



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)
Ludwig-Maximilians-Universität München	D MUNCHEN01	<u>Institutional Coordinator:</u> Jean Schleiss International Office Geschwister-Scholl-Platz 1 80539 München Tel: +49 89 2180 3807 Fax: +49 89 2180 3136 E-mail: jean.schleiss@lmu.de <u>Departmental Coordinator:</u> Dr. Martina Schwarzenberger Tierärztliche Fakultät Veterinärstr. 13 80539 München Tel. +49 80 2180 2503 E-mail: studiendekan08@dekanat.vetmed.uni-muenchen.de	www.lmu.de/en/international/incoming

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.

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/
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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 MUNCHEN01	PL WROCLAW04	64	Veterinary Medicine	2 nd , 3 rd	2 x 10 = 20	
PL WROCLAW04	D MUNCHEN01	64	Veterinary Medicine	2 nd , 3 rd	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	TO [Erasmus code	Sub ject area	Subject area name	Number of staff mobility periods
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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>)

code of the sending institution]	of the receiving institution]		*	Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
D MUNCHEN01	PL WROCLAW04	64	Veterinary Medicine	1 x 1week	
PL WROCLAW04	D MUNCHEN01	64	Veterinary Medicine	1 x 1week	

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 MUNCHEN01		German		B1	tbd
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]

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://europa.europa.eu/en/resources/european-language-levels-cefr>

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

D MUNCHEN01: see annex

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 MUNCHEN01	Nomination: May 15 Application: November 15	Nomination: June 15 Application: December 15
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 5 weeks.

D MUNCHEN01: The receiving institution will send its decision within 6 weeks (See annex).

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]*

D MUNCHEN01: A Transcript of Records will be sent by the receiving institution within 5 weeks after the assessment period has finished at the receiving HEI (see annex).

4. 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 MUNCHEN01: see annex

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 MUNCHEN01	erasmus-incoming@lmu.de	www.lmu.de/en/international/incoming >living in Munich>visa
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 MUNCHEN01	erasmus-incoming@lmu.de	www.lmu.de/en/international/incoming >living in Munich>health insurance
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 MUNCHEN01	Christine.kern@lmu.de	www.lmu.de/en/international/incoming >living in Munich>accommodation
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 MUNCHEN01	Jean Schleiss Institutional Coordinator	03.03.2014	 	
PL WROCLAW04	Prof. Dr. hab. Alina Wieliczko Vice-Rector Vice-Rector for International Relations and Regional Cooperation	29.11.2013	Vice-Rector for International Relations and Regional Cooperation  <i>Prof. Alina Wieliczko, D.V.M., Ph.D.</i>	UNWERSYTET PRZYRODNICZY we Wrocławiu 50-375 Wrocław, ul. Norwida 25/27

⁶ Scanned signatures are accepted



Erasmus+ at LMU Annex for Inter-Institutional Agreements

The annex is an integral part of the Inter-Institutional Agreement. The Inter-Institutional Agreement is only valid on condition that both parties hold the Erasmus Charter for Higher Education.

Institution Details

Name of Institution	Ludwig-Maximilians-Universität (LMU)
Erasmus ID Code	D MUNCHEN01
Postal Address	International Affairs Geschwister-Scholl-Platz 1 80539 München Germany
Visiting Address	Ludwigstraße 27, room G007, 80539 München
Website	www.lmu.de/en/international/incoming

Erasmus Contacts

Erasmus Inter-Institutional Agreements Coordinator	Jean Schleiss Phone: +49 89 2180 - 3807; Fax: +49 89 2180 - 3136 jean.schleiss@lmu.de
Incoming Students	Claudia Gebhard and Catherine Ubl Phone: +49 89 2180 - 2799 erasmus-incoming@lmu.de
Outgoing Students	Ms Claudia Wernthaler Phone: +49 89 2180 - 3795; Fax: +49 89 2180 - 3136 claudia.wernthaler@lmu.de

Nomination of Exchange Students

We ask partner universities to nominate exchange students to erasmus-incoming@lmu.de no later than:

Winter Semester: May 15

Summer Semester: November 15

Application and Registration Procedures

Application

After completing the online application at our website, students should print out the form and have it signed by the relevant coordinator at the home university. The application should then be sent with all supporting documents to the LMU International Office.

