

B. Mobility numbers per academic year²

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 / Number of days	
				Staff Mobility for Teaching	Staff Mobility for Training
HU BUDAPES16	PL KATOWIC02	0410 0311	Business and administration Economics	2 x 5	1x 5
PL KATOWIC02	HU BUDAPES16	0410 0311	Business and administration Economics	2 x 5	1 x 5

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 instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level ³	
				Staff Mobility for Teaching	Staff Mobility for Training
PL KATOWIC02	0410 0311	English	Polish	English C1	English C1
HU BUDAPES16	0410 0311	English	Hungarian	English C1	English C1

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 Mobility Department in case of staff mobilities: STA, STT: mobility@uni-obuda.hu

E. Calendar

1. Applications/information on staffs and lecturers must reach the receiving institution by:

²The 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.

³For 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>

Receiving institution [Erasmus code]	Autumn term [month]	Spring term [month]
PL KATOWIC02		
HU BUDAPES16	Teaching period: 2 nd week of September – Middle of December Exam period: Middle of December - End of January	Teaching period: 2 nd week of February – Middle of May Exam period: Middle of May - End of June

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.
4. 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. 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

PL KATOWIC02: <http://www.ue.katowice.pl/en/erasmus-exchange/study-offer/ue-katowice-grading-scale.html>

HU BUDAPES16

Description of the Hungarian grading system: in Hungary the best mark is 5.

Hungarian Grade	Definition	ECTS Classification
5	Excellent – outstanding performance with only minor errors	A
4	Good – generally sound work with a number of notable errors	C
3	Satisfactory – fair but with significant shortcomings	D
2	Sufficient – performance meets the minimum criteria	E
1	Fail – considerable further work is required	F, Fx

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
PL KATOWIC02		https://www.ue.katowice.pl/en/erasmus-exchange/visa-residence.html
HU BUDAPES16	mobility@uni-obuda.hu +36-1 666 5615	For Visa: http://konzuliszolgalat.kormany.hu/en For residence permit: http://www.bmbah.hu/jomia/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
PL KATOWIC02		https://www.ue.katowice.pl/en/erasmus-exchange/health-insurance.html
HU BUDAPES16	incoming@uni-obuda.hu +36-1 666 5552	http://www.oep.hu/data/cms1004771/Health_Care_Services_Available_During_Temporary_Stay_in_Hungary_form.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.

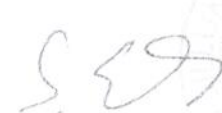
Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
PL KATOWIC02		https://www.ue.katowice.pl/en/erasmus-exchange/accommodation.html
HU BUDAPES16	mobility@uni-obuda.hu +36-1 666 5615	http://erasmus.uni-obuda.hu/en/accommodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁴

⁴Scanned signatures are accepted

PL KATOWIC02	Prof. Sławomir Smyczek Vice-Rector for Education and Internationalization	6.11. 2018.	
HU BUDAPES16	Mrs. Kornélia Lazányi, PhD., habil Dean of the Keleti Faculty of Business and Management	7.11. 2018.	