



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

Inter-institutional agreement 2014/15 – 2020/21 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 ¹ (email, phone)	Website (e.g. of the course catalogue)
École Polytechnique	F PALAISE01	Mathieu Le Traon Vice President for International Relations <i>See Annex A (École Polytechnique Fact Sheet) which is integral part of this agreement</i>	www.polytechnique.edu <i>See Annex A</i>
Karlsruher Institut für Technologie (KIT)	D KARLSRU01	KIT - International Students Office Adenauerring 2, 76131 Karlsruhe, Germany Phone: +49-721-608 44911 Hana Fehrenbach, Director Mia Tjandisaka, Incoming Coordinator Melanie Hoeffler, Erasmus Assistant Incoming Students: erasmus-in@intl.kit.edu Outgoing Students: erasmus-out@intl.kit.edu Bilateral Agreements: erasmus_agreement@intl.kit.edu	https://studium.kit.edu/meineuniversitaet/Seiten/vorlesungsverzeichnis.aspx www.intl.kit.edu/istudies/3171.php
KIT – Department of Mathematics		Dr. Daniel Weiss, Departmental Coordinator daniel.weiss@kit.edu	
KIT – Department of Physics		Prof. Dr. Bernd Pilawa, Departmental Coordinator bernd.pilawa@kit.edu	Department's website for ERASMUS incoming students: http://www.physik.kit.edu/Studium/Austauschprogramm/Erasmus_incomer
KIT – Department of Chemistry and Biosciences		Dr. Axel Gbureck, Departmental Coordinator (Chemistry) axel.gbureck@kit.edu	
KIT – Department of Informatics/ Computer Science		Prof. Dr. Bernhard Becker, Departmental Coordinator Melina Metzger, Academic Contact erasmus@informatik.kit.edu	Department's website for ERASMUS incoming students: http://www.informatik.kit.edu/2379.php
KIT – Department of Economics and Management		Prof. Dr. Philipp Reiss, Departmental Coordinator Lorene Pioch, Academic Contact International.relations@wiwi.kit.edu	Department's website for ERASMUS incoming students: http://www.wiwi.kit.edu/auslandNachKarlsruhe.php

¹ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers per academic year

FROM	TO	Subject area [ISCED]		Cycle	Number of student mobility periods
		code	name		
F PALAISE01	D KARLSRU01	0541	Mathematics and Statistics	2 nd 3 rd	2x10 months = 20 months
		0533	Physics	2 nd 3 rd	2x10 months = 20 months
		0531	Chemistry	2 nd 3 rd	2x10 months = 20 months
		061	ICTs	2 nd 3 rd	2x10 months = 20 months
		0418	Business and Administration	2 nd 3 rd	2x10 months = 20 months
D KARLSRU01	F PALAISE01	0541	Mathematics and Statistics	2 nd 3 rd	2x10 months = 20 months
		0533	Physics	2 nd 3 rd	2x10 months = 20 months
		0531	Chemistry	2 nd 3 rd	2x10 months = 20 months
		061	ICTs	2 nd 3 rd	2x10 months = 20 months
		0418	Business and Administration	2 nd 3 rd	2x10 months = 20 months

C. Recommended language skills

The sending 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	Language (s) of instruction	For more details	Recommended language of instruction level	
			Student Mobility	Staff Mobility
F PALAISE01	FR / EN	See Annex A, page 3	See Annex A, page 3	
D KARLSRU01	DE	http://www.intl.kit.edu/istudies/3172.php	A2/B1*	
D KARLSRU01	EN	http://www.intl.kit.edu/istudies/3172.php	B1	

* depending on the department the student is applying for

D. Additional requirements

D KARLSRU01	<p>Further information about Learning Agreement requirements: http://www.intl.kit.edu/istudies/3377.php</p> <p>Project / Internship / Final thesis</p> <p>If students are planning to do a project, internship or a final thesis at KIT, a supervisor/tutor at KIT is necessary and applicants are required to find both topic and supervisor on their own. Please be aware that carrying out a Master's thesis will take about 4-6 months or longer. Please contact the departmental coordinator for further details.</p>
-------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

