



Erasmus+ Programme

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

Inter-institutional¹ agreement 2015-2021² 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.

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) |
|---|----------------|---|---|
| Brandenburg University of Technology Cottbus - Senftenberg | D COTTBUS03 | Mareike Kunze, Director International Office, ERASMUS+ Institutional Coordinator Karin Robel, International Office ERASMUS+ Student Mobility Coordinator | http://www.b-tu.de/b-tu/ Online course catalogue: www.tu-cottbus.de/modul Please choose only complete modules. |

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

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

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

| | | | |
|---|-------------------------|---|---|
| | | <p>Phone: +49 355 69 2041, Fax: +49 355 69 2108 - Email: karin.robel@b-tu.de</p> <p>Michael Mannei, International Office, ERASMUS+ Staff and Teaching Mobility, Inter-institutional Agreements Coordinator Phone: +49 355 69 2338, Fax: +49 355 69 2108 - Email: michael.mannei@b-tu.de</p> <p>Christine Fuhrmann, Erasmus+ Departmental Coordinator Phone: +49 355 69 3120, Email: christine.fuhrmann@b-tu.de</p> | |
| <p>Uniwersytet Przyrodniczy we Wrocławiu</p> <p>Wroclaw University of Environmental and Life Sciences</p> <p>ul. C.K. Norwida 25 50-375 Wrocław, Poland</p> | <p>PL WROCLAW04</p> | <p>Mrs. Jadwiga Bolechowska Erasmus Institutional Coordinator, International Relations Office, Incoming Students Tel. +48 71 320 5478 Fax: +48 71 320 5115 jadwiga.bolechowska@up.wroc.pl</p> <p>Anna Posadowska-Malarz International Relations Office Outgoing Students Tel. +48 71 320 5287 Fax: +48 71 320 5115 anna.posadowska-malarz@up.wroc.pl</p> | <p>http://www.up.wroc.pl/studies_and_students/</p> <p>https://www.student.up.wroc.pl/lista/</p> |
| [...] | | | |

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 | Student Mobility for Traineeships * |
| | | | | | [total number of months of the study periods or average duration*] | |
| D COTTBUS03 | PL WROCLAW04 | 0731 | Architecture and town planning | 2 nd | 2 x 5 months (=10 months) | |
| PL WROCLAW04 | D COTTBUS03 | 0731 | Architecture and town planning | 2 nd | 2 x 5 months (= 10 months) | |

[*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 | Staff Mobility for Training * |
| | | | | [total number of days of teaching periods or average duration*] | |
| D COTTBUS03 | PL WROCLAW04 | 0731 | Architecture and town planning | 4x Min. 8 hours | |
| PL WROCLAW04 | D COTTBUS03 | 0731 | Architecture and town planning | 4x Min. 8 hours | |

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>)

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 instruc- tion 1 | Language of instruc- tion 2 | Recommended language of instruction level ⁶ | |
|---|------------------------------|--------------------------------------|--------------------------------------|--|---|
| | | | | Student Mobility for Studies [Minimum recommended level: B1] | Staff Mobility for Teaching [Minimum recommended level: B2] |
| D COTTBUS03 | 0731 | German | English | B1 | B2 |
| PL WROCLAW04 | | English | Polish | B2 | B2 |

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

[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.]

BTU Cottbus – Senftenberg: **Incoming students** please check the following website for further information: <http://www.b-tu.de/b-tu/index.php?id=1871>

PL WROCLAW04 - http://www.up.wroc.pl/students/9297/erasmus_ects.html

E. Calendar

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

| Receiving institution [Erasmus code] | Autumn term* [month] | Spring term* [month] |
|---|-------------------------|-------------------------|
|---|-------------------------|-------------------------|

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 COTTBUS03 | 15 th July | 15 th January |
| PL WROCLAW04 | Nomination: 01 June Application: 01 July | Nomination: 01 November Application: 15 December |

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

2. The receiving institution will send its decision within [6] weeks after receiving the student's application file.
3. 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]*
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. 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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁷. 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.]

Evaluation of Performance Verifications at BTU Cottbus - Senftenberg

| Single Grade | Rating | Final Grade | Rating |
|---------------------|---------------|--------------------|---------------|
| 1.0/1.3 | very good | until 1.5 | very good |
| 1.7/2.0/2.3 | good | above 1.5 – 2.5 | good |
| 2.7/3.0/3.3 | satisfactory | above 2.5 – 3.5 | satisfactory |
| 3.7/4.0 | sufficient | above 3.5 – 4.0 | sufficient |
| 4.1 - 5.0 | fail | above 4.1 | Fail |

PL WROCLAW 04 - http://www.up.wroc.pl/studies_and_students/9312/local_grades.html

⁷ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

When forming the final grade, the mean of all grades achieved in modules completed with an examination is weighted with the amount of credits achieved and attempted.

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 COTTBUS03 | karin.robelt@b-tu.de + 49 355 69 2041 | Home > International > Incoming students > Arrival |
| PL WROCLAW04 | jadwiga.bolechowska@up.wroc.pl | http://www.up.wroc.pl/studies_and_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 |
|--------------------------------------|--|---|
| D COTTBUS03 | karin.robelt@b-tu.de + 49 355 69 2041 | Home > International > Incoming students > Arrival > Preparation |
| PL WROCLAW04 | | http://www.up.wroc.pl/studies_and_students/ |

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 COTTBUS03 | karin.robelttu.de + 49 355 69 2041 | Home > International > Incoming students > Arrival > Preparation |
| PL WROCLAW04 | jadwiga.bolechowskaup.wroc.pl | http://www.up.wroc.pl/studies_and_students/ |

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

| Institution [Erasmus code] | Name, function | Date | Signature ⁸ |
|-------------------------------|--|----------------|--|
| D COTTBUS03 | Mareike Kunze Director International Office Institutional ERASMUS- Coordinator | 30.10. 2015 |  |
| PL WROCLAW04 | Prof. Dr. hab. Alina Wieliczko Vice-Rector Vice-Rector for International Relations and Regional Cooperation | 15.10.2015 | Vice-Rector for International Relations and Regional Cooperation  Prof. Alina Wieliczko, D.V.M., Ph.D. |

⁸ Scanned signatures are accepted