



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-20/21 between programme countries

[Minimum requirements]²

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 ³ (email, phone)	Website (eg. of the course catalogue)
Stiftung Tierärztliche Hochschule Hannover University of Veterinary Medicine Hannover, Foundation Germany	D HANNOVE03	Manfred Kietzmann Tierärztliche Hochschule Hannover - Bünteweg 17, D-30559 Hannover Germany Phone: +49 511 953 8730 Fax: +49 511 953 8581 Email: manfred.kietzmann@tiho-hannover.de	http://www.tiho-hannover.de/
Wroclaw University of Environmental and Life Sciences ul. C.K. Norwida 25 50-375 Wrocław, Poland	PL WROCLAW04	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 Krzysztof Kafarski International Relations Office Outgoing Students Tel. +48 71 320 5287 Fax: +48 71 320 5115 krzysztof.kafarski@up.wroc.pl	http://www.up.wroc.pl/studies_and_students/ https://www.student.up.wroc.pl/lista/

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

³ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers⁴ 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 [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
D HANNOVE03	PL WROCLAW04	640	Veterinary	1 st	2 x 10 =20	
PL WROCLAW04	D HANNOVE03	640	Veterinary	1 st	2 x 10 =20	

[*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*]	Staff Mobility for Training *
D HANNOVE03	PL WROCLAW04	640	Veterinary	1 x 1 week	
PL WROCLAW04	D HANNOVE03	640	Veterinary	1 x 1 week	

⁴ 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 instruction 1	Language of instruction 2	Recommended language of instruction level ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D HANNOVE03	Veterinary medicine	German	English	B1	B2
PL WROCLAW04	Veterinary medicine	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.]

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
D HANNOVE03	June 30	November 30

⁵ 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>

PL WROCLAW04	Nomination: 01 June Application: 01 July	Nomination: 01 November Application: 15 December
--------------	---	---

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

- The receiving institution will send its decision within 5 weeks.
- 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]*

- Termination of the agreement

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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

PL WROCLAW04: http://www.up.wroc.pl/studies_and_students/9312/local_grades.html

D HANNOVE03: Student performances are graded individually and not on a statistical basis. Further information: www.tiho-hannover.de

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 HANNOVE03	maritta.ledwoch@tiho-hannover.de	www.tiho-hannover.de
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 HANNOVE03	maritta.ledwoch@tiho-hannover.de	www.tiho-hannover.de
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 HANNOVE03	maritta.ledwoch@tiho-hannover.de	www.tiho-hannover.de
PL WROCLAW04	jadwiga.bolechowska@up.wroc.pl	http://www.up.wroc.pl/studies and students/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶	Stamp
D HANNOVE03	Prof. Dr. Manfred Kietzmann Erasmus Coordinator	05.03.2014		
PL WROCLAW04	Prof. Dr. hab. Alina Wieliczko Vice-Rector Vice-Rector for International Relations and Regional Cooperation	25.11.2013		UNIWERSYTET PRZYRODNICZY we Wrocławiu 50-375 Wrocław, ul. Norwida 25/27

⁶ Scanned signatures are accepted



Annex to Erasmus+ Inter-institutional Agreement Institutional Fact-sheet

(to be viewed complementary to the Erasmus+ Programme Inter-institutional agreement)

A Information about higher education institutions

A 1 Institutional details

Name of the institution Stiftung Tierärztliche Hochschule Hannover
Erasmus Code D Hannove03
Appl.reference.nr. (2014-2021) 29908-LA-1-2014-1-DE-E4AKA1-ECHE
Institution website www.tiho-hannover.de

A 2 Main contact

Contact persons Prof. Dr. Manfred Kietzmann / Dr. Katrin Schaper
Responsibility ERASMUS Institutional coordinator
Contact details e-mail: manfred.kietzmann@tiho-hannover.de,
katrin-schaper@tiho-hannover.de
Phone: +49 511 9538730 / +49 511 953 8732
Fax: +49 511 9538581

B Mobility numbers per academic year

Please refer to the Erasmus+ Programme Inter-institutional agreement

C Recommended language skills

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level*
Student Mobility for Studies	Veterinary Medicine	German	B2
Staff Mobility for Teaching	Veterinary Medicine	German, English	B2

Level according to Common European Framework of Reference for Languages (CEFR)

For information on German language courses in Hannover please contact:
maritta.ledwoch@tiho-hannover.de

D Additional requirements

It is required, that students complete the online registration as soon as they receive the link and are asked to do so.

It is required that students be made aware of the minimum duration of an ERASMUS+ exchange period by their home institution and be assisted in the preparation of their learning/training agreement.

In order to welcome and assist incoming students and staff, they are required to report to the International Relations Office upon their arrival.

The University of Veterinary Medicine intends to deal with requests for support of students and staff with disabilities on an individual basis.

E Calendar

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

Type of exchange	Study	Placement
Autumn term (October – January/February)	1 June	1 May
Spring term (March/April – June/July)	1 November	1 October

2. Decision will be sent within 4 weeks.

3. A Transcript of Records will be issued at the end of the exchange period.

F Information

1. Grading system

1 = excellent, 2 = good, 3 = satisfactory, 4 = sufficient, 5 = insufficient;

A = recognised, E = successfully completed, M = pass with distinction, B = pass,

N = fail

ECTS Credits: The University of Veterinary Medicine Hannover uses the European Credit Transfer and Accumulation System (ECTS) which is a workload-based system for measuring and comparing study results. The student is awarded a certain number of ECTS credits for each course which reflects the workload necessary to successfully complete a course. Credits are awarded only when the student has fulfilled the course requirements, for example regular attendance. The credits are allocated in accordance with the standard workload determined by the respective study and examination regulations whereby one credit equals about 25 hours of study.

2. Visa

Information and assistance will be provided by the Office for Foreign Affairs of the University of Veterinary Medicine Hannover (maritta.ledwoch@tiho-hannover.de).

3. Insurance

Health insurance is obligatory.

4. Housing

Information and assistance can be provided by the Office for Foreign Affairs (Mrs. Maritta Ledwoch, maritta.ledwoch@tiho-hannover.de). We advise all incoming students and staff to contact the Office for Foreign Affairs of the University of Veterinary Medicine Hannover when the application documents have been returned to the home institution.