E. Calendar

Receiving	Autumn term	Spring term
F PALAISE01	See Annex A, page 3	See Annex A, page 3
D KARLSRU01	Final date for applications: June 1 st Final date for nomination: May 15 th	Final date for applications: December 1 st Final date for nomination: November 15 th
	1. Applications should be sent to the Erasmus Incoming Coordinator at the International Students Office, http://www.intl.kit.edu/istudies/3378.php 2. Erasmus Incoming Coordinator will send the decision within 4 weeks after the application deadline. 3. A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished.	
The present bilateral agreement will be valid during the academic years 2014/15 – 2020/21, unless either side terminates the agreement in writing at the latest by September 30 th for activities taking place during the next (n+1) academic year. Additional activities, cancellations or new subject areas are to be communicated by the same deadline.		

F. Information

About	F PALAISE01	D KARLSRU01
	(for up to date contact details, see web pages)	
Grading system	See Annex A, page 4	http://www.intl.kit.edu/istudies/6520.php
Visa	See Annex A, page 2	http://www.intl.kit.edu/istudies/6194.php
Insurance	See Annex A, page 2	http://www.intl.kit.edu/istudies/6195.php
Housing	See Annex A, page 2	http://www.intl.kit.edu/lscholar/6166.php
Special needs	See Annex A, page 2	http://www.intl.kit.edu/istudies/3378.php

G. SIGNATURES OF THE INSTITUTIONS

Institution	Name, function	Date	Signature ²
F PALAISE01	Mr Mathieu Le TRAON Vice President for International Relations Erasmus+ Coordinator	01/09/2014	
D KARLSRU01	Dr. Irene Huber Executive Director of KIT-International Affairs	18/08/2014	 KIT Karlsruher Institut für Technologie Internationales/International Affairs



KIT
Karlsruher Institut für Technologie
Internationales/International Affairs
Kaiserstraße 12
76131 Karlsruhe

² Scanned signatures are accepted



Annex A

Institutional Fact Sheet – Updated on July 2015

Main contacts

Name of the institution	ÉCOLE POLYTECHNIQUE
Erasmus code	F PALAISE01
Institution website	www.polytechnique.edu
Online course catalogue	<i>see link on the first page of the institution website :</i> catalogue.polytechnique.fr
International relations website	<i>see address on the first page of the institution website :</i> www.polytechnique.edu/home/international-affairs/
Contact person	Mr Mathieu LE TRAON
Responsibility	Vice President for International Relations Erasmus+ Coordinator
Postal Address	École polytechnique Direction des relations internationales (DRI) Route de Saclay 91128 Palaiseau Cedex France
Contact details	Phone : +33 1 69 33 39 41 Email : mathieu.le-traon@polytechnique.edu



Field	Erasmus+ Inter-Institutional agreements Outgoing Staff Mobility
Contact person	Ms Marie-Laure THIBOUS
Contact details	Email : marie-laure.thibous@polytechnique.edu

Field	Outgoing Student Mobility
Contact person	Ms Coline BRIQUET
Contact details	Email : coline.briquet@polytechnique.edu

Field	International Exchange Program Academic Incoming Student Mobility
Contact person	Ms Eglantine JASTRABSKY
Contact details	Email : exchange-international@polytechnique.fr

Field	International Exchange Program Internship Program for International Students
Contact person	Dr Elena MURÈ
Contact details	Email : internship-international@polytechnique.fr

Field	International Students Services (Visa, Insurance, Housing)
Contact person	Ms Sonia CORDIER - Ms Laure de BRUYNE - Ms Coralie TALET
Contact details	Email : basix@polytechnique.fr



Recommended language skills

Field	Languages of instruction	Recommended language of instruction level
Academic Incoming Student Mobility	Depending on the specific program : French and/or English	B1 (*)
Internship Program for International Students		

(*) except D program = French A2 required → Students in DD program will benefit from our Intensive French Courses to reach level B1

Calendar

Field	Academic term	Application deadlines
Academic Incoming Student Mobility	"Year 2 - General Education " = 1 to 2 semesters (beginning end of August and mid-January) "Year 3 - Specialized Education " = 1 to 3 trimesters (Fall - Winter - Spring Internship)	Main application in April (An additional application in Fall for admission in January could be published on website)
Internship Program for International Students	between May and September	mid-December



Grading system

The grading system of Ecole polytechnique is literal. In general, the literal grades are not derived from any numerical grade.

