

## 1.2 Erasmus Policy statement (EPS): your strategy

Your Erasmus Policy Statement should reflect how you intended to implement Erasmus after the award of the ECHE. Should you wish to add additional activities in the future, you will need to amend your Erasmus Policy Statement and inform your Erasmus National Agency.

What would you like to achieve by participating in the Erasmus Programme? How does your participation in the Erasmus Programme fit into your institutional internationalisation and modernisation strategy?

(Please reflect on the objectives of your participation. Please explain how you expect the participation in Erasmus to contribute towards modernising your institution, as well as on the

goal of building a European Education Area<sup>1</sup> and explain the policy objectives you intend to pursue).

Original language (and translation into EN, FR or DE if the EPS is not in one of these languages)

Budapest University of Technology and Economics (BME), which was founded in 1782 under the name of Institutum Geometrico-Hydrotechnicum, has been the top higher education institution of Hungary in its fields of education and research, and it also has well-established international reputation. The foundation of the effectiveness of the university is the devoted educational activities of our professors and the hard work and enthusiasm of our students. These values ensure the stability and continuity of education, scientific research and technological development at the institution. Students who feel talented and skilled may join various development projects already during their university years. When they continue their studies from the basic degree to the Masters qualifications, we aim at fine-tuning their knowledge and skills so that it is ensured that they become excellent development and research engineers. Those who wish to proceed with their scientific studies may join PhD courses, which will provide sound basis and guiding framework to reach their professional targets. BME has eight faculties, which are the following, covering all the engineering scientific fields and some important areas of natural, economic, social sciences (in order of foundation): Civil Engineering, Mechanical Engineering, Architecture, Chemical Technology and Biotechnology, Electrical Engineering and Informatics, Transportation Engineering and Vehicle Engineering, Natural Sciences, Economic and Social Sciences. BME has approximately 24 000 students including 2400 international ones. There are working 1050 teachers 89% of them are with qualifications and approximately 2000 workers as staff supporting education processes with accomplishing administrative, financial, legal and other tasks. From administrative staff, approximately 60 persons are carrying out tasks directly related to international students, please, find below in detail.

BME has been offering English language engineering training since 1984. Today, programmes in English language are available in all educational areas. In certain specialties, programmes in German or French are also offered. In student exchange, BME has 781 Erasmus bi- or multilateral cooperation agreement with 240 educational institutions from 58 countries around the world. In accordance with the priorities of the European Union, the university emphasizes facilitating and supporting student exchange and participation in international scientific cooperation programmes, which are primary issues for all the departments and faculties of the institution. As it is stated in BME's Strategy for the 2016-2020 period, one of the mission statements is: "BME considers as its duty the fostering of international relations in order to further increase the expertise and international recognition of its academic staff, researchers and students."

BME has been participating in EU projects from the very beginning, this is also the case with mobility programmes, there is a long history of the special department dealing with mobility and other scholarship programmes at the University. BME has also been using ECTS from when Hungary had the opportunity. At BME, internationalisation has a more than 35-year-old history and a well-going process, coordinated by the Rector's Office, by the Central Academic Office and the Department for Student Services cooperating with faculty members responsible for international students at the faculties (vice-deans for international affairs, administrative staff helping international students' affairs and the student tutorials at faculties).

During these years, internationalisation has been strengthened and has a strong system to manage almost all the issues related to internationalisation. BME has an outstanding mentoring system both for Erasmus and other international students. BME offers 45 programmes in English (some of them are also taught in German or in French languages) parallel to Hungarian classes, in which Hungarian students can also participate and with more and more professors involved. All the important documents are available also in English and published on the institutional website. Each unit at the BME has its own English language website. We are in the building process of an alumni network to keep track of our alumni for lifelong cooperation. BME's international student numbers have been increasing in the last decade via different international and Hungarian financed exchange and full study programmes.

BME continuously maintains its programme, their quality and student numbers despite the unfavourable effect of the demographic conditions. Establishing a Base School System in order to support secondary schools, regularly reviewing the bachelor training programmes, continuously improving the curricula and the requirements (BSc, MSc, PhD), programme development, modernising education (lobbying for the requirement of the advanced level secondary qualifications) are all part of this long-term goal.

Strong development can be observed in the number of the offered full-time programmes that have complete English versions along with the corresponding Hungarian programmes: in the last five years, the number of programmes doubled and currently there are 36 regular full-time degree programmes offered in English. Foreign students can choose from six BSc programmes, seventeen MSc/MA programmes and thirteen PhD/DLA programmes.

