



Erasmus+ Programme

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

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Inter-institutional agreement 2014-2021 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 (email, phone)	Website
AGH University of Science and Technology - PL KRAKOW02			
Departmental Coordinator	PL KRAKOW02	Prof. Henryk Gurgul henryk.gurgul@gmail.com Tel. 0048 504128325 http://www.pzme.zarz.agh.edu.pl/index.php?p=pracownicy	www.agh.edu.pl
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: pajak@agh.edu.pl	www.agh.edu.pl

SAARLAND UNIVERSITY – D SAARBRU01			
Institutional Coordinator	D SAARBRU01	Fabienne Saunier ; Universität des Saarlandes; International Office; Postfach 151150; D- 66041 Saarbrücken Tel.: +49 681 302 71107 Fax: +49 681 302 71100 Email: f.saunier@io.uni-saarland.de	www.uni-saarland.de/io
Departmental Coordinator	D SAARBRU01	Prof. Dr. Dinko Dimitrov FR Wirtschaftswissenschaften Campus C3.1, D-66123 Saarbrücken Tel.: +49 681 302 4822 Fax: +49 681 302 4823 Email: dinko.dimitrov@mx.uni-saarland.de	

B. Mobility numbers¹per 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 *
PL KRAKOW02	D SAARBRU01	041	Business and administration		3 x 5 = 15 months	only by individual agreement
D SAARBRU01	PL KRAKOW02	041	Business and administration		3 x 5 = 15 months	only by individual agreement

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

¹ 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>)

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 *
PL KRAKOW02	D SAARBRU01	041	Business Studies Management Sciences	30	only by individual agreement
D SAARBRU01	PL KRAKOW02	041	Business Studies Management Sciences	30	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 ²	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL KRAKOW02	041	English		B2	B2
D SAARBRU01	041	German		B1	B2

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

² 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

PL KRAKOW02	<p>Criteria for incoming students: CENTRE FOR INTERNATIONAL STUDENTS , www.international.agh.edu.pl</p> <p>After entering our website please follow the steps entering the sections:</p> <ol style="list-style-type: none"> 1. Education Offer 2. Short-term programmes 3. Exchange programmes 4. Erasmus or other exchange
D SAARBRU01	<p>1. Semester dates: http://www.uni-saarland.de/campus/studium/studienorganisation/semestertermine.html</p> <p>2. Contact for students with disabilities: Kontaktstelle Studium und Behinderung: http://www.uni-saarland.de/ksb</p> <p>3. Departmental Coordinators of Saarland University: http://www.uni-saarland.de/info/universitaet/kooperationen/erasmus-kooperationen.html</p>

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 SAARBRU01	Mid October – Mid February	Mid April – End July

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 SAARBRU01	June 15	Decemeber 15

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 SAARBRU01	June 15	Decemeber 15

2. The receiving institution

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

D SAARBRU01 will send its decision within **4 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 SAARBRU01: A Transcript of Records will be issued by the receiving institution no later than 3 weeks after the assessment period has finished at the receiving HEI and provided the student submitted all his assessment papers at the International Office.

4. Termination of the agreement

The involved institutions agree on the procedure for modifying or terminating the inter-institutional agreement. In the event of termination, a notice of at least one academic year should be given. 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

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.

D SAARBRU01: grading system

	Excellent	Very good	Good	Satisfactory	Sufficient	Insufficient failure
ECTS	A	B	C	D	E	FX/F*
D (General)	1,0 - 1,5	1,6 - 2,0	2,1 - 3,0	3,1 - 3,5	3,6 - 4,0	4,1 - 5,0
D (UdS: specific departments)	14, 15	12, 13	10, 11	7, 8, 9	4, 5, 6	< 4-
D (UdS: Jura)	17, 18	15, 16	13, 14	7-9/10-12**	4, 5, 6	< 4-
D (UdS: BWL/VWL)	1,0 - 1,5	1,6 - 2,0	2,1 - 3,0	3,1 - 3,5	3,6 - 4,0	4,1 - 5,0

* FX=Fail, some more work required before the credit may be awarded; F=Fail, considerable further work is required before the credit may be awarded

** = very satisfactory (voll befriedigend)

UdS: Universität des Saarlandes

International Office – Universität des Saarlandes, January 2014.

Universität des Saarlandes: <http://www.uni-saarland.de/en/campus/study/student-advisory-services/the-european-credit-transfer-system-ects.html>

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		https://international.agh.edu.pl/ http://www.pzme.zarz.agh.edu.pl/index.php?p=pracownicy
D SAARBRU01	erasmus@io.uni-saarland.de	www.uni-saarland.de/en/information/european-international-ties/udsweltweit/international-programmes/coming-in/information-package/general-information-for-students.html

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
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>
D SAARBRU01	erasmus@io.uni-saarland.de	<p>www.uni-saarland.de/en/information/european-international-ties/udsweltweit/international-programmes/coming-in/information-package/general-information-for-students.html</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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
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	https://akademik.agh.edu.pl/ http://www.miasteczko.agh.edu.pl/index_en.php?menu=spl http://www.miasteczko.agh.edu.pl/index_en.php https://international.agh.edu.pl/
D SAARBRU01	erasmus@io.uni-saarland.de	www.uni-saarland.de/accommodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ³
PL KRAKOW02	Prof. dr hab. inż. Tomasz Szmuc Vice-Rector	30 STY. 2014	
D SAARBRU01	Ms. Fabienne Saunier Assoc. Director, International Office Erasmus Institutional Coordinator	28/01/2014	

³ Scanned signatures are accepted