



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014/2015-2020/2021² between programme countries

[Minimum requirements]³

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 ⁴ (email, phone)	Website (eg. of the course catalogue)
Ludwigshafen University of Applied Sciences	D LUDWIGHH01	Institutional Coordinator: Mrs. Kerstin Gallenstein Tel +49 621 5203 187 Email kerstin.gallenstein@hs-lu.de	https://www.hs-lu.de/international/exchange-students-from-partner-institutions.html
Obuda University	HU BUDAPES16	Faculty coordinator: Dr. Lívia Kokas Palicska, Faculty Erasmus coordinator kokas.livia@rkk.uni-obuda.hu Tel : +36 1 666 5939 or 5937 Institutional coordinator : Mrs. Mária Dudás, Director Centre for International Mobility dudas.maria@rh.uni-obuda.hu Tel: +36 1 666 5050	http://erasmus.uni-obuda.hu/en/subject-list

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

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers⁵ 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 [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
D LUDWIGH01	HU BUDAPES16	041	Business and Administration	1 st	2 (10)	
HU BUDAPES16	D LUDWIGH01	041	Business and Administration	1 st	2 (10)	

[*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 *
D LUDWIGH01	HU BUDAPES16	041	Business and Administration	1 (5)	1 (5)
HU BUDAPES16	D LUDWIGH01	041	Business and Administration	10 days (2 persons x 5 days)	5 days (1 person x 5 days)

⁵ 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>)

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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D LUDWIGH01	041	German	English	B2	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

D LUDWIGH01:

- In case, if the application documents aren't in English, German, French, Italian or Spanish language, the applicants have to add the authorized translation of these documents.
- It is not possible for exchange students to defend their BA/MA thesis at the host university.
- Incoming international staff members should apply for visits at the International Office of Ludwigshafen University of Applied Sciences. (international@hs-lu.de)
- Applicants with special needs will be contacted before the final approval of the acceptance. Final decision depends on extra services/ facilities available.
- Applicants from outside the EU have to take care of sufficient health insurance
- Applicants with a non-EU- citizenship have always to apply for a Schengen student's visa for Germany before departure

PARTNER:

⁶For 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>

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
D LUDWIGH01	31 st of May	30 th of November
HU BUDAPES16	15 th May	20 th November

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

D LUDWIGH01:

Once students have been selected and nominated by their home universities for an academic exchange stay at the LUAS, they must fill in the online Application Form at the site <http://www.hs-lu.de/international/exchange-students-from-partner-institutions/application.html/> and send in their application documents as indicated at the previous web site

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

The present Bilateral Agreement will be valid for the academic year(s) mentioned above unless either side terminates the present Agreement in writing by June 1st of the year prior to the academic year concerned. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict

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F. Information

1. Grading systems of the institutions

D LUDWIGH01

Local grades at LUAS	Local grades at LUAS (descriptively)	Percent of required knowledge for this grade	Converted to ECTS grades
1.0	Very good	95 – 100%	A
1.3	Very good	94,9 – 90%	A
1.7	good	89,9 – 85%	B
2.0	good	84,5 – 80%	B
2.3	good	79,9 – 75%	C
2.7	satisfactory	74,9 – 70%	C
3.0	satisfactory	69,9 – 65%	D
3.3	satisfactory	64,9 – 60%	D
3.7	pass	59,9 – 55%	E
4.0	pass	54,9 – 50%	E
4.3	failed	Less than 50%	F

PARTNER:

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

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

ECTS grade	Local grade	Description of the local grade
A	5	EXCELLENT
B	4	GOOD
C	3	SATISFACTORY
D	2	SUFFICIENT
FX/F	1	FAIL

ECTS grading scale:

ECTS Grade	% of successful students normally achieving the grade	Definition
A	10	The use of words like “excellent” or “good” is no longer recommended as they do not fit with percentage based ranking of the ECTS Grade Transfer Scale.
B	25	
C	30	
D	25	
E	10	
FX	-	FAIL - some more work required before the credit can be awarded.
F	-	FAIL - considerable further work is required.

ECTS credits:

1 full academic year	=	60 credits
1 semester	=	30 credits
1 term/trimester	=	20 credits

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
D LUDWIGH01	international@hs-lu.de tel. +49 621 5203 116 fax +49 621 5203 271	https://www.hs-lu.de/international/exchange-students-from-partner-institutions/visa.html
HU BUDAPES16	projectoffice@uni-obuda.hu , +36-1 6665051	http://www.bmbah.hu/a_bah_isme_rtetese.php

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
D LUDWIGH01	international@hs-lu.de tel. +49 621 5203 116 fax +49 621 5203 271	https://www.hs-lu.de/international/exchange-students-from-partner-institutions/health-insurance.html
HU BUDAPES16	projectoffice@uni-obuda.hu , +36-1 6665051	http://www.oep.hu/oepdok/fajlok/e.pdf

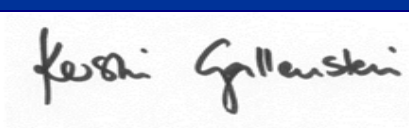

4. Housing

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
D LUDWIGH01	international@hs-lu.de tel. +49 621 5203 116 fax +49 621 5203 271	https://www.hs-lu.de/international/exchange-students-from-partner-institutions/housing.html
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
D LUDWIGH01	Kerstin Gallenstein, MA Institutional Erasmus Coordinator, Head of the Department of International Affairs	11 February 2014	 

⁷Scanned signatures are accepted

HU BUDAPES16	Mrs. Mária Dudás, Institutional Erasmus Coordinator, Director Centre for International Mobility		
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