



Erasmus+ Programme

Key Action 1

– Mobility for learners and staff –

Higher Education Student and Staff Mobility Inter-institutional agreement 2014-20[21]¹ 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 ² (email, phone)	Website (eg. of the course catalogue)
Riga Technical University	LV RIGA 02	Jolanta Jurēvica Head of International Mobility Unit International Relations Department 1 Kalku Street, Riga, LV - 1658, Latvia Phone: +371 67089 055 Fax: +371 67089 067 jolanta.jurevica@rtu.lv	www.rtu.lv/en
Obuda University	HU BUDAPES16	Institutional coordinator : Mrs. Mária Dudás, Director Centre for International Mobility dudas.maria@rh.uni-obuda.hu Tel: +36 1 666 5050 Informatics: Mr. Sergyán, Szabolcs sergyan.szabolcs@nik.uni-obuda.hu Phone: +36 1 666 5579 Mechanical Engineering: Mr. Szakács, Tamás szakacs.tamas@bgk.uni-obuda.hu Phone: +36 1 666-5406 Electrical Engineering Lendvay Marianna lendvay.marianna@kvk.uni-obuda.hu Phone: +36 1 666 5182	http://erasmus.uni-obuda.hu/en/

¹ Higher Education Institutions have to agree on the period of validity of this agreement

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

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 [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 [total number of months of the study periods]	Student Mobility for Traineeships*
HU BUDAPES16	LV RIGA 02	0713, 0714, 0715	Electrical and mechanical engineering	1 st , 2 nd , 3 rd	2x5 months	/
		061	Information and Communication Technologies (ICTs)	1 st , 3 rd	2x5 months	
		041	Business and administration	1 st , 2 nd	2x5 months	
LV RIGA 02	HU BUDAPES16	0713, 0714, 0715	Electrical and mechanical engineering	1 st , 2 nd , 3 rd	2x5 months	/
		061	Information and Communication Technologies (ICTs)	1 st , 3 rd	2x5 months	
		041	Business and administration	1 st , 2 nd	2x5 months	

* 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]	Staff Mobility for Training*
HU BUDAPES16	LV RIGA 02	0713, 0714, 0715	Electrical Engineering	1x5days	

		061	Information and Communication Technologies (ICTs)	1x5days	
		041	Business and administration	1x5days	
			Administrative		1x5days
LV RIGA 02	HU BUDAPES1	0713, 0714, 0715	Electrical Engineering	1x5days	
		061	Information and Communication Technologies (ICTs)	1x5days	
		041	Business and administration	1x5days	
			Administrative		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 ³	
				Student Mobility for Studies	Staff Mobility for Teaching
LV RIGA 02		English		B1	B2
HU BUDAPES16		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

Application process: <http://erasmus.uni-obuda.hu/en>

³ 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>

LV RIGA 02: Incoming exchange students are required to attend the Introduction Week. In case of additional requirements of academic, organisational or other aspects (e.g. students with special needs), please consult our website www.fsd.rtu.lv or contact the Foreign Students Department: info@rtuasd.lv.

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
LV RIGA 02	1 July	1 November
HU BUDAPES16	15 May	20 November

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

- The receiving institution will send its decision within 4 weeks.
- 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.
- 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 European Commission nor the National Agencies can be held responsible in case of a conflict."

F. Information

1. Grading systems of the institutions

LV RIGA 02: www.fsd.rtu.lv

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 [Erasmus code]	Contact details (email, phone)	Website for information
LV RIGA 02	info@rtuasd.lv	www.fsd.rtu.lv
HU BUDAPES16	projectoffice@uni-obuda.hu , +36-1 6665051	For Visa: http://konzulizsolgalat.kormany.hu/en For residence permit: http://www.bmbah.hu/jomla/index.php?lang=en

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
LV RIGA 02	info@rtuasd.lv	www.fsd.rtu.lv
HU BUDAPES16	projectoffice@uni- obuda.hu, +36-1 6665051	http://www.oep.hu/oepdok/fajlok/e.pdf

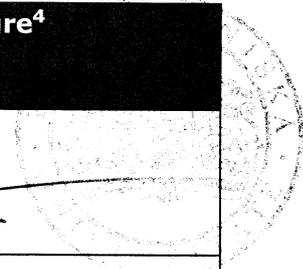
4. Housing

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
LV RIGA 02	info@rtuasd.lv	www.fsd.rtu.lv
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	Signature⁴
LV RIGA 02	Prof. Leonids Ribickis, Rector	09.09.2014.	 
HU BUDAPES16	Mária Dudás Director	25/06/2014	 

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

⁴ Scanned signatures are accepted