The number of international students coming to the University and the number of BME students visiting abroad universities has increased over the years. The ratio of BME's funding from international resources within its total revenues (15%) has been increasing too. BME ranks among the top 10% of higher education institutions globally. According to the Scopus data, BME scores first among Hungary's higher education institutions in terms of the number of publications per person. Budapest University of Technology and Economics is an active and at times founding member or the sole Hungarian member of several international higher education organisations, primarily in engineering

<sup>1</sup> For more information on the priorities of the European Education Area, such as recognition, digital skills, common values and inclusive education, please consult the following website:  
[https://ec.europa.eu/education/education-in-the-eu/european-education-area\\_en](https://ec.europa.eu/education/education-in-the-eu/european-education-area_en)

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studies (EUA, CESAER, SEFI, etc.). In accordance with the Strategic Directions and Action Plans of the University we are handling, supporting in the same way both Hungarian and International teaching activities, and giving the same rights for both Hungarian and International students

We encourage joint trips, lecturer and student exchanges, increasing the number/duration and quality of such exchange options and trying to increase the number of students, teachers and staff to go abroad for professional reasons. With the help and active role of the Vice-Rector for International Affairs, the University undertakes a more active role in international organisations, and joins new organisations.

The Department of International Relations is responsible for various activities, for example, managing Erasmus+ programmes, mainly KA1 activities. Within this, its main task is to manage new and existing bi/multilateral agreements, managing mobility programmes for students, teachers and staff before, during and after mobility as well. Administering all the activities, writing the call, managing the website not only, but mainly for Erasmus+ calls, information, managing the application process of all applicants, nominating in and outgoings as well are all included in their duties. Being in contact with bilateral partners and companies, and also with faculty Erasmus coordinators, making contracts with mobility scholarship winners, etc. just to highlight some tasks mainly related to Erasmus+ programme. One principal goal for our Erasmus+ activities is to increase mobility numbers in an equitable way to foster the ever-growing need for internationalisation.

To show the human capacity and system working within the University to accomplish internationalisation at BME: internationalisation process is managed centrally by the Rector's Office, mainly by the Vice-Rector for International Affairs and by the Department of International Relations (DIR) - mentioned above -, as well as the Department of International Education (DINE) supervised by the Vice-Rector for Education. These units are responsible for the coordination of the internationalisation at institutional level, i.e. bilateral and exchange agreements, Memorandum of Understandings, cooperation with international universities, delegations, student recruitment (participating at fairs and publicizing the university), managing cooperations, alumni programme, coordinating Erasmus and other mobility programmes, etc. DINE (3 persons) and DIR (9 persons) ensure the continuous updating of the regulations, compile and prepares strategic decision-making materials, as well as develops the strategic and action plan for developments, and ensures its implementation. They are working together with the Central Academic Office (CAO) and the Directorate of Student Services (DSS) managed by the Chancellor's Office and also with all the faculties and the Student Organization. In the CAO there is a special unit - 8 persons - dealing with international students. They handle SAS, the student administration system, in which all the students studying at BME are registered. DSS (10 persons) is dealing with housing and mentoring students for example, also international ones. The mentor team (20-25 persons) is under them, both for these scholarship holder students and for the Erasmus students (ESN - Erasmus Student Network). At faculty level there are more persons with whom DIR is working together. In each faculty there is a vice-dean for international affairs, also there is a person for Erasmus and there are one or more administrative persons helping international students integrating into the faculty life. There is one more unit who helps our work and this is the Student Tutor System, who cooperate with the university level persons responsible for international affairs and with the faculty tutors who are mentoring international students as well at faculty level, mainly with educational support. These units and persons also help us to inform their faculty about news, regulations, etc. related to internationalisation and also we are working together to elaborate inner regulations and systems managing internationalisation processes within the University. We are working together with student organisations as well: ESN - mentioned above -, University Student and Doctoral Student Representation (EHDK) and University tutorial system, Students' Foreign Affairs' Committee/Committee of International Student Relations, ESTIEM (European Students of Industrial Engineering and Management) BUDAPEST BME, BEST Budapest and with IAESTE. It is a big network which is able to handle all the situation could happen related to internationalisation and is responsible for bringing into success mobility and other international programmes within the University ensuring giving equal opportunities for all interested persons to participate.

BME is willing to continue the activities described above and continue to accomplish all the requirements which has been approved by the University within the Erasmus+ programme and also willing to undertake and meet all new requirements, regulations related to the Erasmus+ network. These programmes gives good opportunity for BME to achieve all the goals planned in its strategy and also help the University to maintain the level of its education and research activities by strengthening its relations with international universities and companies. BME is also willing to raise the number of incoming and outgoing students and the Erasmus+ programme gives the best opportunity to do so by gaining a lot of experience and relationship which can be used when students go back to their home HEI or come back to BME. Also we are willing to continue to involve more teachers and staff members into the mobility schemes. We intend to welcome more international teachers as guest lecturers within this programme and send our teachers as guest lecturers to strategic partner institutions in order to strengthen their existing ties and to build new professional networks. For similar reasons we intend to increase the number of outgoing PhD students to involve them as early as possible into our existing research communities, networks so that they can have the opportunity to build their own ones. With this joint research and education activities can be accelerated and extended. To establish further double degree programmes at all levels (BSc, MSc and PhD) is a key strategic goal for the BME to maintain its role on the international landscape.

BME has respected in full the principles of non-discrimination, transparency and inclusion set out in the Programme and will continue to do so, also will give more opportunity by widening its services. We have established and will introduce more blended mobility opportunities. With this we will strengthen equal and equitable access and opportunities to current and prospective participants from all backgrounds, paying particular attention to the inclusion of those with fewer opportunities.

