



Erasmus+ Programme

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

Inter-institutional¹ 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 ² (email, phone)	Website (eg. of the course catalogue)
Universitaet Salzburg (University of Salzburg)	A Salzbur01	Institutional Coordinator: Sylvia Humer Kapitelg. 6, A-5020 Salzburg (erasmus-outgoing@sbg.ac.at) Departmental Coordinator: Sieglinde Weyringer Sieglinde.weyringer@sbg.ac.at	www.uni-salzburg.at course catalogue: https://online.uni-salzburg.at/plus_online/webnav.ini
Technische Universität Braunschweig	D BRAUNSC01	Institutional Coordinator: Björn Mehlhorn, International Office, Bültenweg 74/75, 38106 Braunschweig T: +49 531 391 4373	http://www.tu-braunschweig.de

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

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

		F: +49 531 391 4332	
		b.mehlhorn@tu-bs.de	

B. Mobility numbers³ 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 st , 2 nd or 3 rd] *	Number of student mobility periods Student Mobility for Studies Student Mobility for Traineeships *	
					[total number of months of the study periods or average duration*]	
A Salzbur01	D Braunsc01	011	Education	1 st , 2 nd , 3 rd	1/12	
Braunsc01	A Salzbur01	011	Education	1 st , 2 nd , 3 rd	1/12	-

[*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 Staff Mobility for Training *	
				[total number of days of teaching periods or average duration*]	
A Salzbur01	Braunsc01	011	Education	1 week, 5 hours	
Braunsc01	A Salzbur01	011	Education	1 week, 5 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	Optional:	Language	Language	Recommended language of instruction level*
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³ 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>)

institution	Subject area	of instruction 1	of instruction 2	Student Mobility for Studies	Staff Mobility for Teaching
A Salzbur01		German	English	B 2	B 2
D BRAUNSC01		German	English	B1 German or English	B1 German or English

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

A Salzbur01: No language certificate required.

D. Additional requirements

Disabilities:

A Salzbur01: The University of Salzburg welcomes students with disabilities. More information: <http://www.uni-salzburg.at/index.php?id=105&MP=105-45424>

At D BRAUNSC01

For the application procedure please consult the Website: <https://www.tu-braunschweig.de/international/incomings/exchange/application>.

Applicants for Courses in Psychology and Pharmacy have to present a German Language Certificate B1 on the time of the application.

Applicants for Mechanical and Electrical Engineering Exchanges need to have a GPA of approx. 2.5 in the Braunschweig Grading System (between Good and Satisfactory) at the time of Application.

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 Salzbur01	June 30th	November 30th
	01 June- students from non-EU countries, 15 July – students from EU	1 December – students from non-EU countries, 15 January – students from EU

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

At D BRAUNSC01

Grade	Definition
1,0 – 1,3	VERY GOOD: outstanding performance
1,7 – 2,3	GOOD: above the average standard but with some errors
2,7 – 3,3	SATISFACTORY: generally sound work with a number of notable errors
3,7 –	SUFFICIENT: performance meets the minimum criteria

4,0	
4,3 – 5,0	FAIL: Substantial improvement necessary; requirement of further work

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	Erasmus-incoming@sbg.ac.at Tel: +43-662-8044-2042	http://www.oead.at/welcome_to_austria/legal_practical_issues/entry_to_austria/EN/
D BRAUNSC01	exchange@tu-braunschweig.de T +49 531 391 4375	https://www.tu-braunschweig.de/international/incomings/exchange/preparation/index.html

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	Erasmus-incoming@sbg.ac.at Tel: +43-662-8044-2042	http://www.oead.at/welcome_to_austria/legal_practical_issues/entry_to_austria/EN/ http://www.uni-salzburg.at/index.php?id=23802&L=1&MP=23802-45350;
D BRAUNSC	exchange@tu-braunschweig.de	https://www.tu-braunschweig.de/international/incomings/excha

01	T +49 531 391 4375	nge/preparation/index.html
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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
A Salzbur01	Erasmus- incoming@sbg.ac.at Tel: +43-662-8044-2042	http://www.uni-salzburg.at/index.php?id=23788&MP=23788-45355 http://www.housing.oead.at/index_e.asp
D BRAUNSC01	exchange@tu-braunschweig.de T +49 531 391 4375	https://www.tu-braunschweig.de/international/incomings/exchange/preparation/index.html

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁵
A Salzbur01	Prof. Sylvia Hahn Vice rector International Relations	10.6.2014	
D BRAUNSC01	Björn Mehlhorn - ERASMUS Institutional Coordinator	10.06.2014	 Technische Universität Braunschweig Der Präsident Intern. Office

⁵Scanned signatures are accepted