Application Deadlines

Winter Semester: June 15

Summer Semester: December 15

Registration

Registration of new Erasmus incoming students usually takes place in October and April respectively. Students are informed about registration dates in the official letter of acceptance (Zulassungsbescheid), which they will receive not later than 6 weeks after the application deadline.

www.lmu.de/en/international/incoming > Application and Admission



Recommended Language Skills

As the language of instruction of most undergraduate courses is German, the recommended language of instruction level is generally B1 (according to the "Common European Framework of Reference for Languages") and for courses taught in English the minimum language requirement is generally B1.

For both German/English some faculties/departments require higher levels of proficiency:
www.lmu.de/en/international/incoming > Application and Admission > Language Requirements

Language Courses

www.lmu.de/en/international/incoming > Living in Munich > Language Courses

Additional Requirements

Choosing courses outside the subject area defined in the Inter-Institutional Agreement

With some restrictions, exchange students may take courses outside the subject area of the Inter-Institutional Agreement on condition that they have previous knowledge in that subject area. However, places cannot be guaranteed to students in subject areas which are not defined in the Inter-Institutional Agreement.

www.lmu.de/en/international/incoming > Studying at LMU > Choosing Courses

Welcome Day

At the beginning of each semester LMU organises a Welcome Day. Erasmus students are also informed about orientation sessions which are offered in the faculties/departments.

www.lmu.de/en/international/incoming > Welcome Day

Buddy Program

As well as many social programs, LMU has a buddy program which exchange students are encouraged to join.

www.lmu.de/en/international/incoming > Living in Munich > International Student Life

Students with special needs / Students with children

To find out about on the kind of facilities available at LMU before going abroad, students should contact the LMU Erasmus-Incoming-Team directly (erasmus-incoming@lmu.de).

www.uni-muenchen.de/barrierefrei
www.uni-muenchen.de/studierenmitkind

Studying at LMU Munich

Academic Year

The academic year consists of two semesters – winter and summer.

The months of March, April, August, and September are officially free of lectures. However, students may have examinations, additional courses, or papers to concern themselves with during these months. Students should ask their departmental coordinators about the examination schedule.

www.lmu.de/en/international/incoming > Studying at LMU > Academic Calendar

Course Information

The up-to-date course catalogue is available only two months before the beginning of each semester. Before the catalogue goes online students may consult the faculty websites where there is often general information about choosing courses etc.

www.lmu.de/en/international/incoming > Studying at LMU > Choosing Courses



Grading System

At LMU Munich credit for Bachelor and Master Courses is given in accordance with the European Credit Transfer System (ECTS). The recommended workload is 30 ECTS per semester. All coursework will be graded in accordance with the German grading system.

General Grading System

< 1,00 exceptional (not given in all departments)
1,00 – 1,50 very good (sehr gut)
1,51 – 2,50 good (gut)
2,51 – 3,50 satisfactory (befriedigend)
3,51 – 4,00 sufficient (ausreichend)
> 4,00 deficient (mangelhaft)

Grading System for Law

16 – 18 points: very good (outstanding)
13 – 15 points: good (well above average)
10 – 12 points: fully satisfactory (above average)
07 – 09 points: satisfactory (meets all normal requirements)
04 – 06 points: sufficient (meets requirements, some weakness)
01 – 03 points: deficient (considerable weakness, unacceptable)
0 points: inadequate/unsatisfactory (wholly unacceptable)

Transcript of Records

Every effort will be made to issue transcripts of records 5 weeks after the assessment period at LMU has finished. As each department/faculty has different regulations, it may not always be possible to adhere to this deadline.

General Information

Accommodation

The "Studentenwerk" is responsible for providing accommodation for Erasmus students. The allocation of rooms in student residences run by the Studentenwerk is, however, coordinated at the International Office.
Contact person: christine.kern@lmu.de

Accommodation cannot be guaranteed to all Erasmus students. The International Office will however provide information and assistance to incoming students according to the requirements of the Erasmus Charter for Higher Education.

www.lmu.de/en/international/incoming > Living in Munich > Accommodation

VISA

Depending on the country of origin, there are different entry and residence regulations for students.

www.lmu.de/en/international/incoming > Downloads > Exchange Student Guide

Insurance

Adequate health insurance is obligatory for all exchange students. There are different regulations depending on the students' country of origin. Detailed information can be found at:

www.lmu.de/en/international/incoming > Living in Munich > Health Insurance

LMU also strongly recommends an accident, personal and third party liability insurance for the duration of stay in Germany.

Exchange Student Guide

Detailed information about all points mentioned above and other useful information can be found at:

www.lmu.de/en/international/incoming > Downloads > Exchange Student Guide