The grades are awarded according to the degree of fulfilment of the expectations we place on our students, which are matched to the high level of selection they have gone through to be admitted at Ecole polytechnique.

- Grade A corresponds to "highly above expectations" or "with very high honors"
- Grade B corresponds to "above expectations" or "with high honors"
- Grade C corresponds to "meets expectations" or "with honors"
- Grade D corresponds to "below expectations" or "passing"
- Grade F corresponds to "Fail"

Equivalent GPA is indicated on demand of our international partners for the purpose of international applications only:

Literal grade	GPA
A	4.0
B	3.7
C	3.2
D	2.5
E	1.5
F	0

The Ecole polytechnique uses the ECTS grading system. The credits of each course are indicated on the transcripts (generally between 3 to 10 credits per course).

Year of study	Level	Minimum credits to be completed for full degree students	Minimum credits to be completed for non-degree seeking students
Year 1	Undergraduate	34 ECTS credits	<i>No admission</i>
Year 2 (2 semesters)	Undergraduate	86 ECTS credits	20 credits per semester
Year 3 (3 terms)	Graduate	60 ECTS credits	15 credits per term

Further information about the Ingenieur Polytechnicien programme can be found here: <http://www.polytechnique.edu/en/ingenieur-polytechnicien-program>

Institutional Factsheet for KIT – Version 2015/16

1. Institutional Information

1.1. Institutional Details

Name of institution	KIT – Karlsruhe Institute of Technology
ERASMUS Code	D KARLSRU01
ECHE	29815
Institutional website	www.kit.edu
International website	www.intl.kit.edu/istudies/3171.php
Course catalogue	studium.kit.edu/meineuniversitaet/Seiten/vorlesungsverzeichnis.aspx
Head of institution	Prof. Dr. Holger Hanselka

1.2. Main Contacts for ERASMUS programme

Head of the International Students Office	Hana Fehrenbach	KIT – International Students Office Adenauerring 2, Geb. 50.20, D-76131 Karlsruhe, Germany
Erasmus Institutional & Staff Exchange Coordinator	N. N.	KIT – International Students Office Adenauerring 2, Geb. 50.20, D-76131 Karlsruhe, Germany
Bilateral Agreements		erasmus_agreement@intl.kit.edu
Erasmus Outgoing Coordinator	N.N	KIT – International Students Office Adenauerring 2, Geb. 50.20, D-76131 Karlsruhe, Germany Tel.: +49 (0721) 608-44912, Fax: +49 (0721) 608-44907 Email: erasmus-out@intl.kit.edu
Erasmus Assistant	Melanie Hoeffler	
Erasmus Incoming Coordinator	Mia Tjandisaka	KIT – International Students Office Adenauerring 2, Geb. 50.20, D-76131 Karlsruhe, Germany Tel.: +49 (0721) 608-44927, Fax: +49 (0721) 608-44907 Email: erasmus-in@intl.kit.edu
Departmental Coordinators		For all academic questions concerning study schedule, ECTS, courses etc., please contact our departmental coordinators . A list is available online at: http://www.intl.kit.edu/istudies/3742.php .

