



Erasmus+ Programme

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

Inter-institutional agreement 2014-2021 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	Ph. D. Anita Proszowska, Faculty of Management, ul. Gramatyka 10, 30-067 Kraków, +48 6174234, e-mail: aproszow@zarz.agh.edu.pl	www.agh.edu.pl
Institutional Coordinator	PL KRAKOW02	Ph.D. Eng 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
Università della Valle d'Aosta – Université de la Vallée d'Aosta – I AOSTA02			
Departmental Coordinator	I AOSTA02	Academic contact: Mrs. Anna Maria Merlo a.merlo@univda.it	www.univda.it

Contact: International Relations Office	I AOSTA02	International Relations Office Grand-Chemin 73/75 11020 Saint-Christophe Italy E-mail: u-rel-internazionali@univda.it Tel. +39 (0)165 066 712 +39 (0)165 066 734 Fax +39 (0)165 066 748	Incoming students: http://www.univda.it/context_with_sublink.jsp?ID_LINK=360&area=6 Course Catalogue: http://www.univda.it/context.jsp?ID_LINK=1609&area=8
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B. Mobility numbers¹ 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]	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 *
PL KRAKOW02	I AOSTA02	04.0	Business Studies	1 st	30 months (5 months/student)	only by individual agreement
I AOSTA 02	PL KRAKOW0 2	04.0	Business Studies	1 st	30 months (5 months/student)	only by individual agreement

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 *
PL KRAKOW02	I AOSTA02	04.0; 11.0	Business Studies; Mathematics, informatics for teaching	5 hours / week (teaching staff by individual agreement)	5 working days (administrative staff by individual agreement)

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>)

			information resources at the library; office management and information management for administration		
I AOSTA02	PL KRAKOW02	04.0; 11.0	Business Studies; Mathematics, informatics for teaching information resources at the library; office management and information management for administration	8 hours / week (teaching staff by individual agreement)	5 working days (administrative staff 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]	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		English		B2	B2
Partner University		Italian		Students must have sufficient knowledge to attend courses and take exams	Courses may be taught in languages other than Italian, in particular French and English

For more details on the language of instruction recommendations, see the course catalogue of each institution <https://intstudies.agh.edu.pl/>

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>

D. Additional requirements

PL KRAKOW02	<p>Criteria for incoming students: CENTRE FOR INTERNATIONAL STUDENTS , www.international.agh.edu.pl</p> <p>After entering our website please follow the steps entering the sections:</p> <ol style="list-style-type: none"> 1. Education Offer 2. Short-term programmes 3. Exchange programmes 4. Erasmus or other exchange
IAOSTA02	Our institution is able to receive students with disabilities.

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 AOSTA02	01.10 – 28.02	01.03-31.07

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 AOSTA 02	30.06	30.11

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 AOSTA02	30.06	30.11

2. The receiving institution

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

I AOSTA 02 will send its decision within **6 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.

I AOSTA02: 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

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."

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.

I AOSTA 02

The grading scale is 0-30 *cum laude*

Notes below 18 are considered as insufficient / failed.

ECTS

1 ECTS = 25 workload hours

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 AOSTA02	http://www.univda.it/context_with_sublink.jsp?ID_LINK=168&area=6

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	https://international.agh.edu.pl/ <ul style="list-style-type: none">The European Health Insurance Card (or EHIC) 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>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 AOSTA02	http://www.univda.it/context_with_sublink.jsp?ID_LINK=168&area=6



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	<p>AGH UST Campus, 30-072 Kraków ul. Józefa Rostafińskiego 7a tel.: (12) 617 34 71 fax: (12) 637 24 16</p> <p>e- mail: miasteczko@agh.edu.pl</p> <p>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/</p>
I AOSTA02	http://www.univda.it/context_with_sublink.jsp?ID_LINK=168&area=6

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ³
PL KRAKOW02	Prof. dr hab. inż. Tomasz Szmuc Vice-Rector		
I AOSTA02	Prof. Fabrizio Cassella, Rector	21/02/2014	

³ Scanned signatures are accepted