



COBURG UNIVERSITY
of applied sciences and arts

Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-2021² **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.

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

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

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)
Hochschule Coburg Friedrich-Streib-Str.2 96450 Coburg Germany	D COBURG01	Annette Stegemann ERASMUS Coordinator annette.stegemann@hs-coburg.de Tel.: +49 9561 317 319 Fax: +49 9561 317 391	www.hs-coburg.de/international
		Prof. Dr. Eduard Gerhardt Academic Contact Eduard.gerhardt@hs-coburg.de Tel.: +49 9561 317 377	

B. Mobility numbers⁵ 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 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 COBURG01	PL KRAKOW02	34	Business Studies	1st cycle	10 (2 x 5) months	only by individual agreement
PL KRAKOW02	D COBURG01	34	Business Studies	1st cycle	10 (2 x 5) months	only by individual agreement

[*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are

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

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>)

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 COBURG01	PL KRAKOW02	34		1 week	only by individual agreement
PL KRAKOW02	D COBURG01	34		1 week	only by individual agreement

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 COBURG01		German	English	B 1	B 2
PL KRAKOW02		English		B 2	B 2

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

⁶ 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>

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]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

E. Calendar

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

Nominations on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
PL KRAKOW02	June 15 th	November 15 th
D COBURG01	June 15 th	November 15 th

3. **Applications** on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
PL KRAKOW02	June 30 th	November 30 th
D COBURG01	June 15 th	November 15 th

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

2. PL KRAKOW02 will send its decision within **10 weeks** after submitting all required documents

D COBURG01: The receiving institution will send its decision within **5 weeks**.

3. Issue of the **Transcript of Records**

PL KRAKOW02: *Transcripts of Records (documenting credits earned at the AGH UST) will be issued by AGH UST. Every student must pick up the transcript him/herself from the Centre for International Students. The AGH UST will NOT automatically send your transcript to your home university. If the student's exam grades are not yet available when you leave, please make arrangements with the proper office to have your transcript sent to you.*

D COBURG01: 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 Agreement may be modified or amended only by written agreement between the Parties. This agreement will be in effect for the full duration of the ERASMUS+ Programme. In case of premature termination, a notice of at least one academic year

will 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. 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

D COBURG01

Mark	Result
1.0 - 1.5	Very good
1.6 - 2.5	Good
2.6 - 3.5	Satisfactory
3.6 - 4.0	Adequate
5.0	Not adequate

PL KRAKOW02: **AGH UST Study Regulations** <https://international.agh.edu.pl/>

1. The following grading scale shall be in force at the University:

- 1) 91 – 100% bardzo dobry (5.0) [*polish equivalent of very good*];
- 2) 81 – 90% plus dobry (4.5) [*polish equivalent of good plus*];
- 3) 71 – 80% dobry (4.0) [*polish equivalent of good*];
- 4) 61 – 70% plus dostateczny (3.5) [*polish equivalent of satisfactory plus*];
- 5) 50 – 60% dostateczny (3.0) [*polish equivalent of satisfactory*];
- 6) under 50% niedostateczny (2.0) [*polish equivalent of unsatisfactory*].

2. In exceptional situations, if there are no bases for assigning a grade, an academic teacher responsible for the course may recognize the course as completed using the descriptor "zaliczono (zal.)" (*Polish equivalent of "passed"*).

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3. Grades shall be issued for compulsory classes and examinations, if provided in the study plan, subject to section 4.

4. Upon completing the physical education classes, due to specific nature of this course, the specific notations shall be made:

1) "zaliczono" (Polish equivalent of "passed") – for students who have achieved the minimum required to complete physical education classes,

2) "niezaliczono" (Polish equivalent of "not passed") – for students who have not achieved the minimum required to complete physical education classes,

3) "zaświadczenie lekarskie" (Polish equivalent of "medical certificate").

5. The verbal descriptor "zal." (Polish equivalent of "passed") shall have no equivalent in the numerical grade and shall not be taken into account when calculating the average grade for the settlement period.

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 COBURG01	Veronika Freise veronika.freise@hs-coburg.de Tel.: +49 9561 317 451	www.hs-coburg.de/international
PL KRAKOW02	https://international.agh.edu.pl/	

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 COBURG01	Annette Stegemann annette.stegemann@hs-coburg.de	www.hs-coburg.de/international

PL KRAKOW02	<p>https://international.agh.edu.pl/</p> <ul style="list-style-type: none"> • The European Health Insurance Card (or EHIC) <p>is issued free of charge and allows anyone who is insured by or covered by a statutory social security scheme of the EEA countries and Switzerland to receive medical treatment in another member state for free or at a reduced cost, if that treatment becomes necessary during their visit</p> <p>More details:</p> <p>https://www.ekuz.nfz.gov.pl/content/information-entitled-persons-other-euefta-member-states</p> <p>Central Office of the National Health Fund - The Department of International Affairs</p> <p>Centrala Narodowego Funduszu Zdrowia - Departament Współpracy Międzynarodowej</p> <p>ul. Grójecka 186, 02-390 Warszawa</p> <p>tel. +48 (22) 572 62 68, fax +48 (22) 572 63 19</p> <p>e-mail: ca17@nfz.gov.pl</p>
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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 COBURG01	Veronika Freise veronika.freise@hs-coburg.de	http://www.studentenwerk-oberfranken.de/wohnen/wohnheime/coburg/
PL KRAKOW02	AGH UST Campus, 30-072 Kraków ul. Józefa Rostafińskiego 7a tel.: (12) 617 34 71 fax: (12) 637 24 16 e-mail: miasteczko@agh.edu.pl	<p>https://akademik.agh.edu.pl/</p> <p>http://www.miasteczko.agh.edu.pl/index_en.php?menu=sp</p> <p>http://www.miasteczko.agh.edu.pl/index_en.php</p> <p>https://international.agh.edu.pl/</p>

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature⁷
PL KRAKOW02	Prof. dr hab. inż. Tomasz Szmuc Vice-Rector	22 STY. 2014	
D COBURG01	Prof. Dr. Michael Pötzl, President	05.12.2013	

⁷ Scanned signatures are accepted