2. Calendar

Calendar of the academic year	1 st semester	October 1 st – March 31 st
	2 nd semester	April 1 st – September 30 th
Period of courses 2015-16	1 st semester	October 19 th , 2015 – February 13 th , 2016
	2 nd semester	April 18 th , 2016 – July 23 rd , 2016
Period of exams 2015-16	1 st semester	February 2016 – March/April 2016
	2 nd semester	July 2016 – September/October 2016
Orientation week 2015-16	1st semester	September 14 th , 2015 – September 20 th , 2015
	2nd semester	To be determined – Approx. 5 weeks before courses start
Pre-semester German language course 2015-16	1 st semester	September 21 th , 2015 – October 9 th , 2015
	2 nd semester	To be determined – Approx. 4 weeks before courses start
Nomination deadline	May 15 th	for the 1 st semester or for the whole academic year
	November 15 th	for the 2 nd semester
Application deadline	June 1 st	for the 1 st semester or for the whole academic year
	December 1 st	for the 2 nd semester
Decision time		Students will receive notice within 4 -6 weeks after the application deadline provided that the nominated students sent complete application files.
Transcript of records		A transcript of records (academic transcript) will be issued no later than 8 weeks after the end of the period of exams at KIT.
For more information check: http://www.intl.kit.edu/istudies/6265.php		

3. Detailed requirements

3.1. Language skills	The sending institution, following agreement with our institution, is responsible for providing support to its nominated candidates to reach the required language skills			
	Type of mobility	Subject areas/Departments	Language of instruction	Required language level ¹ , <i>if it is not stated in the agreement</i>
	Student Mobility for Studies	Architecture, Biology/Bio Sciences, Chemistry, Mechanical Engineering	German	B1
		All other subject areas	German	A2
		All subject areas, if English classes selected	English (only 10% of classes)	B1
Staff Mobility for Teaching	All subject areas	/	B2	

We require ERASMUS exchange students to have a **German language certificate (recommended: at least B1-level**, in order to be able to follow lectures at KIT – the majority of courses at KIT are held in German only) **at the time of application (i.e. on June 1st / December 1st)**

If a student wishes to attend **English-taught lectures or write his/her final thesis in English, proof of English knowledge** (B1-level recommended) should be provided.

Certificates do not necessary need to be from the Goethe Institute/TOEFL/IELTS. We accept certificates issued by your university or issued by a language school. However, we will not accept a simple certificate of attendance for a German/English course of a certain level.

¹ Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

3.2. Additional requirements

Project / Internship / Final thesis

If students are planning to do a project, internship or a final thesis at KIT, a supervisor/tutor at KIT is necessary and applicants are required to find both topic and supervisor on their own. Please be aware that carrying out a Masters thesis will take about 4 -6 months or longer. Please contact the departmental coordinator for further details.

Students and Staff with disabilities

KIT welcomes students and staff with disabilities, but asks them to contact the International Students Office as soon as possible, so that special care can be taken during preparation.

4. Additional Information

4.1. Nomination & application procedure

1. Please send us
 - the names of your nominated students,
 - their period of stay and
 - the KIT department/faculty they will be enrolled at

prior to the nomination deadline. After receiving the nomination, we will inform your students about our online application procedure directly.
2. Students must fill out the online application and send
 - **two hard copies** of the online application form, stamped and signed by their home university coordinator
 - **Learning Agreement**, stamped and signed by their home university coordinator
 - **German Language Certificate**
 - **English Language Certificate, if applicable**

to the following address **prior to the application deadline:**

**KIT – International Students Office
ERASMUS
Adenauerring 2
D-76131 Karlsruhe
Germany**
3. Acceptance at KIT depends on the decision of each departmental coordinator and is confirmed when the nominated students receive the admission letter (“Zulassungsbescheid”), that will be available online in our application portal approx. 4-6 weeks after the application deadline provided that students send complete application files. Further instructions on how to download and print the documents will be sent via email directly to the accepted students.

