



# Erasmus+ Programme

## Key Action 1

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

## Inter-institutional<sup>1</sup> agreement 2015-2021 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>2</sup> (email, phone)	Website (eg. of the course catalogue)
Universitaet Salzburg (University of Salzburg)	A Salzbur01	<b>Institutional Coordinator:</b> Sylvia Humer Kapitelg. 6, A-5020 Salzburg ( <a href="mailto:erasmus-outgoing@sbg.ac.at">erasmus-outgoing@sbg.ac.at</a> )  <b>Departmental Coordinator:</b> Sieglinde Weyringer ( <a href="mailto:sieglinde.weyringer@sbg.ac.at">sieglinde.weyringer@sbg.ac.at</a> )	<a href="http://www.uni-salzburg.at">www.uni-salzburg.at</a>  course catalogue: <a href="https://online.uni-salzburg.at/plus_online/webnav.ini">https://online.uni-salzburg.at/plus_online/webnav.ini</a>
Humboldt-Universität zu Berlin (Institut für Erziehungswissenschaften)	D BERLIN13	<b>Institutional Coordinator:</b> Dr. Dietmar Buchmann  <b>Departmental Coordinator:</b> Prof. Dr. Florian Waldow Geschwister-Scholl-Str. 7 D-10099 Berlin Phone: +49.30.2093-4093	<a href="http://www.hu-berlin.de">www.hu-berlin.de</a>  Intern. Office: <a href="http://www.international.hu-berlin.de">www.international.hu-berlin.de</a>  Department: <a href="http://www.erziehungswi">www.erziehungswi</a>

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

<sup>2</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		( <a href="mailto:Erasmus.ewi@hu-berlin.de">Erasmus.ewi@hu-berlin.de</a> )	ssenschaften.hu-berlin.de/studium/Erasmus
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## B. Mobility numbers<sup>3</sup> per academic year

The partners commit to amend the table below in case of changes in the mobility data 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*]	Student Mobility for Traineeships *
A Salzbur01	D BERLIN13	011	Education	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	4 students 4 x10 months	-
D BERLIN13	A Salzbur01	011	Education	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	4 students 4x10 months	-

[\*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 *
A Salzbur01	D BERLIN13	011	Education	2 teachers 2 X 7days	4 teachers
D BERLIN13	A Salzbur01	011	Education	2 teachers 2 x 7 days	4 staff members

<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	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>4</sup>	
				Student Mobility for Studies	Staff Mobility for Teaching
A Salzburg01		German	-	B 2	C 1
D BERLIN13		German	-	B 2	C 1

For more details on the language of instruction recommendations, see the course catalogue of each institution.

A Salzburg01: No language certificate required.

### D. Additional requirements

#### Disabilities:

A Salzburg01: The University of Salzburg welcomes students with disabilities. More information: <http://www.uni-salzburg.at/index.php?id=105&MP=105-45424>

### E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
A Salzburg01	June 30th	November 30th
D BERLIN13	April 1 <sup>st</sup> – May 31 <sup>st</sup>	October 1 <sup>st</sup> – November 30 <sup>th</sup>

2. The receiving institution will send its decision within 4 weeks after the application deadline.

<sup>4</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>

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. Each student can print the transcript of records personally.

4. *[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

Austrian grading scheme	Definition
1	EXCELLENT: Outstanding performance
2	GOOD: Generally good, but with some errors
3	SATISFACTORY: Generally sound work with a number of substantial errors
4	SUFFICIENT: Performance meets the minimum criteria
successfully completed	Positive performance, where a strict differentiation is not adequate
5	UNSATISFACTORY: Substantial improvement necessary; requirement of further work
not completed	Negative performance, where a strict differentiation is not adequate

German grading scheme	Definition
1,0 / 1,3	EXCELLENT: Outstanding performance with minor errors
1,7 / 2,0 / 2,3	VERY GOOD: Above the average standard but with some minor errors
2,7 / 3,0	GOOD: Generally sound work with a number of notable errors
3,3 / 3,7	SATISFACTORY: Fair but with significant shortcomings
4,0	SUFFICIENT: Performance meets the minimum criteria
Bestanden	Positive performance, where a strict differentiation is not adequate
5	FAIL: Considerable further work is required
Nicht bestanden	Negative performance, where a strict differentiation is not adequate

## 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
A Salzbur01	<a href="mailto:Erasmus-incoming@sbg.ac.at">Erasmus-incoming@sbg.ac.at</a>  Tel: +43-662-8044-2042	<a href="http://www.oead.at/welcome_to_austria/legal_practical_issues/entry_to_austria/EN/">http://www.oead.at/welcome_to_austria/legal_practical_issues/entry_to_austria/EN/</a>
D BERLIN13	<a href="mailto:erasmus@uv.hu-berlin.de">erasmus@uv.hu-berlin.de</a>	<a href="https://www.international.hu-berlin.de/de/studierende/aus-dem-ausland/wegweiser/4_vor_einreise/4_1">https://www.international.hu-berlin.de/de/studierende/aus-dem-ausland/wegweiser/4_vor_einreise/4_1</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
A Salzbur01	<a href="mailto:Erasmus-incoming@sbg.ac.at">Erasmus-incoming@sbg.ac.at</a>  Tel: +43-662-8044-2042	<a href="http://www.oead.at/welcome_to_austria/legal_practical_issues/entry_to_austria/EN/">http://www.oead.at/welcome_to_austria/legal_practical_issues/entry_to_austria/EN/</a>  <a href="http://www.uni-salzburg.at/index.php?id=23802&amp;L=1&amp;MP=23802-45350;">http://www.uni-salzburg.at/index.php?id=23802&amp;L=1&amp;MP=23802-45350;</a>
D BERLIN13		<a href="https://www.international.hu-berlin.de/de/studierende/aus-dem-ausland/wegweiser/4_vor_einreise/4_3">https://www.international.hu-berlin.de/de/studierende/aus-dem-ausland/wegweiser/4_vor_einreise/4_3</a>

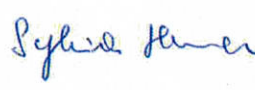



### **4. Housing**

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 (email, phone)	Website for information
A Salzbur01	<a href="mailto:Erasmus-incoming@sbg.ac.at">Erasmus-incoming@sbg.ac.at</a> Tel: +43-662-8044-2042	<a href="http://www.uni-salzburg.at/index.php?id=23788&amp;MP=23788-45355">http://www.uni-salzburg.at/index.php?id=23788&amp;MP=23788-45355</a> <a href="http://www.housing.oead.at/index_e.asp">http://www.housing.oead.at/index_e.asp</a>
D BERLIN13	<a href="mailto:wohnen@hu-berlin.de">wohnen@hu-berlin.de</a> Tel: +49-30-2093-46721	<a href="https://www.international.hu-berlin.de/de/studierende/aus-dem-ausland/wohnen/wohnen">https://www.international.hu-berlin.de/de/studierende/aus-dem-ausland/wohnen/wohnen</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>5</sup>
A Salzbur01	Prof. Sylvia Hahn Vice rector International Relations	14.4.2015	p.p. Sylvia Humer  
D BERLIN13	Dr. Dietmar Buchmann International Office Institutional Erasmus coordinator	14. April 2015	 

<sup>5</sup>Scanned signatures are accepted