



## Erasmus+ Programme

### Key Action 1

#### – Mobility for learners and staff – Higher Education Student and Staff Mobility

### Inter-institutional<sup>1</sup> agreement 2014-2021 between institutions from programme and partner countries

[Minimum requirements]<sup>2</sup>

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 of the organisation and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

#### A. Information about the higher education institutions

	Institution 1 (programme country)	Institution 2 (partner country)
Name of the institution (and department, where relevant)	Akademia Muzyczna w Krakowie (The Academy of Music in Kraków)	Academia de Muzică, Teatru și Arte Plastice (Academy of Music, Theatre and Fine Arts)
Country	POLAND	REPUBLIC OF MOLDOVA
Address	ul. św. Tomasza 43, PL31-027 Kraków	Str. Mateevici, 111, MD 2014, Chișinău
Erasmus Code	PL KRAKOW09	MD CHISINAU
ECHE	50419-LA-1-2014-1-PL-E4AKA1-ECHE	
Website: Homepage	<a href="http://www.amuz.krakow.pl">www.amuz.krakow.pl</a>	<a href="http://amtap.md">http://amtap.md</a>
Website English Language page/course catalogue	<a href="http://www.amuz.krakow.pl/en/29/0/8/Structure">http://www.amuz.krakow.pl/en/29/0/8/Structure</a> <a href="http://www.amuz.krakow.pl/en/29/0/502/ERASMUS">http://www.amuz.krakow.pl/en/29/0/502/ERASMUS</a>	<a href="http://amtap.md/?&amp;lang=3">http://amtap.md/?&amp;lang=3</a>
Erasmus/Institutional Programme Coordinator	Prof. Rafał Jacek Delekt/Vice-Rector for International Relations and Scientific Research	dr., Acting Prof. Victoria Tcacenco/ Head of the European Integration and Academic Mobility Department
Phone	+48 12 4262970, 12 422 04 55 ext. 147 +48 12 4262970;	+37322 928889, +37369186944
Fax	+48 12 4262970	+37322 240213
Contact person and Email	dr Karolina Jarosz/International Office <a href="mailto:karolina.jarosz@amuz.krakow.pl">karolina.jarosz@amuz.krakow.pl</a>	dr. Victoria Tcacenco/Head of the European Integration and Academic Mobility Office,

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.

<sup>2</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

## B. Mobility numbers<sup>3</sup> per academic year

[Paragraph to be added if the agreement is signed for more than one academic year:

The partners commit to amend the table below in case of changes in the mobility data by the end of January at the latest in the preceding academic year.]

FROM [Erasmus code or city of the sending institution]	TO <sup>7</sup> [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	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	Student Mobility for Traineeships* [Not relevant for 2015]
PL KRAKOW09	MD CHISINAU	215	Music and performing Arts	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	1/10	1/2
MD CHISINAU	PL KRAKOW09	215	Music and performing Arts	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	1/10	1/2

[\*Optional: subject 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 <sup>7</sup> [Erasmus code or city of the sending institution]	TO <sup>7</sup> [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching/total number of days of the teaching periods or average duration	Staff Mobility for Training [Not relevant for 2015]
PL KRAKOW09	MD CHISINAU	215	Music and performing Arts	1/14	1/14
MD CHISINAU	PL KRAKOW09	215	Music and performing Arts	1/14	1/14

<sup>3</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>)



### 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 or city]	<i>Optional: Subject area</i>	Main language of instruction	Additional language of instruction	Recommended language of instruction level <sup>4</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL KRAKOW09	Music and performing Arts	Polish	English	At least B2 (The knowledge of Polish is not required)	At least B2 (The knowledge of Polish is not required)
MD CHISINAU	Music and performing Arts	Romanian, Russian	English	At least B1	At least B1

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

### D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **programme country**<sup>5</sup> of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here:

[http://eacea.ec.europa.eu/funding/2014/call\\_the\\_charter\\_en.php](http://eacea.ec.europa.eu/funding/2014/call_the_charter_en.php)

The higher education institution(s) located in a **partner country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where

<sup>4</sup> See Common European Framework of Reference for Languages

<sup>5</sup> Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.

possible, traineeships of its mobile students.

- Charge no fees, in the case of credit mobility, to incoming students for tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

The higher education institution located in a **partner country** of Erasmus further undertakes to:

#### **Before mobility**

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.
- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organisational support grants. See the information / insurance section for contact details.
- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

#### **During and after mobility**

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.
- Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
- Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.



