



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	Erasmus contracts: Sylvia Humer INTERNATIONAL RELATIONS OFFICE Kapiteig. 6, A-5020 Salzburg (erasmus- outgoing@sbg.ac.at)	www.uni-salzburg.at course catalogue: https://online.uni-salzburg.at/plus_online/webnav.ini
Universiteit Leiden <i>International Relations Office</i>	NL LEIDEN 01	Marieke te Booij Instit.Erasmus coord. 31-71-527 3325 m.t.te.booij@sea.leidenuniv.nl	http://prospectivestudents.leiden.edu/study-abroad-exchange/
Universiteit Leiden <i>Faculty of Science</i>	NL LEIDEN 01	Erasmus contracts: Gloria Schildwacht Erasmus coordinator Faculty of Science,	http://www.science.leidenuniv.nl/index.php/english/

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.

		Universiteit Leiden, PO BOX 9502, NL 2300 RA LEIDEN + 31 71 527 5783 schildwacht@edufwn.leidenuniv.nl	Study adv. MATH studieadviseur@math.leidenuniv.nl
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B. Mobility numbers⁵ 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 [total number of months of the study periods or average duration*]	
					Student Mobility for Studies	Student Mobility for Traineeships
A Salzbur01	NL LEIDEN 01	054	Mathematics	1,2,3	1x5 months	
				At least 3 rd y BSc		
NL LEIDEN 01	A Salzbur01	054	Mathematics	1,2,3	1x5 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.]

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

A Salzbur01: No language certificate required.

NL LEIDEN 01 01 <http://prospectivestudents.leiden.edu/study-abroad-exchange/application-admission/admission-requirements.html#2-english-language-requirements>

⁵ 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>)

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>

NL LEIDEN At least 2 Years prior study Mandatory Orientation Week (fee based)
Online application via: <https://www.apply.leiden.edu/exchange-studyabroad/>

Students with disabilities : Fenestra Disability Centre: fenestra@plexus.leidenuniv.nl

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [September]	Spring term* February
A Salzbur01	June 30th	November 30th
NL LEIDEN 01	1 April (for students needing a visa and/or housing); or 15 June (for students not needing a visa and/or housing)	15 October (for students needing a visa and/or housing); or 1 December (for students not needing a visa and/or housing)

2. The receiving institution will send its decision within 4-6 weeks after the application deadline.
3. A Transcript of Records will be issued by the receiving institution no later than 5-6 weeks after the assessment period has finished at the receiving HEI. Each student can print the transcript of records personally.
4. The Agreement may be terminated by either university at any time provided that the terminating university gives written notice of its intention at least twelve months prior to the termination date and that no activities already in progress are unduly affected by such termination. This Agreement may be amended or modified at any time by the mutual written consent of both universities. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F. Information

NL LEIDEN 01: course catalog: www.studiegids.leidenuniv.nl/en/

Application procedure: www.prospectivestudents.leiden.edu

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

NL LEIDEN 01: <http://www.students.leiden.edu/your-study/education/academic-system.html>

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/
NL LEIDEN 01	Admissions Office, info@leidenuniv.nl , +31 71 527 8011	http://www.students.leiden.edu/application-admission/visa-residence-permit/

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)	Contact details (email, phone)	Website for information
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code]		
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;
NL LEIDEN 01	International Students Advisor, +31 (0)71 527 3245 j.delwel@sea.leidenuniv .nl	http://prospectivestudents.leiden.edu/study-abroad-exchange/after-admission/insurances/insurances.html

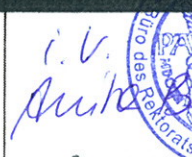

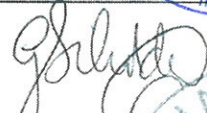
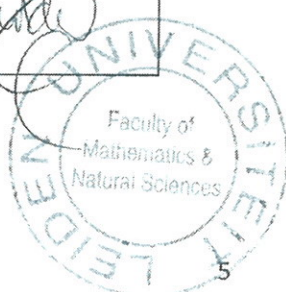
4. Housing

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
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
NL LEIDEN 01	housing@leidenuniv.nl Tel +31 (0)71 527 53 30	http://prospectivestudents.leiden.edu/study-abroad-exchange/after-admission/housing/housing.html

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁴
A Salzbur01	Prof. Sylvia Hahn Vice rector International Relations	24.03. 2014	 
NL LEIDEN 01	Gloria Schildwacht, Erasmus Coordinator Faculty of Science	20 March 2014	 

⁴Scanned signatures are accepted