



Erasmus+

Erasmus+ Programme
Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility
Inter-institutional agreement 2017-2021
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 ¹ (email, phone)	Website (eg. of the course catalogue)
JOHN VON NEUMANN UNIVERSITY	HU KECSKEM03	Faculty Coordinator: Ms Éva Kálmán mondoka@szolf.hu +36 56 516 066 14 Tiszaligeti sétány 5000 Szolnok, Hungary Institutional Coordinator: Mrs Krisztina Marton Kósáné marton.krisztina@uni-neumann.hu 6000 Kecskemét, Izsáki út 10. +36-76-501-992	http://www.uni-neumann.hu/en_GB

INSTITUTO POLITÉCNICO DE CASTELO BRANCO	P CASTELO01	Prof. João Pedro Luz Head of International Relations Office gri.coord@ipcb.pt Dr.ª Conceição Baptista Institutional Erasmus Coordinator cbaptista@ipcb.pt Ph.: +351 272 339 600	www.ipcb.pt/en
---	-------------	---	----------------

B. Mobility numbers² 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	TO	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	Student Mobility for Traineeships
HU KECSKEM03	P CASTELO01	1015	Tourism	1 st , 2 nd	2*5 months	To Be Determined
		07	Engineering, manufacturing and construction	1 st , 2 nd	2*5 months	To Be Determined
		081	Agriculture	1 st , 2 nd	2*5 months	To Be Determined
P CASTELO01	HU KECSKEM03	1015	Tourism	1 st , 2 nd	2*5 months	To Be Determined
		07	Engineering, manufacturing and construction	1 st , 2 nd	2*5 months	To Be Determined
		081	Agriculture	1 st , 2 nd	2*5 months	To Be Determined

*Optional: subject area code & name and study cycle are optional.

<http://www.uis.unesco.org/education/pages/international-standard-classification-of-education.aspx>

FROM	TO	Subject area code [ISCED]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training
		1015	Tourism	2*5 days	/

² 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>)

HU KECSKEM03	P CASTELO01	07	Engineering, manufacturing and construction	2*5 days	/
		081	Agriculture	2*5 days	/
P CASTELO01	HU KECSKEM03	1015	Tourism	2*5 days	2*5 days
		07	Engineering, manufacturing and construction	2*5 days	2*5 days
		081	Agriculture	2*5 days	2*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 ³	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
HU KECSKEM03	All	Hungarian	English	English - minimum: B1, recommended B2 or Hungarian – C1	English - minimum: B1, recommended B2 or Hungarian – C1
P CASTELO01	All	Portuguese	English	B1	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

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
HU KECSKEM03	01.09 – 31.01 Application deadline: 15th	01.02 – 30.06 Application deadline: 15th

³ 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>

	May	December
P CASTELO01	May 31 (April 30 for students with visa requirement)	November 30 (October 31 for students with visa requirement)

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.
4. Termination of the agreement

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 20XX will only take effect as of 1 September 20XX+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."

F. Information

1. Grading systems of the institutions

HU KECSKEM03

Grade	Definition	Performance (%)	ECTS grade
5	EXCELLENT - outstanding performance with only minor errors	89-100	A
4	GOOD - generally sound work with a number of notable errors	77-88	B
3	SATISFACTORY - fair but with significant shortcomings	65-76	C
2	SUFFICIENT - performance meets the minimum criteria	51-64	D/E
1	FAIL - considerable further work is required	0-50	F

P CASTELO01:

1 full academic year = 60 credits
1 semester = 30 credits

The Portuguese grading scale is from 0 to 20.

- 10 is the minimum passing grade.
- 10 to 13 - Sufficient to Satisfactory
- 14 and 15 - Good
- 16 and 17 - Very good
- 18 to 20 - Excellent

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
HU KECSKEM03	international.office@uni-neumann.hu	http://www.uni-neumann.hu/en_GB/registration

P CASTELO01	Foreign People and Borders Office Tel: +351 272 349 500 del.cbranco@sef.pt	http://www.sef.pt/portal/V10/EN.aspx/page.aspx
-------------	--	---

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	Contact details (email, phone)	Website for information
HU KECSKEM03	international.office@uni-neumann.hu	http://ec.europa.eu/social/main.jsp?catId=559 https://issuu.com/tka_konyvtar/docs/ug_2015
P CASTELO01	European Commission (Employment , Social Affairs & Inclusion)	European Health Insurance Card http://ec.europa.eu/social/main.jsp?catId=559 http://www.ipcb.pt/en/index.php/before-departure

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 KECSKEM03	homestore@t-online.hu	http://www.uni-neumann.hu/en_GB/accommodation In any other cases incoming students have to organize their own accommodation individually.
P CASTELO01	incoming@ipcb.pt Ph.: +351 272 339 625	http://www.ipcb.pt/en/index.php/before-departure

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name, function	Date	Signature ⁴
HU KECSKEM03	Dr Piroska Ailer, Rector	30/11/2017	
P CASTELO01	Prof. Dr. João Pedro Luz Head of International Office	30/11/2017	

⁴ Scanned signatures are accepted