



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-2021 between programme countries²

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)
Obuda University	HU BUDAPES16	<p>Institutional coordinator : Mrs. Mária Dudás, Director Centre for International Mobility dudas.maria@rh.uni-obuda.hu Tel: +36 1 666 5050</p> <p>Academic contact: Alba Regia Technical Faculty Mrs Márta Seebauer Budai út 45. H-8002 Székesfehérvár Hungary Phone: +36-22-510832 Fax: +36-22-312337 seebauer.marta@amk.uni-obuda.hu</p>	<p>http://erasmus.uni-obuda.hu/en/</p> <p>http://amk.uni-obuda.hu/?lang=2</p>
Vasil Levski National Military University (Natzionalen Voenen Universitet "Vasil Levski")	BG VELIKO02	<p>Assoc. Prof. Diana Timova, PhD Erasmus University Co-ordinator 76 Bulgaria Blvd. BG-5006 Veliko Tarnovo tel: 00359-62-618888 mob: 00359-888-562-408 fax: 00359-62-618899 email: diana.timova@nvu.bg</p>	http://www.nvu.bg/en/node/470

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.

B. Mobility numbers⁴ per 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 <i>[total number of months of the study periods or average duration*]</i>	Student Mobility for Traineeships *
BG VELIKO02	HU BUDAPES16	041	Business and administration	1 st , 2 nd and 3 rd	2 stud/10 months	---
		061	Information and Communication Technologies (ICTs)			
		103	Security services			
HU BUDAPES16	BG VELIKO02	041	Business and administration	1 st , 2 nd and 3 rd	2 stud/10 months	---
		061	Information and Communication Technologies (ICTs)			
		071	Engineering and engineering trades			

*[*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 <i>[total number of days of teaching periods or average duration*]</i>	Staff Mobility for Training *
BG VELIKO02	HU BUDAPES16	041	Business and administration	10 days (2 persons x 5 days)	
		061	Information and Communication Technologies (ICTs)		
		103	Security services		
			Administrative		

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>)

					days)
HU BUDAPE16	BG VELIKO02	041	Business and administration Information and Communication Technologies (ICTs) Engineering and engineering trades	10 days (2 persons x 5 days)	
		061			
		071	Administrative		5 days (1 persons x 5 days)

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]
HU BUDAPE16		Hungarian	English	B2 English	C1 English
BG VELIKO02		Bulgarian	English	B2 English	C1 English

D. Additional requirements

HU BUDAPE16: 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>

BG VELIKO02: Infrastructure to welcome students and staff with disabilities: only visitors with small scale of disability - individual support. <http://www.nvu.bg/en/node/470>

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
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⁵For 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]
HU BUDAPES16 Application deadlines	15 May	20 November
Academic Year (Courses Period)	Beginning of September – Middle of December	Beginning of February – Middle of May
BG VELIKO02 Application deadlines	June	20 November
Academic Year (Courses Period)	---	Beginning of March – End of June

2. The receiving institution will send its decision within four weeks.

3. Issue of the Transcript of Records

HU BUDAPES16: A Transcript of Records will be issued by the receiving institution no later than four weeks after the assessment period has finished at the receiving HEI.

BG VELIKO02: Examination Sheet allow to take exam. On base of examination sheet we prepare Transcript of Records. ToR will be issued by the receiving institution after examination session - no later than one week after the assessment period has finished at the receiving HEI. Originals we send by post to university – student get email with scan version.

4. Termination of the agreement

The involved institutions agree on the procedure for modifying or terminating the inter-institutional agreement. In the event of termination, a notice of at least one academic year should be given. 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

HU BUDAPES16: <http://erasmus.uni-obuda.hu/en/grading-system>

In Hungary the best mark is 5.

Grade	Definition
5	Excellent Outstanding performance with only minor errors
4	Good Generally sound work with a number of notable errors
3	Satisfactory Fair but with significant shortcomings
2	Sufficient Performance meets the minimum criteria
1	Fail Considerable further work is required

BG VELIKO02: For each course a final mark is given in the form of rank from 2 to 6, barring courses for which the complementary exam regulations allow a pass/fail mark. This final mark serves as the exam result in which 6 stands for "excellent", 5 stands for "very good", 4 for "good", 3 for "sufficient" and 2 for "not satisfactory". For Erasmus students, the scores are grouped in 5 categories, each corresponding to a general qualitative appreciation: 6 – A, 5 – B, 4 – C, 3 – D, 2 – 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: (**not necessary, both partners are members of the European Union**).

Institution [Erasmus code]	Contact details (email, phone)	Website for information
HU BUDAPES16	projectoffice@uni-obuda.hu, +36-1 6665051	For Visa: http://konzuliszolgalat.kormany.hu/en For residence permit: http://www.bmbah.hu/jomla/index.php?lang=en
BG VELIKO02	erasmus@nvu.bg 00359-62-618888	http://www.nvu.bg/en/node/470 http://www.mfa.bg/setlang/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
HU BUDAPES16	projectoffice@uni-obuda.hu , +36-1 6665051	http://www.oep.hu/oepdok/fajlok/e.pdf
BG VELIKO02	erasmus@nvu.bg 00359-62-618889	http://www.nvu.bg/en/node/470



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
HU BUDAPES16	projectoffice@uni-obuda.hu , +36-1 6665051	http://koll.uni-obuda.hu/index.php
BG VELIKO02	erasmus@nvu.bg 00359-62-618889	http://www.nvu.bg/en/node/470

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
HU BUDAPES16	Mária Dudás Director Centre for International Mobility	02.07.2014	 
BG VELIKO02	Assoc. Prof. Diana Timova, PhD Erasmus University Co-ordinator	20.06.2014	 

⁶Scanned signatures are accepted