



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-2021² between programme countries

[Minimum requirements]³

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 ⁴ (email, phone)	Website (eg. of the course catalogue)
AALESUND UNIVERSITY COLLEGE	N ALESUND01	Anne Ulla, Erasmus Institutional Coordinator tel: +47 70 16 12 34 Fax: +47 70 16 13 00 Email: au@hials.no P.O. Box 1517, N-6025 Ålesund, Norway	http://www.hials.no/eng/hials/ education/exchange_visiting_st udents
OBUDA UNIVERSITY	HU BUDAPES16	Faculty coordinator: 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 Inter-institutional agreements can be signed by two or more higher education Institutions

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers⁵ 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] *	Student Mobility for Studies [total number of months of the study periods or average duration*]
N ALESUND01	HU BUDAPES16	041, 0714, 061	Business and Administration, Electronics and automation, ICTs	1 st , 2 nd	2 x 5 months
				1 st , 2 nd , 3 ^d	2 x 5 months
HU BUDAPES16	N ALESUND01	041, 0714, 061	Business and Administration, Electronics and automation, ICTs	1 st , 2 nd	2 x 5 months
				1 st , 2 nd	2 x 5 months

[*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.]

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 *
N ALESUND01	HU BUDAPES16	041, 0714, 061	Business and Administration, Electronics and automation, ICTs	1 x 1 week/8 hours	
HU BUDAPES16	N ALESUND01	041, 0714, 061	Business and Administration, Electronics and automation, ICTs	1 x 1 week/8 hours	

⁵ 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>)

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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
N ALESUND01	041, 0714, 061	English		B2	C1
HU BUDAPES16	041, 0714, 061	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

[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.]

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]
---	-------------------------	-------------------------

⁶ 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>

N ALESUND01	1 May	1 October
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 5 weeks after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement

The present Bilateral Agreement will be valid for the academic year(s) mentioned above unless either side terminates the present Agreement in writing by September 1st of the year prior to the academic year concerned. 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

It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁷. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

N ALESUND01:

http://www.hials.no/eng/hials/education/credit_system_and_diploma_supplement

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.

Students and staff members are responsible for applying for visa in due time, when visa is required. Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
N ALESUND01	Anne Ulla Tel: +47 70 16 12 34 Email: au@hials.no	http://www.udi.no/Norwegian-Directorate-of-Immigration/Central-topics/Studies/ http://www.hials.no/eng/hials/education/exchange_visit/

⁷ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

		ng_students
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. Please note that students and staff members from EU/EEA countries are required to bring with them a valid European Health Insurance Card. Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
N ALESUNDO1	Anne Ulla Tel: +47 70 16 12 34 Email: au@hials.no	http://www.hials.no/eng/hials/education/exchange_visiting_students/insurances
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
N ALESUNDO1	Anne Ulla Tel: +47 70 16 12 34 Email: au@hials.no	http://www.hials.no/eng/hials/education/application_admission_for_exchange_visiting_students
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 ⁸
N ALESUND01	Marianne Synnes Rector	28/2/2014	
HU BUDAPES16	Mária Dudás Director	20/02/2014	 

⁸ Scanned signatures are accepted