<p>4.2. Information on courses</p>	<p>Complete Course catalogue: https://studium.kit.edu/meineuniversitaet/Seiten/vorlesungsverzeichnis.aspx</p> <p>Further information on course selection and Learning Agreements: http://www.intl.kit.edu/istudies/3377.php</p> <p>Please note that registration for some seminars or lectures is required. If further information is needed, please contact the departmental coordinator directly and enquire about the details.</p>
<p>4.3. German language courses</p>	<p>We offer beginners and intermediate pre-semester German language courses (3 weeks, 3 ECTS) for exchange students usually about 3-4 weeks before lectures begin. At the moment the tuition fee for this course is 75 €. Registration for the course is integrated into the online application. This course is not a substitute for a certificate of German language required for the application.</p> <p>ERASMUS students also have the possibility to participate in German courses during the semester for a small fee. However they have to register online at the start of each semester and since there is a high demand, late registration might lead to students not being able to participate.</p> <p>For more information check www.stk.kit.edu/deutsch_kurse.php.</p>
<p>4.4. Housing</p>	<p>Our institution will guide incoming students/staff in finding accommodation, according to the requirements of the ERASMUS Charter for Higher Education.</p> <p>However, housing is a difficult subject for all students in Karlsruhe. We are doing our best to secure rooms for our incoming exchange students, but due to the recent rise in Karlsruhe student numbers it is a nearly impossible task. Hence, we cannot guarantee a room upon your arrival, but have to ask the incoming students to take action themselves.</p> <p>We have accumulated tips and tricks about housing in Karlsruhe at www.intl.kit.edu/ischolar/6166.php.</p>
<p>4.5. Health insurance</p>	<p>Our institution will provide assistance in obtaining health insurance for incoming and outgoing students/staff, according to the requirements of the ERASMUS Charter for Higher Education.</p> <p>For students, health insurance coverage during the entire stay in Germany is compulsory.</p> <p>Further information at http://www.intl.kit.edu/istudies/3372.php or contact erasmus-in@intl.kit.edu.</p>

<p>4.6. Visa/ residence permit</p>	<p>Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirement of the ERASMUS Charter for Higher Education.</p> <p>In general only, ERASMUS students from a non-EU member state or a non-EEA member state will require a student visa (not a tourist visa) in order to study in Germany. All other ERASMUS students do not require a visa.</p> <p>For further information check www.intl.kit.edu/istudies/6194.php or contact erasmus-in@intl.kit.edu.</p>																		
<p>4.7. Grading system</p>	<table border="1" data-bbox="459 779 1369 1106"> <thead> <tr> <th>Grade</th> <th>German</th> <th>English</th> </tr> </thead> <tbody> <tr> <td>1.0 – 1.3</td> <td>Sehr gut</td> <td>Very good</td> </tr> <tr> <td>1.7 – 2.3</td> <td>Gut</td> <td>Good</td> </tr> <tr> <td>2.7 – 3.3</td> <td>Befriedigend</td> <td>Satisfactory</td> </tr> <tr> <td>3.7 – 4.0</td> <td>Ausreichend</td> <td>Sufficient</td> </tr> <tr> <td>> 4.0</td> <td>Ungenügend/Nicht ausreichend</td> <td>Fail</td> </tr> </tbody> </table> <p>Exams may also be evaluated as “bestanden“ (passed) or “nicht bestanden“ (failed) without grade.</p> <p>Further information on the statistical distribution of grades according to the descriptions in the ECTS users’ guide can be found in the individual module handbooks of each degree course and on request at the KIT registrar’s office.</p>	Grade	German	English	1.0 – 1.3	Sehr gut	Very good	1.7 – 2.3	Gut	Good	2.7 – 3.3	Befriedigend	Satisfactory	3.7 – 4.0	Ausreichend	Sufficient	> 4.0	Ungenügend/Nicht ausreichend	Fail
Grade	German	English																	
1.0 – 1.3	Sehr gut	Very good																	
1.7 – 2.3	Gut	Good																	
2.7 – 3.3	Befriedigend	Satisfactory																	
3.7 – 4.0	Ausreichend	Sufficient																	
> 4.0	Ungenügend/Nicht ausreichend	Fail																	
<p>4.8. Further information for incoming students</p>	<p>Useful and helpful information for incoming students can be found on our webpages or in our student handbook available online: http://www.intl.kit.edu/istudies/3171.php.</p>																		