



# Erasmus+ Programme

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

### Inter-institutional agreement 2014/15-2016/17 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)
<b>Universität Stuttgart – University of Stuttgart</b>	<b>D STUTTGA01</b>	Institutional coordinator: Please refer to annex	Please refer to annex
		Departmental coordinator: Dr.-Ing. Friedrich Krumm E: <a href="mailto:friedrich.krumm@gis.uni-stuttgart.de">friedrich.krumm@gis.uni-stuttgart.de</a>	
<b>Wroclaw University of Environmental and Life Sciences</b>  ul. C.K. Norwida 25 50-375 Wrocław, Poland	<b>PL WROCLAW04</b>	Mrs. Jadwiga Bolechowska <b>Erasmus Institutional Coordinator</b> , International Relations Office, Incoming Students Tel. +48 71 320 5478 Fax: +48 71 320 5115 <a href="mailto:jadwiga.bolechowska@up.wroc.pl">jadwiga.bolechowska@up.wroc.pl</a>  Krzysztof Kafarski <b>International Relations Office</b> Outgoing Students Tel. +48 71 320 5287 Fax: +48 71 320 5115 <a href="mailto:krzysztof.kafarski@up.wroc.pl">krzysztof.kafarski@up.wroc.pl</a>	<a href="http://www.up.wroc.pl/studies_and_students/">http://www.up.wroc.pl/studies_and_students/</a>  <a href="https://www.student.up.wroc.pl/lista/">https://www.student.up.wroc.pl/lista/</a>

## B. Mobility numbers 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 [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code [ISCED 2013, see last page]	Subject area name	Study cycle [1 <sup>st</sup> , 2 <sup>nd</sup> and/or 3 <sup>rd</sup> ]	Number of student mobility periods  Student Mobility for Studies [total number of months* of the study period]
<b>D STUTTGA01</b>	<b>PL WROCLAW04</b>	0532 (ex. 443)	Earth Sciences (Geodesy and Geoinformatics)	2 <sup>nd</sup> , 3 <sup>rd</sup>	2 students, 12 months in total
<b>PL WROCLAW04</b>	<b>D STUTTGA01</b>	0532 (ex. 443)	Earth Sciences (Geodesy and Geoinformatics)	2 <sup>nd</sup> , 3 <sup>rd</sup>	2 students, 12 months in total

\* At D STUTTGA01: If the agreement is for 1 student for 10 months (example), it will be possible to also nominate 2 students for 5 months each.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code [ISCED 2013, see last page]	Subject area name	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training
<b>D STUTTGA01</b>	<b>PL WROCLAW04</b>	0532 (ex. 443)	Earth Sciences (Geodesy and Geoinformatics)	max. 1 staff member, min. 2 days (excl. travel time), min. 8 teaching hours	Only by individual agreement
<b>PL WROCLAW04</b>	<b>D STUTTGA01</b>	0532 (ex. 443)	Earth Sciences (Geodesy and Geoinformatics)	1 x 1 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 [Erasmus code]	Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies	Staff Mobility for Teaching
<b>D STUTTGA01</b>	Please refer to annex	Please refer to annex	Please refer to annex	Please refer to annex	Please refer to annex
<b>PL WROCLAW04</b>		English	Polish	B2	B2

*For more details on the language of instruction recommendations, see the course catalogue of each institution.*

### 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.

**D STUTTGA01:** Please refer to annex

**PL WROCLAW04:** -

### E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
<b>D STUTTGA01</b>	Please refer to annex	Please refer to annex
<b>PL WROCLAW04</b>	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 [x] weeks:

**D STUTTGA01:** Please refer to annex

**PL WROCLAW04:** The receiving institution will send its decision within 5 weeks

3. A Transcript of Records will be issued by the receiving institution no later than [xx] weeks after the assessment period has finished at the receiving HEI:

**D STUTTGA01:** Please refer to annex

**PL WROCLAW04:** 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.

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

### 1. Grading systems of the institutions

**D STUTTGA01:** Please refer to annex

**PL WROCLAW04:**

[http://www.up.wroc.pl/studies\\_and\\_students/9312/local\\_grades.html](http://www.up.wroc.pl/studies_and_students/9312/local_grades.html)

### 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:

Receiving institution [Erasmus code]	Contact details (email, phone)	Website for information
<b>D STUTTGA01</b>	Please refer to annex	Please refer to annex
<b>PL WROCLAW04</b>	<a href="mailto:jadwiga.bolechowska@up.wroc.pl">jadwiga.bolechowska@up.wroc.pl</a>	<a href="http://www.up.wroc.pl/studies_and_students/">http://www.up.wroc.pl/studies_and_students/</a>

### 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:

Receiving institution [Erasmus code]	Contact details (email, phone)	Website for information
<b>D STUTTGA01</b>	Please refer to annex	Please refer to annex
<b>PL WROCLAW04</b>	-	<a href="http://www.up.wroc.pl/studies_and_students/">http://www.up.wroc.pl/studies_and_students/</a>