BME is working on ensuring full automatic recognition of all credits (based on the European Credit Transfer and Accumulation System - ECTS) gained for learning outcomes achieved during a period of study and training abroad by establishing a committee to support credit recognition at the University. They have examined the situation and are working on the new strategy to make recognition more flexible, smoother and automatic. Fortunately, with blended mobility we are in a better position as they are attached mainly to double degree programmes where credits are automatically accepted and recognised, as they are part of the common curricula. We are participating in one of the European Universities Project - currently waiting for decision on its financial support - to realize a joint European

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Engineering degree, common education programmes in which there will be significantly more possibilities for students, teachers and staff to participate in blended mobility.

We are not charging any fees, in case of Erasmus+ eredi! mobility, to incoming students for tuition, registration, examinations or access to laboratory and library facilities. We have ensured and will ensure the quality of the mobility activities and of the cooperation projects throughout the application and implementation phases. BME is a big university having all the responsible units for all parts of the process. The mobility activities are managed by the Department of International Relations described above and will be detailed later. The cooperation projects are coordinated by DIR but are operationally managed by the faculty/department, responsible for the given project. Legal and financial issues are controlled by the Chancellor and by his responsible units. At BME there are about 500 projects yearly in a controlled way at high quality.

BME is on the way to make Erasmus digital but this process is not finished yet. We have made the application process online, without paper from last September and we are working on finding the best system to be able to make all the administrative work digitalised. This year BME joins Erasmus Without Paper (EWP) and our University is planning to follow the milestones given by the Initiative. BME means that till 2021 we will manage inter-institutional agreements and online learning agreements within EWP. By 2022, BME will ensure to send and receive student nominations and acceptances there, and till 2023 BME will make it possible to exchange transcripts of records related to student mobility. By this step, we can support environmentally friendly processes also within Erasmus+. Next step within 2020 will be - so that we would be well prepared for the next period - to implement the European Student Card Initiative, which will give us the technical standards to be able to manage mobility digitally.

This year we are building our international alumni programme. Within this alumni programme, we will strengthen the civic engagement of students, staff and teachers to be our helpers to promote Erasmus programme within their faculty and in the University via broad fora on mobility programmes. Also, we would like to make incoming mobility students to be our ambassadors helping to promote our University at their own HEI to recruit more international students willing to come to us via the Erasmus programme. The outgoing students, after their mobility, can take part in the preparatory courses helping teachers to inform interested students about their experiences, and share information on the local specialties they met during their mobility.

BME has a well-established process to ensure fair, transparent, coherent and documented selection, which will continue in the next period as well and will be continuously monitored and maintained. All activities within the whole selection procedure are controlled, followed, regulated and checked. For all parts of the process, there is a responsible person or team whose work can be monitored. Students have the opportunity to ask for revision and are assisted to do so.

Within the BME, the Central Academic Office is and will be - in the next period as well - publishing and regularly updating the course catalogue on its website well in advance of the mobility periods. These are done in collaboration with the faculties. The learning agreements are managed in the online containing all related courses offered by the University both before mobility and during mobility if needed. BME is the CAO's task to publish and regularly update information on the grading system to ensure that students are clearly informed and can plan their mobility and learning agreement and the prospective credits. CAO, ESN and DIR are and will be dealing with incoming students together to be sure that they get all the support and information. With the help of the faculty coordinators, tutors and student helpers BME is working on the integration of incoming students. They are provided with appropriate mentoring and support arrangements including the ones pursuing blended mobility. Staff and mentors dealing with international students are required to speak at least English at a high level.

Our institution has been using for many years and will also in the future period the standard Erasmus+ mobility bilateral agreement template to carry out mobility for the purpose of studying and teaching within the framework. Within this agreement assured that both parties declare clearly their respective roles and their responsibilities, as well as all the necessary information which the agreement should contain.

Finishing their mobility CAO is providing incoming students and their sending institutions with transcripts of records containing full, accurate and timely record of their achievements at the end of their mobility period.

At BME, we are planning to make homogenous and notable recognition for staff teaching and training activities undertaken during the mobility period, based on the mobility agreement and in line with the institutional strategy.

In summary, BME is intending to continue in the Erasmus+ mobility scheme and internationalisation as part of the institutional strategy. We are in the process to initiate some new elements like joining the EWP in 2020 and implementing all the proposals and milestones declared within the Initiative. Next step for the BME will be to implement the European Student Card system. In 2020, BME shall start with this process with a prospective completion by 2022. BME will also finalize its eredi! recognition process so that it would be automatic by the end of 2021. During the new period, BME is willing to bring to success new double degree programmes so that we can offer more possibilities to students also to ones who have problems or difficulties to take part in physical mobility. We intend to increase the number of outgoing mobility and to make institutional level mobility balanced. We will provide more internship possibilities as most of our students are working so that they may go to the same company abroad, or to perform internship in similar professional areas. The mobility window is a key element of internationalisation, which will help us to increase student mobility. Continuous internationalisation is a strategic issue for BME; therefore, the institution is planning to work on refreshing, updating and developing its internationalisation processes within the Erasmus framework.