmus activities and what type of publicity will be given to the Erasmus University Charter and the EPS?

What kind of arrangements, if any, does the Institution ensure to comply with non-discrimination objectives (e.g. actions related to gender equality, integration of disabled students and staff, enhancement of social and economic cohesion and combating of xenophobia and racism)?

With the integration of three predecessor higher educational institutions (HEI); Budapest Tech (BT) was formed on 1 January, 2000.

The mission statement of BT includes the guiding principles relating the organization the Erasmus programme in our institution. It claims that BT aims to be an active and recognized HEI providing qualitative and competitive anthropocentric service, national and international competitiveness based on up-to-date technology and methodology harmonically co-operating with the social and economic environment. Joining the European Higher Education Area, BT takes an active part in forming knowledge-based society and economy. In the framework of lifelong learning, BT provides professional education programmes of different durations that flexibly match employers' needs.

The Erasmus programme has always been regarded especially important by BT and its predecessors since 1997. Its organisation has a well established tradition that we wish to keep in the future, too.

In the past ten years we have multiplied our numbers both on the fields of student and lecturer mobility, gradually increasing the qualitative indicators as well. We have coordinated three IP's and participated in another two. We have participated in one CD project, 2 European Modules and 2 thematic networks. BT was awarded the E-Quality Award in 2006 for the high quality work in Erasmus student mobility.

In the following the specific goals regarding LLL are summarised. In 2006 two MSc's of BT were accredited which we wish to link to LLL. BT plans to increase both student and lecturer mobility, as well as launch administrative staff mobility. BT also actively seeks contacts with HE institutions of countries joined in 2004 and 2007. BT is determined to participate in multilateral projects on a wider scale as before. Full visibility and transparency of Erasmus has been provided in BT and we wish to keep up this practice. The number of incoming students has steadily increased in the past years which we support with a tendency of introducing new curricula in English. The equality principle has been applied since the start of Erasmus and we will stick to it in the future too, no discrimination of any kind based upon race, religion or sex will be applied in mobility. Disabled applicants will get all possible support, several examples thereof have happened in the past, too.

Regarding Erasmus a close cooperative practice has evolved among the Office of International Educational Affairs, the Student Office, the faculties and the various departments, the Student Self-government, and BT wishes to keep this fruitful collaboration.

Quality of academic mobility activities:

What kind of specific measures are implemented in the institution to ensure high quality in academic mobility activities?

Details should be provided on: recognition and credit systems, the provision of information on curricula, information and counselling of outgoing students, tutoring and integration of incoming students, provision of student services (in particular accommodation), preparatory and refresher language courses, support and acknowledgement of staff

mobility.

In LLL, BT wishes to continue the good traditions it has established so far, but on an even higher level. The organisation of student, lecturer, and in the future administrative staff mobility is secured by institutional inner regulations that are fully based on the programme's principles. The application procedure is open and well regulated.

ECTS was introduced as early as 1998 in a pilot project organised within Erasmus. The condition of mobility is the Bilateral Agreement, as well as the Learning Agreement and the Transcript of Records with incoming and outgoing students. These latter two documents are the prerequisites of accepting gained credits. In the future, BT aims at using the credit accumulation system as well. Description of curricula is available from the institutional website both in Hungarian and English. The material is being refreshed due to transfer to the Bologna System.

To aid incoming students a buddy system has been set up; Hungarians help incoming students in their adaptation and they organise various cultural and recreational programmes as well. Guest students get a Student Card that provides rights and opportunities equal to Hungarian students.

Tuition is free for Erasmus students.

Guest students are either accommodated in student hostels or they get help in finding suitable rent apartments. The library and the open computer labs are also available for students.

For outgoing students preparative courses are offered covering language and cultural aspects; for incoming students Hungarian courses are organised. So that the programme is visible and transparent, all information regarding mobility is available on the institutional website both in Hungarian and in English and the information is kept up-to-date. With outgoing students their social status is considered, as well as the general price level of the country of destination, when scholarship grant is allocated.

Staff mobility is acknowledged and financially supported by BT.

Quality of student placement activities:

What kind of specific measures are implemented to ensure high quality in student placements? Give details on how the work-programme and the placement agreement are prepared and implemented. Please describe the practical arrangements agreed between the parties. Please specify also the monitoring and evaluation of the placement period as well as its recognition in the curriculum.

Budapest Tech (BT) has participated in the Leonardo Programme; and practical training is a key element in LLL Programme, too. In a year, 6-8 students took part in the practical training programme in the past; this number is planned to be increased.

