



# Erasmus+ Programme

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

## Inter-institutional agreement 2014/15-2018/19 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 (email, phone)	Website
<b>AGH University of Science and Technology - PL KRAKOW02</b>			
Departmental Coordinator	PL KRAKOW02	Prof. Dr. Henryk Gurgul Faculty of Management, AGH ul. Al. Mickiewicza 30, 30-059 Kraków Poland, T: +48 12 6583272 <a href="mailto:henryk.gurgul@gmail.com">henryk.gurgul@gmail.com</a>	<a href="http://www.agh.edu.pl">www.agh.edu.pl</a>
Institutional Coordinator	PL KRAKOW02	Ph.D. Eng Tadeusz Pająk, Faculty of Mechanical Engineering and Robotics, Al. Mickiewicza 30, 30-059 Kraków Phone: +48 12 617 30 79, e-mail: <a href="mailto:pajak@agh.edu.pl">pajak@agh.edu.pl</a>	<a href="http://www.agh.edu.pl">www.agh.edu.pl</a>
<b>Friedrich-Alexander-Universität Erlangen-Nürnberg - D ERLANGE01</b>			
Departmental Coordinator	D ERLANGE01	Prof. Dr. Ingo Klein Lehrstuhl für Statistik und Ökonometrie, <a href="mailto:ingo.klein@fau.de">ingo.klein@fau.de</a>	Course catalogue: <a href="http://www.wiso.uni-erlangen.de/studium/studiengaenge/modulhandbuch/">http://www.wiso.uni-erlangen.de/studium/studiengaenge/modulhandbuch/</a> and <a href="http://lib.wiso.fau.de/income/faq">http://lib.wiso.fau.de/income/faq</a>
Institutional Coordinator	D ERLANGE01	Ms Bianca Köndgen (Institutional Co-ordinator) Ms Boryana Klinkova (Inter-institutional Agreements) Address: Schlossplatz 4, 91054 Erlangen Tel.: 0049 9131 85 65164, Fax: 0049 9131 85 65162, E-Mail: <a href="mailto:boryana.klinkova@fau.de">boryana.klinkova@fau.de</a>	<a href="http://www.fau.eu/international/">www.fau.eu/international/</a>

## B. Mobility numbers per 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 *	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training *
PL KRAKOW02	D ERLANGE01	340	Business and Administration	1 person x 8 hours or more	no
D ERLANGE01	PL KRAKOW02	340	to be filled	1 person x 8 hours or more	no

## 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	
				Student Mobility for Studies	Staff Mobility for Teaching
PL KRAKOW02		English		B2	B2
D ERLANGE01	340	German	English	----	B1

For more details on the language of instruction recommendations, see the course catalogue of each institution <https://intstudies.agh.edu.pl/>.

## D. Additional requirements

PL KRAKOW02	<p>Criteria for incoming students: CENTRE FOR INTERNATIONAL STUDENTS , <a href="http://www.international.agh.edu.pl">www.international.agh.edu.pl</a></p> <p>After entering our website please follow the steps entering the sections:</p> <ol style="list-style-type: none"> <li>1. Education Offer</li> <li>2. Short-term programmes</li> <li>3. Exchange programmes</li> </ol>
-------------	---

	4. Erasmus or other exchange
D ERLANGE01	No comments

## E. Calendar

### 1. Academic Calendar

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
PL KRAKOW02	01.10-23.02	03.03-30.09
D ERLANGE01	01.10-31.03	01.04-30.08

### 2. Nominations on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
PL KRAKOW02	15.06	15.11
D ERLANGE01	---	---

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
PL KRAKOW02	30.06	30.11
D ERLANGE01	15.05	15.11

#### 2. The receiving institution

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

D ERLANGE01 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 ERLANGE01 will send the transcript no later than 5 weeks after the assessment period has finished at the receiving HEI.

#### 4. Termination of the agreement

The involved institutions agree on the procedure for modifying or terminating the inter-institutional agreement. 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

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").

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.

D ERLANGE01: See Annex A

### 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
PL KRAKOW02		<a href="https://international.agh.edu.pl/">https://international.agh.edu.pl/</a>
D ERLANGE01	Ms Maija Hocke incoming-students@fau.de	

### **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>
PL KRAKOW02	<p><a href="https://international.agh.edu.pl/">https://international.agh.edu.pl/</a></p> <p>The European Health Insurance Card (or EHIC)</p> <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><a href="https://www.ekuz.nfz.gov.pl/content/information-entitled-persons-other-euefta-member-states">https://www.ekuz.nfz.gov.pl/content/information-entitled-persons-other-euefta-member-states</a></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>	
D ERLANGE01	<p>Ms Maija Hocke incoming-students@fau.de</p>	

### **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</b>	<b>Website for information</b>
PL KRAKOW02	<p>AGH UST Campus, 30-072 Kraków ul. Józefa Rostafińskiego 7a tel.: (12) 617 34 71 fax: (12) 637 24 16</p> <p>e- mail: <a href="mailto:miasteczko@agh.edu.pl">miasteczko@agh.edu.pl</a></p> <p><a href="https://akademik.agh.edu.pl/">https://akademik.agh.edu.pl/</a></p>	

	<a href="http://www.miasteczko.agh.edu.pl/index_en.php?menu=spl">http://www.miasteczko.agh.edu.pl/index_en.php?menu=spl</a> <a href="http://www.miasteczko.agh.edu.pl/index_en.php">http://www.miasteczko.agh.edu.pl/index_en.php</a> <a href="https://international.agh.edu.pl/">https://international.agh.edu.pl/</a>
D ERLANGE01	Ms Ursula Berg: <a href="mailto:accommodation@fau.de">accommodation@fau.de</a> <a href="http://www.fau.eu/international/from-abroad/exchange-students/accommodation/">www.fau.eu/international/from-abroad/exchange-students/accommodation/</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>1</sup>
PL KRAKOW02	Prof. dr hab. inż. Tomasz Szmuc Vice-Rector	11. LUT. 2014	
D ERLANGE01	Bianca Köndgen ERASMUS Institutional Co-ordinator, Deputy Head Central Office for International Affairs	10.02.2014	

<sup>1</sup> Scanned signatures are accepted