### 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:

Receiving institution [Erasmus code]	Contact details (email, phone)	Website for information
<b>D STUTTGA01</b>	Please refer to annex	Please refer to annex
<b>PL WROCLAW04</b>	<a href="mailto:jadwiga.bolechowska@up.wroc.pl">jadwiga.bolechowska@up.wroc.pl</a>	<a href="http://www.up.wroc.pl/studies_and_students/">http://www.up.wroc.pl/studies_and_students/</a>

#### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>1</sup>
<b>D STUTTGA01</b>	Katja Schuster, Erasmus+ Institutional Coordinator	29.11.13	
<b>PL WROCLAW04</b>	Prof. Dr. hab. Alina Wieliczko Vice-Rector Vice-Rector for International Relations and Regional Cooperation	02.12.13	 Prorektor ds. współpracy z zagranicą i regionem <i>prof. dr. hab. Alina Wieliczko</i>

UNIWERSYTET PRZYRODNICZY  
we Wrocławiu  
50-375 Wrocław, ul. Norwida 25/27

<sup>1</sup> Scanned signatures are accepted

## Annex to Erasmus+ Inter-Institutional Agreement Institutional Fact Sheet 2014/15

### 1. Institutional Information

#### 1.1. Institutional details

<b>Name of the institution</b>	Universität Stuttgart – University of Stuttgart
Erasmus Code	D STUTGA01
EUC	28252-IC-1-2007-1-DE-ERASMUS-EUCX-1
Website Institution	<a href="http://www.uni-stuttgart.de/">http://www.uni-stuttgart.de/</a>
Website International Office	<a href="http://www.ia.uni-stuttgart.de/">http://www.ia.uni-stuttgart.de/</a>
Online course catalogue	<a href="http://www.isf.uni-stuttgart.de/">http://www.isf.uni-stuttgart.de/</a>

#### 1.2. Main contacts

<b>Contact person</b>	Ms Katja Schuster
<b>Responsibility</b>	Erasmus Institutional Coordinator Contact person for Erasmus partners and inter-institutional agreements Contact person for Erasmus outgoing students and staff Contact person for Erasmus incoming staff
<b>Contact details</b>	Phone: +49 711 685 68553 - Fax: +49 711 685 58553 - Email: <a href="mailto:schuster@ia.uni-stuttgart.de">schuster@ia.uni-stuttgart.de</a>

<b>Contact person</b>	Ms Melanie Schillo
<b>Responsibility</b>	General Erasmus incoming enquiries Contact person for Erasmus incoming students
<b>Contact details</b>	Phone: +49 711 685 68566 - Fax: +49 711 685 68600 - Email: <a href="mailto:incoming@ia.uni-stuttgart.de">incoming@ia.uni-stuttgart.de</a>

### 2. Detailed requirements and additional information

#### C. Recommended language skills

The sending institution, following agreement with our 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:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	Any	German	B1 (at the beginning of the exchange) + participation in the intensive German course at the University of Stuttgart
Student Mobility for Studies	Any	English	B2 (at the beginning of the exchange)
Staff Mobility for Teaching	Any	German	B2
Staff Mobility for Teaching	Any	English	B2

\* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

For more details on the language of instruction recommendations, please refer to our course catalogue.



## D. Additional requirements

### Bachelor/Master Thesis:

Incoming students, who would like to write a Bachelor or Master thesis in the field of **Engineering** at our university, will have to apply for a 1-year exchange (2 semesters) \*:

- 1<sup>st</sup> semester: The incoming student will take courses and look independently for a thesis topic and a supervisor during the exchange semester (or before). Please note that the Office of International Affairs and the Erasmus departmental coordinators are not able to assist in finding a suitable thesis topic and supervisor.
- 2<sup>nd</sup> semester: The incoming student may write the thesis, if he/she has found a thesis topic and supervisor. If not he/she will be able to take courses at our university instead or write the thesis at e.g. the home institution.

\* This regulation applies to all partner institutions and incoming students, unless there is a special pre-approval by the hosting institute/department of the University of Stuttgart.

### Special Needs:

Students and staff with disabilities are welcome to apply for an Erasmus exchange to our university. Our university is generally able to accommodate students and staff with disabilities upon request. Please make sure to inform us about the special needs of your students and staff well ahead of time.

## E. Calendar

### 1. Application Deadlines

Applications of nominated students must reach our institution by:

<b>Autumn term</b>	May 1 <sup>st</sup>
<b>Spring term</b>	December 1 <sup>st</sup>

### 2. Decision Response

We will send our decision within ~6 weeks.

### 3. Transcripts of Records

A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at our institution.