Participants in practical training must have student status and they must have finished at least four semesters. The training is regulated by a trilateral contract covering the obligations of the sending and receiving institutions, the expectations from the student, monitoring, report writing, conditions of the recognition of the training, as well as financial issues.

Most students of BT study at BSc courses in 7 semesters. We would like that a certain number of students could do their Erasmus training directly after their Erasmus study, either within the university, or at partner firms of the said university. For some incoming students we can offer practical placement at research centres of BT or we can help them find a suitable position at one of our industrial partners.

Organisation of practical training is a new element of the Erasmus programme. This organisation, as well as its institutional regulation, the visibility, and the transparency of the application system are guaranteed by BT.

The practical placement done within the framework of Erasmus will be accepted as equivalent of the practical training prescribed in BT curricula.



# ERASMUS

University Charter

2007/2008 - 2013/2014

The European Commission hereby awards this Charter to:

**UNIVERSITY of EUROPE**

(hereinafter "the Institution")

**The Institution agrees to comply with the following fundamental principles of Erasmus mobility:**

- Mobility shall be carried out only within prior inter-institutional agreements;
- No university fees for tuition, registration, examinations, access to laboratory and library facilities are to be charged to in-coming Erasmus students
- Full recognition must be given to students for satisfactorily completed activities specified in the compulsory *Learning Agreement*.

**The Institution also agrees:**

- to ensure the highest quality in the organisation of student and staff mobility
- to ensure that curriculum information is up to date, easily accessible and transparent and that an academic credit transfer system (ECTS or similar) gives transparency to the procedures
- to ensure equal academic treatment and services to home and Erasmus students
- to support the integration of visiting Erasmus students in the Institution's activities
- to provide incoming Erasmus students and their home institutions with transcripts containing full, and accurate and timely information at the end of their mobility period abroad
- to facilitate and acknowledge Erasmus teaching activities
- to promote and give visibility to the activities supported by the Erasmus programme
- to publicise this Charter and the related Erasmus Policy Statement of the Institution
- to comply with the objectives on non discrimination set out in the Lifelong Learning Programme.

This Charter entitles the Institution to apply to its National Agency and to the European Commission for grant support for Erasmus activities.

Violation of this Charter may lead to its withdrawal by the Commission.

# ERASMUS

**Extended University Charter**  
2007/2008 - 2013/2014

The European Commission hereby awards this Charter to:

**UNIVERSITY of EUROPE**

(hereinafter "the Institution")

**The Institution agrees to comply with the following fundamental principles of Erasmus mobility:**

- Mobility shall be carried out only within prior inter-institutional agreements;
- No university fees for tuition, registration, examinations, access to laboratory and library facilities are to be charged to in-coming Erasmus students
- Full recognition must be given to students for satisfactorily completed activities specified in the compulsory *Learning Agreement*.

**The Institution also agrees:**

- to ensure the highest quality in the organisation of student and staff mobility
- to ensure that curriculum information is up to date, easily accessible and transparent and that an academic credit transfer system (ECTS or similar) gives transparency to the procedures
- to ensure equal academic treatment and services to home and Erasmus students
- to support the integration of visiting Erasmus students in the Institution's activities
- to provide incoming Erasmus students and their home institutions with transcripts containing full, and accurate and timely information at the end of their mobility period abroad
- to facilitate and acknowledge Erasmus teaching activities
- to promote and give visibility to the activities supported by the Erasmus programme
- to publicise this Charter and the related Erasmus Policy Statement of the Institution
- to comply with the objectives on non discrimination set out in the Lifelong Learning Programme.
- to ensure the highest quality in the organisation of student placements.

This Charter entitles the Institution to apply to its National Agency and to the European Commission for grant support for Erasmus activities.

Violation of this Charter may lead to its withdrawal by the Commission.

## Endorsement of the application

*"I, the undersigned, Head and legal representative of the applicant institution,*

- *certify that the information contained in this application is complete and correct to the best of my knowledge. All Erasmus activities will be implemented on the basis of written agreements with the relevant authorities of the partner institutions;*
- *agree to the content of the Erasmus University Charter outlined above and commit my institution to respect and observe these obligations;*
- *confirm that the information given in the application submitted online and in this paper version is identical;*
- *agree to the publication of the Erasmus Policy Statement by the European Commission.*

*Place:*

*Name:*

*Date (dd/mm/yy):*

**Original** *signature of the legal representative of the Institution (as identified in section A.2 above)*

**Original** *stamp or seal of the Institution*