## **E. Any additional requirements**

*[To be completed if necessary. Other requirements may be agreed 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 including cultural preparation before mobility; the recognition tools used]*

*[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]*

Institution [Erasmus code]	Additional requirements [e.g. selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff, infrastructure to welcome students and staff with disabilities.]
PL KRAKOW09	<a href="http://www.amuz.krakow.pl/en/29/0/502/ERASMUS">http://www.amuz.krakow.pl/en/29/0/502/ERASMUS</a> The Institution does not have the infrastructure to welcome students and staff with disabilities
MD CHISINAU	The Institution does not have the infrastructure to welcome students and staff with disabilities <a href="http://amtap.md/?&amp;lang=3">http://amtap.md/?&amp;lang=3</a>

## **F. Calendar**

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

Institution [Erasmus code]	Term	Application Deadline	Average time taken for decision	Academic Year dates
PL KRAKOW09	Fall	15 March	1 month	beginning of October - end of January
	Spring	15 December	1 month	mid of February - mid of June
MD CHISINAU	Fall	15 March	1 month	beginning of September - end of January
	Spring	15 December	1 month	beginning of February - end of June

2. 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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

3. Termination of the agreement

*[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."]*

## G. 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.]*

Institution [Erasmus code]	Brief Description of Grading System (or link to relevant webpage)			
PL KRAKOW09	A	5,5/5,0	EXCELLENT	Outstanding performance
	B	4,75/4,5	VERY GOOD	Very good performance, above average with only minor errors
	C	4,0/3,75	GOOD	A good performance with some notable errors
	D	3,5	SATISFACTORY	Fair but with significant shortcomings
	E	3,0	SUFFICIENT	Performance meets the minimum criteria
	FX	2,75	FAIL	Some more work is required before credit can be awarded
	F	2,0	FAIL	Considerable further work is required
MD CHISINAU	A	10	EXCELLENT	Outstanding performance
	B	9	VERY GOOD	Very good performance, above average with only minor errors
	C	8	GOOD	A good performance with some notable errors
	D	7	SATISFACTORY	Fair but with significant shortcomings
	E	6	SATISFACTORY	Fair but with significant shortcomings
	F	5	SUFFICIENT	Performance meets the minimum criteria
	G	4-3	FAIL	Some more work is required before credit can be awarded
	F	2-1	FAIL	Considerable further work is required

<sup>6</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)



## 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 or city]	Contact details (e-mail, phone)	Website for information
PL KRAKOW09	Students make Visa arrangements by themselves or via partner institution.  <i>For EU citizens Visa is not required.</i>  For other students please contact dr Karolina Jarosz/International Office at: <a href="mailto:karolina.jarosz@amuz.krakow.pl">karolina.jarosz@amuz.krakow.pl</a>	<a href="http://www.amuz.krakow.pl/en/3/502/905/ECTS">http://www.amuz.krakow.pl/en/3/502/905/ECTS</a>  Polish Ministry of Foreign Affairs: <a href="http://www.msz.gov.pl/en/travel_to_poland/">www.msz.gov.pl/en/travel_to_poland/</a>
MD CHISINAU	Students make Visa arrangements by themselves or via partner institution.  <i>For EU citizens Visa is not required.</i>  For other students please contact  dr Victoria Tcacenco/ Head of the International Relations and Academic Mobility Office <a href="mailto:amtap2003@yahoo.com">amtap2003@yahoo.com</a>	<a href="http://amtap.md/?&amp;lang=3">http://amtap.md/?&amp;lang=3</a>  The Ministry of Foreign Affairs of the Republic of Moldova: <a href="http://www.mfa.gov.md/">http://www.mfa.gov.md/</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	Website for information
PL KRAKOW09	Students make insurance arrangements by themselves or via partner institution:	<a href="http://www.amuz.krakow.pl/en/3/502/905/ECTS">http://www.amuz.krakow.pl/en/3/502/905/ECTS</a>

	European Health Insurance Card or other/private insurances.	
MD CHISINAU	Students make insurance arrangements by themselves or via partner institution: private insurances accredited in the Republic of Moldova	<a href="http://amtap.md/?&amp;lang=3">http://amtap.md/?&amp;lang=3</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	Website for information
PL KRAKOW09	Students make housing arrangements by themselves or via partner institution:  In some cases student dormitory will be available. Please contact dr Karolina Jarosz/International Office at: <a href="mailto:karolina.jarosz@amuz.krakow.pl">karolina.jarosz@amuz.krakow.pl</a>	<a href="http://www.amuz.krakow.pl/en/3/0/486/Student-Housing-Facility">http://www.amuz.krakow.pl/en/3/0/486/Student-Housing-Facility</a> <a href="http://www.amuz.krakow.pl/en/3/502/776/INCOMING-STUDENTS">http://www.amuz.krakow.pl/en/3/502/776/INCOMING-STUDENTS</a>
MD CHISINAU	Students make housing arrangements by themselves or via partner institution:  In some cases student dormitory will be available. Please contact dr Victoria Tcacenco/ Head of the European Integration and Academic Mobility Office <a href="mailto:amtap2003@yahoo.com">amtap2003@yahoo.com</a>	<a href="http://amtap.md/?&amp;lang=3">http://amtap.md/?&amp;lang=3</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
PL KRAKOW09	Prof. dr hab. Zdzisław Łapiński Rektor	October, 08, 2015	 
MD CHISINAU	Prof. dr. Victoria Melnic Rector	October, 08, 2015	 

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