



# Erasmus+ Programme

## Bilateral Inter-Institutional Agreement

### Key Action 1

### Learning Mobility for Higher Education Students and Staff

**among EU Member States and third countries associated to the Programme**

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The institutions 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, including automatic recognition of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the European Credit Transfer and Accumulation System. The institutions agree on exchanging their mobility related data in line with the technical standards of the European Student Card Initiative.

### Grading systems of the institutions

Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through EGRACONS according to the descriptions in the ECTS users' guide. The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

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<sup>1</sup>Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

### Validity period of the agreement

Timeframe	Academic Year*	Call Year*
Start of validity	[2023/2024]	[2023]
End of validity	[2026/2027]	[2027]

### A. Information about the higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details (email, phone)	Websites ( General/Faculties/ Course catalogue)
Polonia University	PL CZESTOC03	<b>Paula Gleń</b> Departmental Erasmus+ Coordinator <a href="mailto:dwz@ap.edu.pl">dwz@ap.edu.pl</a> +48 530 137 864	<a href="https://ap.edu.pl/erasmusplus/erasmusplus-kontakt/">https://ap.edu.pl/erasmusplus/erasmusplus-kontakt/</a>
SGT University	Gurugram, India	Dr. Reshu Sanan Additional Dean Office of External Affairs SGT University <a href="mailto:Reshu.sanan@sgtuniversity.org">Reshu.sanan@sgtuniversity.org</a> <a href="mailto:Dean.externalaffairs@sgtuniversity.org">Dean.externalaffairs@sgtuniversity.org</a> +91 9910063626	<a href="https://sgtuniversity.ac.in/">https://sgtuniversity.ac.in/</a>

### B. Mobility numbers<sup>2</sup> per academic year

C. 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 *
PL CZESTOC03	SGT University	0410	Business and administration	1 <sup>st</sup> , 2 <sup>nd</sup>	2 x 5 months	0
		0413	Management and administration	1 <sup>st</sup>	1 x 5 months	0
		0488	Inter- disciplinary programmes and qualifications involving business, administration and law	1 <sup>st</sup>	2 x 5 months	0
		0311	Economics	1 <sup>st</sup> , 2 <sup>nd</sup>	2 x 5 months	0
		0230	Languages	1 <sup>st</sup> , 2 <sup>nd</sup>	2 x 5 months	0
		0913	Nursing and midwifery	1 <sup>st</sup> , 2 <sup>nd</sup>	2 x 5 months	0
		0512	Biochemistry: Biotechnology	1 <sup>st</sup>	1 x 5 months	0
		0923	Social work and counselling	2 <sup>nd</sup>	1 x 5 months	0

<sup>2</sup> Mobility numbers can be given per sending/receiving institutions and per education field (optional\*:  
<https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>)

		0915	Therapy and rehabilitation	1 <sup>st</sup> , 2 <sup>nd</sup>	2 x 5 months	0
		0312	Political sciences and civics	1 <sup>st</sup> , 2 <sup>nd</sup>	2 x 5 months	0
		0223	Philosophy and ethics	1 <sup>st</sup> , 2 <sup>nd</sup>	2 x 5 months	0
		0429	Law, not elsewhere classified	1 <sup>st</sup> , 2 <sup>nd</sup>	2 x 5 months	0
SGT University	PL CZESTOC03	0410	Business and administration	1 <sup>st</sup> , 2 <sup>nd</sup>	2 x 5 months	1 x 3 months
		0413	Management and administration	1 <sup>st</sup>	1 x 5 months	1 x 3 months
		0488	Inter-disciplinary programmes and qualifications involving business, administration and law	1 <sup>st</sup>	2 x 5 months	1 x 3 months
		0311	Economics	1 <sup>st</sup> , 2 <sup>nd</sup>	2 x 5 months	1 x 3 months
		0230	Languages	1 <sup>st</sup> , 2 <sup>nd</sup>	2 x 5 months	1 x 3 months
		0913	Nursing and midwifery	1 <sup>st</sup> , 2 <sup>nd</sup>	2 x 5 months	1 x 3 months
		0512	Biochemistry: Biotechnology	1 <sup>st</sup>	1 x 5 months	1 x 3 months
		0923	Social work and counselling	2 <sup>nd</sup>	1 x 5 months	1 x 3 months
		0915	Therapy and rehabilitation	1 <sup>st</sup> , 2 <sup>nd</sup>	2 x 5 months	1 x 3 months
		0312	Political sciences and civics	1 <sup>st</sup> , 2 <sup>nd</sup>	2 x 5 months	1 x 3 months
		0223	Philosophy and ethics	1 <sup>st</sup> , 2 <sup>nd</sup>	2 x 5 months	1 x 3 months
		0429	Law, not elsewhere	1 <sup>st</sup> , 2 <sup>nd</sup>	2 x 5	1 x 3

			classified		months	months
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*[\*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 *
PL CZESTOC03	SGT University	0410	Business and administration	2 x 5 days	2 x 5 days
		0413	Management and administration	2 x 5 days	2 x 5 days
		0488	Inter-disciplinary programmes and qualifications involving business, administration and law	2 x 5 days	2 x 5 days
		0311	Economics	2 x 5 days	2 x 5 days
		0230	Languages	2 x 5 days	2 x 5 days
		0913	Nursing and midwifery	2 x 5 days	2 x 5 days
		0512	Biochemistry: Biotechnology	2 x 5 days	2 x 5 days
		0923	Social work and counselling	2 x 5 days	2 x 5 days
		0915	Therapy and rehabilitation	2 x 5 days	2 x 5 days
		0312	Political sciences and civics	1 x 5 days	1 x 5 days

