



Erasmus+ Programme

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

Inter-institutional¹ agreement 2015-20[21]² between programme countries

[Minimum requirements]³

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 ⁴ (email, phone)	Website (eg. of the course catalogue)
Jagiellonian University	PL KRAKOW01	Mirosław Klimkiewicz, institutional Erasmus+ Coordinator Krzysztof Byrski, incoming students Monika Woźniak, outgoing students Gołębia 24, 31-007 Kraków, Poland e-mail: erasmus@adm.uj.edu.pl tel. +48 12 663 11 06/1546	http://www.bosz.uj.edu.pl/enGB/programystudiow/programy-wymiany-studenckiej

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

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² Higher Education Institutions have to agree on the period of validity of this agreement

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³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

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⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

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		fax. +48 12 66315 45	
Institute of History		Institute Coordinator : dr hab. Wojciech Mruk Gołębia 13, 31-007 Kraków, Poland mruk@hist.uj.edu.pl	http://www.historia.uj.edu.pl/dla-studentow/program-studiow
Friedrich-Schiller-University of Jena	D JENA01	Institutional Coordinator: Jana Blumenstein, M.A. Fürstengraben 1 07743 Jena, Germany Tel.: +49-3641-931163 Fax: +49-3641-931162 Email: international@uni-jena.de Departmental Coordinator: Ute Ibscher Department of History Fürstengraben 13 07743 Jena Tel.: +49-3641-944410 Fax: +49-3641-944412 Email: ute.ibscher@uni-jena.de	http://www.uni-jena.de/international http://www.histinst.uni-jena.de/studium/auslandsstudium.html

B. Mobility numbers⁵ 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 KRAKOW01	D Jena01	225 (08.3)	History	1 st 2 nd 3 rd	total number of students – 2 total number of months - 10	

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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>)

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D JENA01	PL KRAKOW01	225 (08.3)	History	1 st 2 nd 3 rd	total number of students – 4 total number of months – 2 x 10	

[*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	D Jena01	225 (08.3)	History	1 person for 5 days (min. 8 hours)	
D JENA01	PL KRAKOW01	225 (08.3)	History	1 person for 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 ⁶ Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL KRAKOW01	D-JENA	Polish	English	B1/ B2	B2
D JENA01	PL KRAKOW01	German	English (some courses)	B1/B2	B2

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¹ 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>

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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) or International Students Office (e-mail: 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
D JENA01	June 30th	December 31th

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

2. The receiving institution will send its decision within 7 weeks.
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.

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

4. 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.

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' guide⁷. 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.]

PL KRAKOW01:

Jagiellonian University grading scale related to ECTS grading system:

ECTS grade	Local grade	Local definition
F, X	2	Fail
E	3	Satisfactory
D	3,5	Satisfactory Plus
C	4	Good
B	4,5	Good Plus
A	5	Very Good

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⁷ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

Partner University grading scale related to ECTS grading system:

Friedrich Schiller University of Jena

Grades (according to local grading scale):

German grade	verbal definition	
1.0 to 1.5	very good	(a performance much better than the average demands)
1.6 to 2.5	good	(a performance better than the average demands)
2.6 to 3.5	satisfactory	(a performance equivalent to the average demands)
3.6 to 4.0	sufficient	(performance meets the minimum criteria)
4.1 to 5.0	fail	(a performance not sufficient to the average demands because of considerable shortcomings)

ECTS grading scale:

ECTS Grade	% of successful students normally achieving the grade
A	10
B	25
C	30
D	25
E	10
FX	_*
F	_**
* FAIL - some more work required before credits can be awarded	
** FAIL - considerable further work is required	

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: http://www.msz.gov.pl/en/travel to poland/entering poland/ http://www.msz.gov.pl/en/travel to poland/visa/
D JENA01	international@uni-jena.de Tel.: +49-3641-931166	http://www.uni-jena.de/en/guide guest:studies FAQ.html non-EU-nationals will have to apply for student visa before or after arrival

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: erasmus@adm.uj.edu.pl	http://www.bosz.uj.edu.pl/en/przyjezdzaicy-studenci/program-erasmus
D JENA01	international@uni-jena.de Tel.: +49-3641-931166	http://www.uni-jena.de/en/guide_guest:studies_FAQ.html

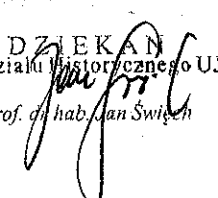
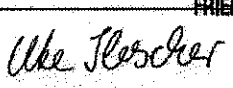
4. Housing

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 1546 fax: (+48 12) 663 1545 email: erasmus@adm.uj.edu.pl	http://www.bosz.uj.edu.pl/en/przyjezdzaicy-studenci/program-erasmus
D JENA01	international@uni-jena.de Tel.: +49-3641-931166	http://www.uni-jena.de/en/guide_guest:studies_FAQ.html http://www.stw-thueringen.de/english/housing/index.html Deadlines: January 31st, July 31st

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸
PL KRAKOW01	Prof. dr hab. Jan Święch, Dziekan Wydziału Historycznego Uniwersytet Jagielloński	23.09 2014	 DZIEKAN Wydziału Historycznego UJ prof. dr hab. Jan Święch
D JENA01	Ute Ibscher Department of History Friedrich-Schiller-University	04/09/2014	 Ute Ibscher

Ute Ibscher
 FRIEDRICH-SCHILLER-UNIVERSITÄT JENA
 Erasmus-Koordinator
 Historisches Institut
 Fürstengraben 13
 D - 07743 JENA

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¹ Scanned signatures are accepted

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