



**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 <sup>1</sup> (email, phone)	Website (eg. of the course catalogue)
AGH University of Science and Technology	PL KRAKOW02	<b>Departmental Coordinator:</b> PhD <b>Tomasz Marcin Orzechowski</b> , Faculty of Computer Science, Electronics and Telecommunications Al. Mickiewicza 30, 30-059 Krakow, Poland email: <a href="mailto:erasm-kt@agh.edu.pl">erasm-kt@agh.edu.pl</a> phone (mobile): +48 501-426-360  <b>Institutional Coordinator:</b> Dr. Tadeusz Pajak Erasmus Institutional Coordinator <a href="mailto:dwz@agh.edu.pl">dwz@agh.edu.pl</a> +48 12 617 3257	<a href="http://www.agh.edu.pl">www.agh.edu.pl</a>
Universidad Politécnica de Madrid – ETS Ingeniería y Sistemas de Telecomunicación (Technical University of Madrid – School of Telecommunications Systems and Engineering)	E MADRID05	Prof. Alberto Almendra Erasmus Institutional Coordinator <a href="mailto:International.europe@upm.es">International.europe@upm.es</a>  Prof. Rafael Herradón School Coordinator, ETSIST <a href="mailto:movilidad@etsist.upm.es">movilidad@etsist.upm.es</a> +34 91 336 7774	<a href="http://www.upm.es">www.upm.es</a>  <a href="http://www.etsist.upm.es">www.etsist.upm.es</a>

**B. Mobility numbers<sup>2</sup> 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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration <sup>3</sup> ]	Student Mobility for Traineeships *
PL KRAKOW02	E MADRID05	523	Telecomm. & Electronics Eng.	1 <sup>st</sup> , 2 <sup>nd</sup>	3 x 10 = 30	--
PL KRAKOW02	E MADRID05	523	Telecomm. & Electronics Eng.	3 <sup>rd</sup>	1 x 3 = 3	--
E MADRID05	PL KRAKOW02	523	Telecomm. & Electronics Eng.	1 <sup>st</sup> , 2 <sup>nd</sup>	3 x 10 = 30	--

<sup>1</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

<sup>2</sup> 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>)

E MADRID05	PL KRAKOW02	523	Telecomm. & Electronics Eng.	3 <sup>rd</sup>	1 x 3 = 3	--
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	E MADRID05	523	Telecomm. & Electronics Eng.	1teacher 1w. 5h.		
E MADRID05	PL KRAKOW02	523	Telecomm. & Electronics Eng.	1teacher 1w. 5h.		

[\*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.]

### 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 <sup>3</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL KRAKOW02	523	English		B2	B2
E MADRID05	523	Spanish	English	B1 Spanish	B2 English

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

PL KRAKOW02	Criteria for incoming students: CENTRE FOR INTERNATIONAL STUDENTS <a href="http://www.international.agh.edu.pl">www.international.agh.edu.pl</a>  After entering our website please follow the steps entering the sections: 1. Education Offer 2. Short-term programmes 3. Exchange programmes 4. Erasmus or other exchange
E MADRID05	Students with special needs <a href="http://www.upm.es/institucional/UPM/CompromisoSocial/UnidadAtencionDiscapacidad">http://www.upm.es/institucional/UPM/CompromisoSocial/UnidadAtencionDiscapacidad</a>

### E. Calendar

#### 1. Academic Calendar

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
PL KRAKOW 02	01.10-23.02	03.03-30.09
E MADRID05	01.09-20.01	01.02-15.07

<sup>3</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>



2. **Nominations** on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
PL KRAKOW 02	15.06	15.11
E MADRID05	June 10 <sup>th</sup>	December 1 <sup>st</sup>

3. **Applications** on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
PL KRAKOW 02	30.06	30.11
E MADRID05	June 10 <sup>th</sup>	December 1 <sup>st</sup>

2. The receiving institution

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

E MADRID05 will send its decision within **5 week** after submitting all required documents

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.*

E MADRID05: 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.

