



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-2021 between programme countries

[Minimum requirements]²

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 ³ (email, phone)	Website (eg. of the course catalogue)
Seinäjoki University of Applied Sciences	SF SEINAJ006	Ms Helli Kitinoja, Institutional Erasmus Coordinator, Manager of International Affairs. Seinäjoki University of Applied	www.seamk.fi/en http://ops.seamk.fi/en/

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

³ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		Sciences. P.O.Box 412 /Kampusranta 11, FI-60101 Seinäjoki, Finland. Tel. +358 40 830 4101, e-mail helli.kitinoja@seamk.fi /international.office@seamk.fi	
Óbuda University	HU BUDAPES1 6	Institutional coordinator : Mrs. Mária Dudás, Director Centre for International Mobility dudas.maria@rh.uni-obuda.hu Phone: +36 1 666 5050 Academic coordinator: Mr. Borbély Ákos borbely.akos@rkk.uni-obuda.hu	http://erasmus.uni-obuda.hu/en/
[...]			

B. Mobility numbers⁴ 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] *	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships *
SF SEINAJOO 6	HU BUDAPES 16	021	Arts (Design)	1 st	2x5months	
HU BUDAPES 16	HU BUDAPES 16	021	Arts (Design)	1 st	2x5months	

⁴ 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>)

*[*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 *
SF SEINAJ006	HU BUDAPES16	021	Arts (Design)	1x5days	1x5days
HU BUDAPES16	SF SEINAJ006	021	Arts (Design)	1x5days	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:

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
SF SEINAJ006		English		B1	B2
HU BUDAPES16		Hungarian	English	B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution *[Links provided on the first page]*.

⁵ 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>

D. Additional requirements

SF SEINAJ006: The sending institution is responsible for student and staff meeting the selection criteria.

Both institutions provide the orientation for the incoming and outbound students and staff.

Tutoring and extracurricular activities will be offered for incoming students.

Foreign students with a disability planning to study at the Seinäjoki University of Applied Sciences should contact the personnel at the International Affairs Office in advance for information about the facilities available for studies and accommodation

HU BUDAPES16

[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.]

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
SF SEINAJ006	15 th of May	15 th of 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 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

This agreement shall remain in force for a period of mentioned at the first page and it may be extended by a written agreement of both sides. Both sides may, notwithstanding the foregoing provision, terminate the agreement by one academic year's written notice to the other side. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

[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. The termination clauses must include the following disclaimer: "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

SF SEINAJ006: <http://ops.seamk.fi/en/2013-2014/index.php?page=ects>
<http://www.seamk.fi/en/Studies/Information-for-International-Education/ECTS-and-Diploma-Supplement>

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
 For application procedure: <http://erasmus.uni-obuda.hu/en/forms>

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁶. 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.]

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
SF SEINAJ006	international.office@seamk.fi tel. +358 40 830 4101 (Ms Helli Kitinoja, Manager of International Affairs)	http://www.seamk.fi/en/Studies/Practical-Information-for-Students/Entry-Formalities

⁶ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

HU BUDAPES1 6	projectoffice@uni-obuda.hu , +36-1 6665051	For Visa: http://konzulizsolgalat.kormany.hu/en For residence permit: http://www.bmbah.hu/tomla/index.php?lang=en
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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
SF SEINAJ006	international.office@seamk.fi tel. +358 40 830 4101 (Ms Helli Kitinoja, Manager of International Affairs)	http://ops.seamk.fi/en/2013-2014/index.php?page=insurance http://www.seamk.fi/en/Studies/Practical-Information-for-Students/Health-Services
HU BUDAPES1 6	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
SF SEINAJ006	international.office@seamk.fi tel. +358 40 830 4101 (Ms Helli Kitinoja, Manager of International Affairs)	http://ops.seamk.fi/en/2013-2014/index.php?page=accommodation
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 ⁷
SF SEINAJ006	Dr Tapio Varmola, President	08/09/2014	
HU BUDAPES16	Mária Dudás Director	05/09/2014	 



⁷ Scanned signatures are accepted