



# Erasmus+ Programme

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

## **Inter-institutional<sup>1</sup> agreement 2015-2020<sup>2</sup>** **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**

<b>Name of the institution</b> (and department, where relevant)	<b>Erasmus code</b>	<b>Contact details<sup>3</sup></b> (email, phone)	<b>Website</b> (eg. of the course catalogue)
Jagiellonian University in Kraków International Students Mobility Office	PL KRAKOW01	Marta Ganobis-Bednarska, Institutional Erasmus+ Coordinator Krzysztof Byrski, Incoming students Monika Woźniak, outgoing students Gołębia 24, 31-007 Kraków, Poland e-mail: <a href="mailto:erasmus@adm.uj.edu.pl">erasmus@adm.uj.edu.pl</a> tel. +48 12 663 1004/ 1515 fax. +48 12 66315 45	<a href="http://www.bosz.uj.edu.pl/en/przyjezdzajacy-studentow/program-erasmus">http://www.bosz.uj.edu.pl/en/przyjezdzajacy-studentow/program-erasmus</a>
Institute of History		Institute Coordinator : dr hab. Wojciech Mruk	<a href="http://www.historia.uj.edu.pl/dla-studentow/program-">http://www.historia.uj.edu.pl/dla-studentow/program-</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

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



PL KRAKOW01	F BORDEAU03	225 (08.3)	History	1st 2nd 3rd	total number of students - 2  total number of months - 20	
F BORDEAU03	PL KRAKOW01	22550(8.3)	History	1st 2nd 3rd	total number of students - 2  total number of months - 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 *
PL KRAKOW01	F BORDEAU03	225(08.3)	History	1 person/5 days ( min. 8 hours)	
F BORDEAU03	PL KRAKOW01	225(08.3)	History	1 person/5 days ( min. 8 hours)	

### 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 <sup>5</sup>	
				Student Mobility for Studies	Staff Mobility for Teaching

<sup>5</sup> 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>

				[Minimum recommended level: B1]	[Minimum recommended level: B2]
PL KRAKOW01		Polish	English	B1/B2	B2
F BORDEAU03		French		B1 French	B2 french

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.]*

#### **PL KRAKOW01 :**

- Incoming teaching staff must be individually accepted by the Institute of History. The acceptance depends on the candidate's plan of work and its adequacy to the teaching programme of the above mentioned Institute.
- Incoming non-teaching staff must be individually accepted by the Institute of History. The acceptance depends on the proposed plan of work and the capability of the above mentioned Institute to host visitors.
- In case of any additional requirements in regard to academic, organisational or other aspects (e.g. students/staff with disabilities or special needs) please contact the Jagiellonian University Disability Support Service (e-mail: [bon@uj.edu.pl](mailto:bon@uj.edu.pl)) or International Students Office (e-mail: [erasmus@adm.uj.edu.pl](mailto:erasmus@adm.uj.edu.pl)) prior to arrival.
- Incoming Erasmus students must obtain at least 8 ECTS per one semester at the Institute of History. The rest of their ECTS credits can be obtained from different institutes/ faculties of The Jagiellonian University.
- Outgoing students of The Jagiellonian University must consult their Learning Agreement with their tutors/supervisors prior to the departure. All changes in Learning Agreements must be accepted by tutors/supervisors.

#### E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
PL KRAKOW01	May 31	November 30
F BORDEAU03	May 15	October 15

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

- The receiving institution will send its decision within 4 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]*

**PL KRAKOW01:** Students can obtain their transcripts of records directly from the Jagiellonian University system USOSweb.

- Termination of the agreement

Termination of this agreement or changes in the data set above can be amended annually, if communicated before 1 September. This means that an unilateral decision to discontinue the exchanges or changes in the agreement 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.*

*[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

*[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>6</sup>. 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.]*

**Jagiellonian University grading scale related to ECTS grading system:**

ECTS grade	Local grade	Local definition
F, X	2	Fail
E	3	Satisfactory

<sup>6</sup>

[http://ec.europa.eu/education/tools/docs/ects-guide\\_en.pdf](http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf)

D	3,5	Satisfactory Plus
C	4	Good
B	4,5	Good Plus
A	5	Very Good

**Partner University grading scale related to ECTS grading system:**

ECTS grade	French grade	Ects APPRECIATION	French appreciation
A	16	Good	Très bien (TB)
B	-	Good	
C	14	Good	Bien (B)
D	12	Satisfactory	Assez bien (AB)
E	10	Sufficient	Passable (B)
F	<9	Insufficient failure	Echec (E)

## **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 KRAKOW01		Ministry of Foreign Affairs website: <a href="http://www.msz.gov.pl/en/travel%20to%20poland/entering_poland/">http://www.msz.gov.pl/en/travel to poland/entering_poland/</a> <a href="http://www.msz.gov.pl/en/travel%20to%20poland/visa/">http://www.msz.gov.pl/en/travel to poland/visa/</a>
F BORDEAU3	Relations- internationales <a href="mailto:@u-bordeaux-montaigne.fr">@u-bordeaux- montaigne.fr</a>	<a href="http://www.u-bordeaux3.fr/fr/l_universite/organisation/liste_services/relations_internationales.html">http://www.u- bordeaux3.fr/fr/l_universite/organisation/liste_services/relatio ns_internationales.html</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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
PL KRAKOW01	phone: (+48 12) 663 1546 fax: (+48 12) 663 1545 email: <a href="mailto:erasmus@adm.uj.edu.pl">erasmus@adm.uj.edu.pl</a>	<a href="http://www.bosz.uj.edu.pl/en/przjazdzaicy-studenci/program-erasmus">http://www.bosz.uj.edu.pl/en/przjazdzaicy-studenci/program-erasmus</a>
F BORDEAU3	<a href="mailto:Relations-internationales@u-bordeaux-montaigne.fr">Relations-internationales@u-bordeaux-montaigne.fr</a>	<a href="http://www.u-bordeaux3.fr/fr/l_universite/orqanisation/liste_services/relations_internationales.html">http://www.u-bordeaux3.fr/fr/l_universite/orqanisation/liste_services/relations_internationales.html</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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
PL KRAKOW01	phone: (+48 12) 663 1515 / 1004 fax: (+48 12) 663 1545 email: <a href="mailto:erasmus@adm.uj.edu.pl">erasmus@adm.uj.edu.pl</a>	<a href="http://www.bosz.uj.edu.pl/en/przjazdzaicy-studenci/program-erasmus">http://www.bosz.uj.edu.pl/en/przjazdzaicy-studenci/program-erasmus</a>
F BORDEAU3	<a href="mailto:Relations-internationales@u-bordeaux-montaigne.fr">Relations-internationales@u-bordeaux-montaigne.fr</a>	<a href="http://www.u-bordeaux3.fr/fr/l_universite/orqanisation/liste_services/relations_internationales.html">http://www.u-bordeaux3.fr/fr/l_universite/orqanisation/liste_services/relations_internationales.html</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
PL KRAKOW01	Prof. dr hab. Jan Świąch, Dziekan Wydziału Historycznego Uniwersytet Jagielloński	8.X.2015	DZIEKAN Wydziału Historycznego UJ <i>Jan Świąch</i> prof. dr hab. Jan Świąch
F BORDEAU3	Pr. Jean-Paul JOURDAN Président – Université Bordeaux Montaigne	8/10/15	<i>Jean-Paul Jourdan</i> VP RI UNIVERSITÉ BORDEAUX MONTAIGNE DIRECTION DES RELATIONS INTERNATIONALES

<sup>7</sup> Scanned signatures are accepted