E MADRID05	9 - 10	Excellent	Excellent performance
	8 - 8,9		
	7 - 7,9	Good	Above average performance
	6 - 6,9		Average performance
	5 - 5,9	Pass	Performance that, in spite of its shortcomings, still satisfies the minimum requirements.
	4 - 4,9		
	0 - 3,9	Fail	Inadequate performance (Credit is not earned).

### 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	<a href="mailto:blesaga@agh.edu.pl">blesaga@agh.edu.pl</a> +48 12 617 52 38	<a href="https://international.agh.edu.pl/">https://international.agh.edu.pl/</a>
E MADRID05	No VISA required as an EU national. <a href="mailto:erasmus@upm.es">erasmus@upm.es</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 KRAKOW02	<p><a href="https://international.agh.edu.pl/">https://international.agh.edu.pl/</a></p> <p>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> <p>More details: <a href="https://www.ekuz.nfz.gov.pl/content/information-entitled-persons-other-euefta-member-states">https://www.ekuz.nfz.gov.pl/content/information-entitled-persons-other-euefta-member-states</a></p> <p>Central Office of the National Health Fund - The Department of International Affairs Centrala Narodowego Funduszu Zdrowia - Departament Współpracy Międzynarodowej ul. Grójecka 186, 02-390 Warszawa tel. +48 (22) 572 62 68, fax +48 (22) 572 63 19 e-mail: <a href="mailto:ca17@nfz.gov.pl">ca17@nfz.gov.pl</a></p>	



E MADRID05	<a href="mailto:erasmus@upm.es">erasmus@upm.es</a>	. European Health Insurance Card <a href="http://www.centrossanitarios.sanidadmadrid.org">www.centrossanitarios.sanidadmadrid.org</a> . Insurance Policy for International mobility (19€) <a href="http://www.upm.es/institucional/Estudiantes/Seguros/SeguroMovilidadInternacional">http://www.upm.es/institucional/Estudiantes/Seguros/SeguroMovilidadInternacional</a>
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#### 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 KRAKOW02	AGH UST Campus ul. Józefa Rostafińskiego 7a, 30-072 Kraków tel.: +48(12) 617 34 71 fax:+48 (12) 637 24 16 e- mail: <a href="mailto:miasteczko@agh.edu.pl">miasteczko@agh.edu.pl</a> <a href="https://akademik.agh.edu.pl/">https://akademik.agh.edu.pl/</a> <a href="http://www.miasteczko.agh.edu.pl/index_en.php?menu=spl">http://www.miasteczko.agh.edu.pl/index_en.php?menu=spl</a> <a href="http://www.miasteczko.agh.edu.pl/index_en.php">http://www.miasteczko.agh.edu.pl/index_en.php</a> <a href="https://international.agh.edu.pl/">https://international.agh.edu.pl/</a>	
E MADRID05	<a href="mailto:movilidad@eultt.upm.es">movilidad@eultt.upm.es</a> <a href="mailto:info@aluni.net">info@aluni.net</a>	<a href="http://www.etsist.upm.es/estudiantes/servicios/alojamiento">http://www.etsist.upm.es/estudiantes/servicios/alojamiento</a> <a href="http://www.aluni.net/">http://www.aluni.net/</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>4</sup>
PL KRAKOW02	Prof. dr hab. inż. Tomasz Szmuc Vice-Rector AGH University of Science and Technology	13 MAR. 2015	
E MADRID05	Prof. Rafael Herradón School Coordinator  Prof. Alberto Almendra Erasmus Institutional Coordinator	20 ABR. 2015	

KIEROWNIK KATEDRY

prof. dr hab. inż. Andrzej B. Pach

<sup>4</sup> Scanned signatures are accepted

PRODZIEKAN<sup>5</sup>

Dr inż. Andrzej Staniszewski  
(2)