



Erasmus+ Programme
Inter-institutional agreement
Key Action 1
Learning mobility for higher education students and staff
2022/2023 – 2028/2029 academic year
between EU Member States and third countries associated to the Programme
and third countries not associated to the Programme

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. This agreement is valid for the Erasmus+ call years **2022/2023 - 2028/2029** in: **KA131 Mobility of higher education students and staff programme**. The institutions commit to sound and transparent management of funds allocated to them through Erasmus+ and to respect the quality requirements of the Programme, outlined in the [Erasmus Charter for Higher Education](#) and in this agreement. The institutions agree on exchanging their mobility-related data according to the [principles of GDPR](#) and in line with the technical standards of the [European Student Card Initiative](#), when this becomes available for international mobility involving third countries not associated to the Programme.

Sending institutions located in EU/EEA countries have to ensure compliance with the provisions of art. 46 GDPR for all participants' personal data exchanged in the context of their mobility with institutions from non-EU/EEA countries without an adequacy decision, on the condition that enforceable data subject rights and effective legal remedies for data subjects are available in the respective third country. The participants should be informed in a transparent manner about the level of protection of their personal data, if this is different from the one where the sending institution is located.

1. Information about the higher education institutions

Name of the institution (and department where relevant)	City OR Erasmus Code	Contact details ¹ (email, phone)	Websites
BUDAPEST UNIVERSITY OF TECHNOLOGY AND ECONOMICS	HU BUDAPES02	Ms. Médea Terczy Institutional Erasmus Coordinator Administrative issues: Ms. Bibor Bánfi Klekner international coordinator internationalrelations@bme.hu	General: https://www.kth.bme.hu/en/study-programmes/exchange-and-semester-abroad-students/academic_information/ Course catalogue: https://kth.bme.hu/en/study-programmes/exchange-and-semester-abroad-students/academic_information/
			General: Faculty/faculties: Course catalogue:

¹ Contact details to reach the senior officer in charge of this agreement and of its possible updates.



2. Mobility numbers per academic year

The partners agree to update the mobility data, whenever possible, by no later than the end of January in the preceding academic year formally via an amendment of the inter-institutional agreement or in an official letter signed by the international coordinator sent in e-mail.

Number of student and staff mobility periods

FROM Erasmus code or City of the sending institution	TO Erasmus code or city of the receiving institution	Subject area ISCED CODE ² (optional)	Subject area NAME (optional)	Study cycle [short cycle, 1st, 2nd or 3rd]	Number of mobility periods			
					Student Mobility For study (person x number of months)	Student Mobility For traineeship (person x number of months)	Staff Mobility Academic staff	Staff Mobility Non-academic staff
HU BUDAPE S02				1, 2, 3	2X5 months	2X5 months	2X5 days	2x5 days
	HU BUDA PES02			2, 3	2	2	2	2

In order to choose the ISCED codes, please take a look at the [List of frequently used ISCED codes at BME](#).

3. 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](#) (CEFR) at the start of the mobility period (see also section 5 “Preparation and Support”).

Receiving institution [Erasmus code or city]	Language of instruction 1	Language of instruction 2	Recommended level	
			Student Mobility [Minimum recommended level in at least one of the languages: B1]	Staff Mobility [Minimum recommended level in at least one of the languages for teaching: B2]
HU BUDAPES02	Hungarian	English	B2 English based on CEFR system Official Language Exam certificate is required.	B2 English

² <https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>



For more details on the language of instruction recommendations, see the course catalogue of each institution. The links to the course catalogue are provided in the first section.

4. Partnership arrangements: fees and organisational support funds

In accordance with the Erasmus Charter for Higher Education, partners commit to charge no additional fees to students:

- in connection with the organisation or administration of their Erasmus+ mobility period. Any violation to this rule by the partners shall be brought to the attention of the National Agency and may lead to the termination of the participation in the project linked to this inter-institutional agreement, if no corrective measures are taken.
- for tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

5. Outreach and Selection of participants: calendar, application procedure and requirements

- Partners commit to doing outreach to participants with fewer opportunities to encourage their participation in the Programme and, where needed, agree on a common strategy to meet indicative inclusion targets.
- Partners commit to running selection procedures for mobility activities that are fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility. The calls for applications must be public and an appeal procedure must be in place. Under no circumstances, shall applicants and selected participants incur any costs during application and selection procedures.
- In the case of student mobility, partners will ensure that other elements beyond academic merit are taken into account to ensure participation of students with fewer opportunities. Selection criteria and procedures must be clearly communicated in the call for applications.

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

Receiving institution [Erasmus code or city]	Term duration FALL	Term Duration SPRING	Deadlines ³
HU BUDAPES02	September - January	February- June	FALL: Nomination: 1 May Application: 15 May SPRING: Nomination: 15 November Application: 30 November

The receiving institution will send its decision within 3 weeks and no later than 5 weeks.

The partners commit to have a fair, transparent, coherent and documented application and selection procedure outlined in their respective websites and regularly updated, together with the contact details of the relevant department:

³ Please specify the deadline for each semester and, if necessary, adapt to a trimester system.