		0223	Philosophy and ethics	2 x 5 days	2 x 5 days
		0429	Law, not elsewhere classified	2 x 5 days	2 x 5 days
SGT University	PL CZESTOC03	0410	Business and administration	2 x 5 days	2 x 5 days
		0413	Management and administration	2 x 5 days	2 x 5 days
		0488	Inter-disciplinary programmes and qualifications involving business, administration and law	2 x 5 days	2 x 5 days
		0311	Economics	2 x 5 days	2 x 5 days
		0230	Languages	2 x 5 days	2 x 5 days
		0913	Nursing and midwifery	2 x 5 days	2 x 5 days
		0512	Biochemistry: Biotechnology	2 x 5 days	2 x 5 days
		0923	Social work and counselling	2 x 5 days	2 x 5 days
		0915	Therapy and rehabilitation	2 x 5 days	2 x 5 days
		0312	Political sciences and civics	1 x 5 days	1 x 5 days
		0223	Philosophy and ethics	2 x 5 days	2 x 5 days
		0429	Law, not elsewhere classified	2 x 5 days	2 x 5 days

### 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]	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
			Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
SGT University	English	English	B1	B2
PL CZESTOC03	English	English	B1	B2

### C. Calendar

**Nominations of incoming students must reach the institution by:**

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
SGT University	15 June	30 November
PL CZESTOC03	15 June	30 November

**Applications from incoming students must reach the institution by:**

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
SGT University	15 July	15 December
PL CZESTOC03	15 July	15 December

### Application procedure for incoming students

Receiving institution [Erasmus code]	Contact details (email, phone)	Website for information
SGT University	Dean.externalaffairs@sgtuniversity.org	<a href="https://sgtuniversity.ac.in/">https://sgtuniversity.ac.in/</a>
PL CZESTOC03	kancelaria@ap.edu.pl	<a href="https://ap.edu.pl/regulamin-erasmus/">https://ap.edu.pl/regulamin-erasmus/</a>

### D. Additional requirements

Receiving institution [Erasmus code]	Requirement	Details	Website for information (if applicable)
SGT University			<a href="https://sgtuniversity.ac.in/">https://sgtuniversity.ac.in/</a>
PL CZESTOC03			<a href="https://ap.edu.pl/regulamin-erasmus/">https://ap.edu.pl/regulamin-erasmus/</a>

The receiving institution will send its decision within 5 weeks.

### Inclusion and accessibility

The institution will provide support to incoming mobile participants with fewer opportunities, 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:

Receiving institution [Erasmus code]	Contact details (email, phone)	Website for information

SGT University	Dean.externalaffairs@sgtuniversity.org	<a href="https://sgtuniversity.ac.in/">https://sgtuniversity.ac.in/</a>
PL CZESTOC03	kancelaria@ap.edu.pl	<a href="https://ap.edu.pl/regulamin-erasmus/">https://ap.edu.pl/regulamin-erasmus/</a>

## F. Information

### 1. 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
SGT University	Dean.externalaffairs@sgtuniversity.org	<a href="https://sgtuniversity.ac.in/">https://sgtuniversity.ac.in/</a>
PL CZESTOC03	kancelaria@ap.edu.pl	<a href="https://ap.edu.pl/erasmusplus/">https://ap.edu.pl/erasmusplus/</a>

### 2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outgoing 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
SGT University	Dean.externalaffairs@sgtuniversity.org	<a href="https://sgtuniversity.ac.in/">https://sgtuniversity.ac.in/</a>
PL CZESTOC03	kancelaria@ap.edu.pl	<a href="https://ap.edu.pl/erasmusplus/">https://ap.edu.pl/erasmusplus/</a>

### 3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outgoing 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
SGT University	Dean.externalaffairs@sgtuniversity.org	<a href="https://sgtuniversity.ac.in/">https://sgtuniversity.ac.in/</a>
PL CZESTOC03	kancelaria@ap.edu.pl	<a href="https://ap.edu.pl/erasmusplus/">https://ap.edu.pl/erasmusplus/</a>

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.

### **G. SIGNATURES OF THE INSTITUTIONS (authorized representatives)**

Institution [Erasmus code]	Name, function	Date	Signature
SGT University	Dr. Joginder Yadav Registrar SGT University	26/1/24	 <b>Registrar</b> <b>SGT University</b> <b>Budhera, Gurugram</b>
PL CZESTOC03	Prof., Ph.D. Wojciech Podlecki Institutional Erasmus+ Coordinator	05/03/2024	