## F. Additional information

### 1. Grading system

The University of Stuttgart awards so-called *Leistungspunkte (LP)* = credit points for their Bachelor and Master courses. These credit points are equivalent to ECTS. More information on the ECTS system may be found on the following website: <http://www.ia.uni-stuttgart.de/internet/bewerber/program/ects/>

Incoming students receive documents verifying successful participation in a course, the so-called *Scheine*. These have to be submitted to the Erasmus departmental coordinators before the end of the exchange. The departmental coordinators will then issue the students' transcripts of records.

grade	in words	corresponding to
1,0 - 1,5	<i>sehr gut</i>	excellent (seldom achieved)
1,6 - 2,5	<i>gut</i>	very good (well above average)
2,6 - 3,5	<i>befriedigend</i>	satisfactory (fulfilling all normal requirements)
3,6 - 4,0	<i>ausreichend</i>	sufficient (meeting requirements despite weakness; 4,0 = pass)
4,1 +	<i>mangelhaft</i>	fail

## 2. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, 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:

<b>Contact person</b>	Ms Melanie Schillo
<b>Responsibility</b>	General Erasmus incoming enquiries Contact person for Erasmus incoming students
<b>Contact details</b>	Phone: +49 711 685 68570 - Fax: +49 711 685 68600 - Email: <a href="mailto:schillo@ia.uni-stuttgart.de">schillo@ia.uni-stuttgart.de</a>
<b>Website</b>	<a href="http://www.ia.uni-stuttgart.de/internat/bewerber/program/visa/">http://www.ia.uni-stuttgart.de/internat/bewerber/program/visa/</a>

## 3. Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

[http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

<b>Contact person</b>	Ms Melanie Schillo
<b>Responsibility</b>	General Erasmus incoming enquiries Contact person for Erasmus incoming students
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<b>Website</b>	<a href="http://www.ia.uni-stuttgart.de/internat/bewerber/program/visa/">http://www.ia.uni-stuttgart.de/internat/bewerber/program/visa/</a>

## 4. Housing


Our institution will support incoming student/staff 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:

<b>Contact person</b>	Ms Melanie Schillo
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<b>Contact details</b>	Phone: +49 711 685 68570 - Fax: +49 711 685 68600 - Email: <a href="mailto:schillo@ia.uni-stuttgart.de">schillo@ia.uni-stuttgart.de</a>
<b>Website</b>	<a href="http://www.ia.uni-stuttgart.de/internat/studierenden/practical/accomm/">http://www.ia.uni-stuttgart.de/internat/studierenden/practical/accomm/</a>

## 5. Academic Calendar: [http://www.ia.uni-stuttgart.de/internat/bewerber/program/academical\\_calendar/](http://www.ia.uni-stuttgart.de/internat/bewerber/program/academical_calendar/)

	Autumn term	Spring term
<b>Intensive German Course</b>	September – mid-October	March – mid-April
<b>Lecture period</b>	mid-October – mid-February	mid-April – mid-July
<b>Exam period</b>	mid-February – mid-April	mid-July – mid-October

Stuttgart, 15.10.2013



Katja Schuster,  
Erasmus+ Institutional Coordinator



**INTERNATIONAL STANDARD CLASSIFICATION OF EDUCATION:  
FIELDS OF EDUCATION AND TRAINING (ISCED-2013)**

<b>Broad field</b>	<b>Narrow field</b>	<b>Detailed field</b>
01 Education	011 Education	0111 Education Science 0114 Teacher training with Subject Specialization
02 Arts and Humanities	021 Arts	0211 Audio-visual Techniques and Media Production 0212 Fashion, Interior and Industrial Design
	023 Languages	0231 Language Acquisition
04 Business, Administration	041 Business and Administration	0411 Accounting and taxation 0412 Finance, Banking and Insurance 0413 Management and Administration 0414 Marketing and Advertising
05 Natural Sciences, Mathematics and Statistics	051 Biological and Related Sciences	0511 Biology 0512 Biochemistry
	052 Environment	0521 Environmental Sciences 0522 Natural Environments and Wildlife
	053 Physical Sciences	0531 Chemistry 0532 Earth Sciences 0533 Physics
	054 Mathematics and Statistics	0541 Mathematics 0542 Statistics
06 Information and Communication Technologies (ICTs)	061 Information and Communication Technologies (ICTs)	0611 Computer Use 0612 Database and Network Design and Administration 0613 Software and Applications Development and Analysis
07 Engineering, Manufacturing and Construction	071 Engineering and Engineering Trades (broad programmes)	0711 Chemical Engineering and Processes 0712 Environmental Protection Technology 0713 Electricity and Energy 0714 Electronics and Automation 0715 Mechanics and Metal Trades 0716 Motor Vehicles, Ships and Aircraft
	072 Manufacturing and Processing	0721 Food Processing 0722 Materials: glass, paper, plastic, wood 0724 Mining and Extraction
	073 Architecture and Construction	0731 Architecture and Town Planning 0732 Building and Civil Engineering