



# Erasmus+ Programme

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

### Inter-institutional agreement 2015-20[21]<sup>1</sup> 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 <sup>2</sup> (email, phone)	Website (eg. of the course catalogue)
University of Economics - Varna	BGVARNA04	<b>Ms. Aneliya Georgieva</b> International Relations Office E-Mail: <a href="mailto:int_relations@ue-varna.bg">int_relations@ue-varna.bg</a> Tel.: +359 52 830 812	<a href="http://ue-varna.bg/en/default.aspx">http://ue-varna.bg/en/default.aspx</a>
Obuda University Keleti Faculty of Business and Management	HU BUDAPES16	<b>Institutional coordinator :</b> Mrs. Mária Dudás, Director Centre for International Mobility <a href="mailto:dudas.maria@rh.uni-obuda.hu">dudas.maria@rh.uni-obuda.hu</a> Tel: +36 1 666 5050 Academic contact: Mrs. Ildikó Marosi, Ph.D. <a href="mailto:marosi.ildiko@kgk.uni-obuda.hu">marosi.ildiko@kgk.uni-obuda.hu</a> Tel: +36 1 666 5051	<a href="http://erasmus.uni-obuda.hu/en/">http://erasmus.uni-obuda.hu/en/</a>

<sup>1</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>2</sup> 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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods]	Student Mobility for Traineeships*
HU BUDAPES16	BGVARNA04	041	Business and Administration	1 <sup>st</sup>	10	-
				2 <sup>st</sup>	5	-
BGVARNA04	HU BUDAPES16	041	Business and Administration	1 <sup>st</sup>	10	-
				2 <sup>st</sup>	5 (only for thesis)	

\* 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	BGVARNA04	041	Administrative	5 days (1 persons x 5 days)	5 days (1 persons x 5 days)
BGVARNA04	HU BUDAPES1	041	Administrative	5 days (1 persons x 5 days)	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 <sup>3</sup>	
				Student Mobility for Studies	Staff Mobility for Teaching
BGVARNA04	ANY	English	Bulgarian	B2 English	B2 English
HU BUDAPES16	ANY	Hungarian	English	B2 English	B2 English

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](mailto:projectoffice@uni-obuda.hu)

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

BGVARNA04 is able to receive students with disabilities. This can be discussed before each nomination.

### E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
BGVARNA04	15 <sup>th</sup> June	15 <sup>th</sup> November
HU BUDAPES16	15 <sup>th</sup> May	20 <sup>th</sup> 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 4 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 2015 will only take effect as of 1 September 2015+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."

<sup>3</sup> 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>

## F. Information

### 1. Grading systems of the institutions

BGVARNA04: <http://www.ue-varna.bg/en/article.aspx?catid=4739>

ECTS Grade	UEV Grade	Definition
<b>A</b>	<b>6</b>	Excellent – outstanding performance with only minor errors
<b>B</b>	<b>5</b>	Very good – above average standard but with some errors
<b>C</b>	<b>4</b>	Good – generally sound work with a notable number of errors
<b>D, E</b>	<b>3</b>	Satisfactory – fair but with significant shortcomings
<b>F, FX</b>	<b>2</b>	Fail – considerable further work is required

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

### 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
BGVARNA04	<b>Ms. Aneliya Georgieva</b> E-Mail: <a href="mailto:int_relations@ue-varna.bg">int_relations@ue-varna.bg</a> Tel.: +359 52 830 812	<a href="http://www.ue-varna.bg/en/article.aspx?catid=4777">http://www.ue-varna.bg/en/article.aspx?catid=4777</a>
HU BUDAPES16	<a href="mailto:projectoffice@uni-obuda.hu">projectoffice@uni-obuda.hu</a> , +36-1 6665051	For Visa: <a href="http://konzulizsolgalat.kormany.hu/en">http://konzulizsolgalat.kormany.hu/en</a> For residence permit: <a href="http://www.bmbah.hu/jomla/index.php?lang=en">http://www.bmbah.hu/jomla/index.php?lang=en</a>

### 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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
BGVARNA04	<b>Ms. Aneliya Georgieva</b> E-Mail: <a href="mailto:int_relations@ue-varna.bg">int_relations@ue-varna.bg</a> Tel.: +359 52 830 812	<a href="http://www.ue-varna.bg/en/article.aspx?catid=4777">http://www.ue-varna.bg/en/article.aspx?catid=4777</a>
HU BUDAPES16	<a href="mailto:projectoffice@uni-obuda.hu">projectoffice@uni-obuda.hu</a> , +36-1 6665051	<a href="http://www.oep.hu/data/cms1004771/Health_Care_Services_Available_During_Temporary_Stay_in_Hungary_form.pdf">http://www.oep.hu/data/cms1004771/Health_Care_Services_Available_During_Temporary_Stay_in_Hungary_form.pdf</a>

### 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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
BGVARNA04	<b>Mr. Georgi Patrikov</b> E-Mail: <a href="mailto:exchange_students@ue-varna.bg">exchange_students@ue-varna.bg</a> Tel.: +359 52 830 812	<a href="http://ue-varna.bg/en/article.aspx?catid=4760">http://ue-varna.bg/en/article.aspx?catid=4760</a>
HU BUDAPES16	<a href="mailto:projectoffice@uni-obuda.hu">projectoffice@uni-obuda.hu</a> , +36-1 6665051	<a href="http://erasmus.uni-obuda.hu/en/accommodation">http://erasmus.uni-obuda.hu/en/accommodation</a>



**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code]	Name, function	Date	Signature <sup>4</sup>
BGVARNA04	<b>Vice-Rector for International Co-operation and Project Management</b> Assoc. Prof. Petya Dankova, PhD	09.06.15	
HU BUDAPES16	Mária Dudás director	02/06/2015	

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

**A. Information about higher education institutions**

University of Economics - Varna	BGVARNA04	Ms. Anelipa Georgieva International Relations Office E-Mail: <a href="mailto:anelipa@uev-varna.bg">anelipa@uev-varna.bg</a> Tel.: +359 52 730 512	<a href="http://uev-varna.bg/en/default.aspx">http://uev-varna.bg/en/default.aspx</a>
Óbuda University Faculty of Business and Management	HU BUDAPES16	Institutional coordinator: Mrs. Mária Dudás, Director Centre for International Mobility <a href="mailto:dudas.maria@ch.uni-obuda.hu">dudas.maria@ch.uni-obuda.hu</a> Tel: +36 1 865 5050 Academic contact: Mrs. Ildikó Marosi, Ph.D. <a href="mailto:marosi.ildiko@ok.uni-obuda.hu">marosi.ildiko@ok.uni-obuda.hu</a> Tel: +36 1 865 5051	<a href="http://erasmus.uni-obuda.hu/en/">http://erasmus.uni-obuda.hu/en/</a>

<sup>4</sup> Scanned signatures are accepted

<sup>5</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.