Application procedure		
Receiving Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
HU BUDAPES02	Bibor Bánfi Klekner internationalrelations@bme.hu	https://kth.bme.hu/en/study-programmes/exchange-and-semester-abroad-students/academic_information/

Selection criteria		
Requirement	Details	Website for information (optional)
Academic requirements	- already completed / current level of completion of studies: min. 2 nd year in BSc, for Master courses, relevant BSc degree - Subject area (ISCED code): discussed together - Official language exam certificate	https://kth.bme.hu/en/study-programmes/exchange-and-semester-abroad-students/academic_information/
Inclusion measures (Erasmus+ Inclusion and Diversity Strategy)	Targeted categories of participants with fewer opportunities (see Erasmus+ Programme Guide)	
Other		

6. Preparation and support

The Higher Education Institution(s) in an EU Member State or associated third country commit(s) to:

- Ensure that students are aware of their rights and obligations as defined in the [Erasmus+ Student Charter](#).
- Arrange travels or provide a pre-financing of the grant to **reduce the costs that participants need to cover upfront**, to the extent possible.

All involved Higher Education Institutions commit to the following preparation and support measures. Information and assistance can be provided by the contact points and information sources in the table below:

- The receiving institution will guide incoming mobile participants in finding **accommodation**, according to the requirements of the Erasmus Charter for Higher Education. It is considered best practice to use the individual grant to pay for the deposit of dormitories.
- Ensure that outgoing mobile participants are well prepared for their activities abroad, by undertaking activities to achieve the necessary level of **linguistic proficiency** and develop their **intercultural competences**.
- Provide assistance related to obtaining **insurance**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and use project funds in the most inclusive way to cover related costs partially or in full. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.



- The receiving institution will inform about the existence of relevant infrastructure and provide support to incoming **participants with fewer opportunities**.
- Provide **appropriate mentoring and support arrangements** for mobile participants, as well as **integrate incoming mobile participants** into the wider student community and in the Institution's everyday life.
- The institutions commit to encourage participants to act as **ambassadors of the Erasmus+ Programme** during their mobility and share their mobility experience, e.g. by providing information about the existence of Erasmus+ alumni networks, inviting former participants in promotion activities, etc.

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	HU BUDAPES02	Erasmus Student Network of BME flats@esn.bme.hu	https://www.esn.bme.hu/flats-rent-exchange-students https://www.esn.bme.hu/flats https://www.esn.bme.hu/hostels-temporary-staying https://www.esn.bme.hu/partners/uniplaces
Visa	HU BUDAPES02		http://www.bmbah.hu/index.php?lang=en
Insurance	HU BUDAPES02		For non-EU students, a valid health insurance is required for enrolment and can be purchased after arrival in Hungary, for approx. 107 € per semester.
Inclusion of participants with fewer opportunities	HU BUDAPES02		e.g. available infrastructure for: Reduced mobility or hearing/visual impairments, most of the buildings are accessible
Mentoring	HU BUDAPES02	Erasmus Student Network	www.esn.bme.hu

7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed. *[Please specify the recognition tools that will be used, e.g. [the European Credit Transfer and Accumulation System.](#)]*

HU BUDAPES02	We use the ECTS system
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- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or non-academic organisations and the mobile participants.
- Accept all activities indicated in the learning agreement, or according to the learning outcomes of the modules completed abroad, as automatically counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Partners commit to taking measures to ensure recognition of student and staff mobility upon their return, including:



- Providing incoming mobile students and their sending institutions with free-of-charge transcripts. The documents must be in English or in the language of the sending institution and containing a full, accurate and timely record of the achievements at the end of the mobility period.
- A Transcript of Records will be issued by the receiving institution no later than 5-10 days after the assessment period has finished at the receiving HEI.
- Providing students on traineeships and staff with a certificate for the activities completed. It is recommended to issue a certificate towards the end of the mobility period.

8. Grading systems of the institutions

It is recommended that receiving institutions provide the statistical distribution of grades or make the information available through [EGRACONS](#) according to the descriptions in the [ECTS users' guide](#)⁴. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

Institution [Erasmus code or city]	EGRACONS [if applicable]	Website for information
HU BUDAPES02		http://nki.bme.hu/sites/default/files/palyazatok/System%20of%20assessment%20at%20BME.pdf

9. Termination of the agreement

This Agreement will take effect immediately once signed and will remain in force for academic years 2022/2023 to 2028/2029 based on the Erasmus+ Program from the date of signing. This Agreement will be subject to revision or modification by mutual consent given in writing. In the event of unilateral termination, a notice of at least one academic year should be given.

In the event a Party materially breaches its obligations according to this Agreement, the other Party may terminate the Agreement. However, the Agreement may only be terminated if the breaching Party has not remedied such breach within thirty (30) days after receipt of a written demand.

In case this Agreement has also been translated in another language than English, all of the copies will be equally binding but in the event of any discrepancies in the text arising from translation, the English text/agreement shall prevail.

The Parties agree to solve in a friendly manner any controversy arising from the interpretation of the present Agreement. In the case that the disagreement cannot be resolved, the issue(s) shall be submitted to the competent courts of the place of the home institution's headquarters. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

⁴ The ECTS user's guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en



SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁵
HUBUDAPEST02	Ms. TERCZY MÉDEA Institutional ERASMUS coordinator		

⁵ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation