



Erasmus+ Programme

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

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 (eg. of the course catalogue)
THE HAGUE UNIVERSITY OF APPLIED SCIENCES M&C International Business and Management Studies	NL S-GRAVE13	Lieke Steijger Advisor Internationalisation Tel: +31 70 4458591 Email: international@hhs.nl	http://www.thehagueuniversity.com/ http://www.thehagueuniversity.com/exchange-programmes/exchange-programmes/what-can-i-study
AGH University of Science and Technology - PL KRAKOW02			
Departmental Coordinator	PL KRAKOW02	Ph. D. Anita Proszowska, Faculty of Management, ul. Gramatyka 10, 30-067 Kraków, +48 6174234, e-mail: aproszow@zarz.agh.edu.pl	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

B. Mobility numbers¹ 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	TO	Subject area code [ISCED]	Subject area name	Study cycle	Number of student mobility periods	
					SMS/total number of months	SMT/total number of months
PL KRAKOW02	NL S-GRAVE13	34	Business and administration	1st	4/20	only by individual agreement
NL S-GRAVE13	PL KRAKOW02	34	Business and administration	1st	4/20	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.]

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 average days	Staff Mobility for Training/total number of average days
PL KRAKOW02	NL S-GRAVE13	34	Business and administration	5 hours / week	only by individual agreement
NL S-GRAVE13	PL KRAKOW02	34	Business and administration	5 hours / 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	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ²	
				Student Mobility for Studies	Staff Mobility for Teaching
PL KRAKOW02		English		B2	C1
NL S-GRAVE13		English		B2	C1

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>)

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>

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

PL KRAKOW02	Criteria for incoming students: CENTRE FOR INTERNATIONAL STUDENTS , www.international.agh.edu.pl After entering our website please follow the steps entering the sections: 1. Education Offer 2. Short-term programmes 3. Exchange programmes 4. Erasmus or other exchange
NL S-GRAVE13	

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
NL S-GRAVE13	to be filled	to be filled

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
NL S-GRAVE13	31 May	15 November

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
NL S-GRAVE13	31 May	15 November

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

2. :

PL KRAKOW02: Will send its decision within 10 weeks

NL S-GRAVE13: Will send its decision within 2 weeks

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

NL S-GRAVE13: 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. [It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]

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.

4. Termination of the agreement

In the event of unilateral termination, 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.

Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F. Information

PL KRAKOW02:

Grading system

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"*).

-13-

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.

NL S-GRAVE13		PL KRAKOW02
WWW for Incoming Students	http://www.thehagueuniversity.com/exchange-programmes/exchange-programmes	AGH UST Study Regulations https://international.agh.edu.pl/
WWW Course Catalogue	http://www.thehagueuniversity.com/exchange-programmes/exchange-programmes/what-can-i-study	www.intstudies.agh.edu.pl information from departmental coordinator
Housing ³	http://www.thehagueuniversity.com/exchange-programmes/exchange-programmes	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/
Contact details	exchange@hhs.nl	
WWW Visa Information ⁴	http://www.thehagueuniversity.com/exchange-programmes/exchange-programmes/registration/immigration-procedures	https://international.agh.edu.pl/
Contact details	exchange@hhs.nl	
WWW Insurance Information ⁵	http://www.thehagueuniversity.com/exchange-programmes/exchange-programmes	https://international.agh.edu.pl/ • The European Health Insurance Card (or EHIC) is issued free of charge and allows anyone who is

³ The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

⁴ 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 ECHE.

⁵ The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the ECHE. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.

		<p>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>
Contact details	exchange@hhs.nl	
ECTS Users' Guide ⁶	http://www.thehagueuniversity.com/exchange-programmes/exchange-programmes	https://international.agh.edu.pl/
WWW Students and Staff with Disabilities		https://international.agh.edu.pl/
Contact details	exchange@hhs.nl	

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
PL KRAKOW02	Prof. dr hab. inż. Tomasz Szmuc Vice-Rector	29 STY. 2014	
NL S-GRAVE13	Dr. M.S. Menéndez Member of the Executive Board		

⁶ Receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

⁷ Scanned signatures are accepted