



Erasmus+ Programme

Key Action 1 – Mobility for Learners and Staff – Higher Education Student and Staff Mobility

Inter-Institutional Agreement 2014/15 – 2015/16 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	Website
Hochschule für Technik und Wirtschaft (HTW) Berlin – University of Applied Sciences	D BERLIN14	Institutional Coordinator: Daniela Englisch M.A., Head of the International Office E-mail: daniela.englisch@htw-berlin.de Phone: +49-30-5019-2622 Administrative Contact: Kornelia Röhr, Student Exchange Coordinator E-mail: kornelia.roehr@htw-berlin.de Phone: +49-30-5019-2534 International Office Fax: +49-30-5019-2210 Mailing Address: HTW Berlin, International Office, Treskowallee 8, 10318 Berlin, Germany	www.htw-berlin.de
Óbuda University	HU BUDAPES16	Institutional coordinator: Mrs. Mária Dudás, Director of Centre for International Mobility E-mail: dudas.maria@rh.uni-obuda.hu Phone: +36 1 666 5050 International office RKK: E-mail: erasmus@rkk.uni-obuda.hu Phone: +36-1-666-5937 Mailing Address: Obuda University, Centre for International Mobility, Tavaszmező st. 17, H-1084 Budapest, Hungary	www.uni-obuda.hu

B. Mobility Numbers per Academic Year

If the agreement is valid 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	TO	Subject Area [ISCED]		Study Cycle [short cycle, 1 st , 2 nd or 3 rd]	Student Mobility	
		Code	Name		For Studies [total number of months of the study periods or average duration]	For Traineeships
D BERLIN14	HU BUDAPES16	0723	Textiles (clothes, footwear and leather)	1	2 x 5 M.	-
HU BUDAPES16	D BERLIN14	0723	Textiles (clothes, footwear and leather)	1	2 x 5 M.	-

FROM	TO	Subject Area [ISCED]		Study Cycle [short cycle, 1 st , 2 nd or 3 rd]	Staff Mobility	
		Code	Name		For Teaching [total number of days of teaching periods or average duration]	For Training
D BERLIN14	HU BUDAPES16	0723	Textiles (clothes, footwear and leather)	Short, 1 st or 2 nd Cycle	[Individual Agreement]	[Individual Agreement]
HU BUDAPES16	D BERLIN14	0723	Textiles (clothes, footwear and leather)	Short, 1 st or 2 nd Cycle	[Individual Agreement]	[Individual Agreement]

C. Recommended Language Skills

The sending 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	Subject Area [ISCED]	Language of Instruction 1	Language of Instruction 2	Recommended Language of Instruction Level	
				Student Mobility	Staff Mobility
D BERLIN14	0723	German	English	German B1 English C1	B2
HU BUDAPES16	0723	Hungarian	English	B2	B2

D. Additional Requirements

Receiving Institution	Additional Requirements
D BERLIN14	Has 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

Receiving Institution	Autumn Term	Spring Term
D BERLIN14	Applications turned in by: Online application: 30 April Paper documents: 15 May	Applications turned in by: Online application: 31 October Paper documents: 15 November
	Decision sent: Within 6 weeks. Transcripts of Records issued: Normally no later than 5 weeks after the assessment period has finished.	
HU BUDAPES16	15 May	20 November

Termination of the Agreement


It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F. Information

About	HTW Berlin	Óbuda University
Grading System	<i>See attached Fact Sheet.</i>	http://erasmus.uni-obuda.hu/en/grading-system
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.	
	<i>See attached Fact Sheet.</i>	projectoffice@uni-obuda.hu , +36-1 6665051, http://www.bmbah.hu/a_bah_ismertetese.php

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.	
	<i>See attached Fact Sheet.</i>	projectoffice@uni-obuda.hu , +36-1 6665051, http://www.oep.hu/oepdok/fajlok/e.pdf
Housing	The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.	
	<i>See attached Fact Sheet.</i>	projectoffice@uni-obuda.hu , +36-1 6665051, http://erasmus.uni-obuda.hu/en/accommodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name, Function	Date	Signature
D BERLIN14	Daniela Englisch M. A., Head of the International Office	24 April 2014	
HU BUDAPES16	Maria Dudas Director of Centre for International Mobility	12 May 2014	 