



Erasmus+ Programme

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

Inter-institutional agreement 2019-2021 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	Dariusz Sala, PhD, Faculty of Management, Al. Mickiewicza 30 30-059 Kraków Phone: +48 12 617 20 15, e-mail: dsala@zarz.agh.edu.pl	www.agh.edu.pl
Institutional Coordinator	PL KRAKOW02	Prof. 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
Contact details Erasmus Office	PL KRAKOW02	For other inquiries: Department of International Relations	www.dwz.agh.edu.pl/en/

		e-mail: dwz@agh.edu.pl Centre for International Students e-mail : exchange@agh.edu.pl		www.international.agh.edu.pl/eng/centre-for-international-students/
University of Udine - I UDINE01 - PIC Number 999899281				
Departmental Coordinator	I UDINE01	Prof. Roberto Petrella Roberto.petrella@uniud.it Phone 39 0432558245 DPIA		www.uniud.it
Contact details Erasmus Office	I UDINE01 <i>International Relations and Mobility Office</i> v. Palladio, 8 33100 UDINE ITALY	Claudia.schileo@uniud.it outgoing mobility & Erasmus Studio Agreements Fax +39-0432-556229 phone: +39-0432-556221 International Student Service iss@uniud.it incoming exchange mobility fax +39-0432-556496 phone +39-0432-556218/556497		https://www.uniud.it/en/uniud-international/incoming-exchange-students general course catalogue: https://www.uniud.it/en/education/offer courses held in english: https://www.uniud.it/en/education/didactic-information/courses-taught-in-english-and-other-languages/courses

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	TO	Subject	Subject area	Study	Number of student
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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>)

[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	area code * [ISCED]	name *	cycle [short cycle, 1 st , 2 nd or 3 rd] *	Student Mobility for Studies	Student Mobility for Traineeships *
					[total number of months of the study periods or average duration*]	
PL KRAKOW02	I UDINE01	0413 0715	Management and administration	1 undergraduate	5 students x 6 months each= 30 months	only by individual agreement
		0729	Manufacturing and processing, not elsewhere classified	3 postgraduate 1 phd		
		0713	Mechanics and Metal Trades (Mechanical Eng.)			
			Electricity & Energy			
I UDINE01	PL KRAKOW02	0413 0715	Management and administration	1 undergraduate	5 students x 6 months each= 30 months	only by individual agreement
		0729	Manufacturing and processing, not elsewhere classified	3 postgraduate 1 phd		
		0713	Mechanics and Metal Trades (Mechanical Eng.)			
			Electricity & Energy			

[*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 days of teaching periods or average duration *]	Number of staff mobility periods Staff Mobility for Training *
I UDINE01	PL KRAKOW02	0413 0715 0729 0713	Management and administration Manufacturing and processing, not elsewhere classified Mechanics and Metal Trades (Mechanical Eng.) Electricity & Energy	3 teachers x 7 days each= 21 days	1 person x 7 days each= 7 days
I UDINE01	PL KRAKOW02	0413 0715 0729	Management and administration Manufacturing and processing, not elsewhere classified Mechanics and Metal Trades (Mechanical	3 teachers x 7 days each= 21 days	1 person x 7 days each= 7 days

		0713	Eng.) Electricity & Energy		
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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	I UDINE01	English		B2	B2
I UDINE01	PL KRAKOW02	English	English	B2	B2

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	Criteria for incoming students: CENTRE FOR INTERNATIONAL STUDENTS , www.international.agh.edu.pl
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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>

	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

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
I UDINE01	October to February	March to September

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
I UDINE01	15 May (nomination)	30 September (nomination)

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
I UDINE01	Information will be sent to students after nominations	Information will be sent to students after nominations

2. The receiving institution

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

I UDINE01 will send its decision within **10 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.*

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."

- **I UDINE01** will send a detailed Erasmus nomination list by e-mail. I UDINE01 cannot guarantee any other nomination modality.

- Partner Universities have to send a detailed Erasmus nomination list by e-mail (to iss@uniud.it). **I UDINE01** cannot guarantee the acceptance of any other nomination modality by partner Universities (such as online nominations etc...).

- **I UDINE01** will send the letter of acceptance and information package within 8 weeks from reception of the nomination letter.

- Erasmus incoming students at **I UDINE01** have to collect the Transcript of Records before leaving Udine. Should they fail to do so, the Transcript of Records will be issued and sent directly to the students' personal address by I UDINE01 within 5 weeks.

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.

[Erasmus code]	WEB PAGE
I UDINE01 Grading systems	https://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/ects

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/
I UDINE01		https://www.uniud.it/en/uniud-international/incoming-exchange-students

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> <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>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>
I UDINE01		<p>Non-EU students must subscribe a private insurance in order to obtain a VISA for the study period.</p> <p>EU students can ask their home authorities for the European Health Insurance ("TEAM") for the full Erasmus study period.</p>

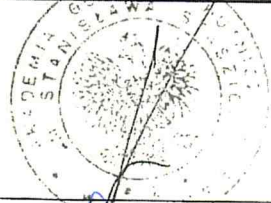

4. Housing

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	Website for information
PL KRAKOW02	AGH UST Campus ul. Józefa Rostafińskiego 7a, 30-072 Kraków tel.: +48(12) 617 34 71 fax:+48 (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/
I UDINE01	https://www.uniud.it/en/uniud-international/incoming-exchange-students	

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ³
PL KRAKOW02	Prof. dr hab. inż. Jerzy Lis Vice-Rector for Cooperation	10/05/2019	
I UDINE01	Vice Rector for Erasmus+Studio Mobility prof. Rossana Vermiglio	08/06/19	

³ Scanned signatures are accepted