



# Erasmus+ Programme

## Key Action 1

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

## Inter-institutional agreement 2018/19 – 2020/21 between programme countries

### Minimum requirements

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<br>(and department, where relevant)  | Erasmus code    | Contact details<br>(email, phone)  | Website<br>(eg. of the course catalogue)   |
|--|-----------------|--|--|
| Haute Ecole Charlemagne<br>Rue des Rivageois, 6<br>B-4000 Liège  | B LIEGE43       | <b>Coordinatrice institutionnelle Erasmus:</b><br>Anne-Marie Martin Lanero<br><br><b>Coordinatrice administrative</b><br>Dominique Pairoux<br><br><b>Coordinatrice départementale</b><br>Nathalie de Harlez<br><br><a href="mailto:relinter@hech.be">relinter@hech.be</a><br>+32 4 254 76 04   | <a href="http://hech.be">http://hech.be</a><br><br><a href="http://progours.hech.be/cocoon/fac/facA">http://progours.hech.be/cocoon/fac/facA</a>   |
| Wroclaw University of Environmental and Life Sciences<br><br>ul. C.K. Norwida 25<br>50-375 Wrocław, Poland | PL<br>WROCLAW04 | Mrs. Jadwiga Bolechowska<br>Erasmus Institutional Coordinator,<br>International Relations Office,<br>Incoming Students<br>Tel. +48 71 320 5478<br>jadwiga.bolechowska@upwr.edu.pl<br><br>Mrs. Anna Posadowska-Malarz<br>International Relations Office,<br>Outgoing Students<br>Tel. +48 71 320 5287<br><a href="mailto:anna.posadowska-malarz@upwr.edu.pl">anna.posadowska-malarz@upwr.edu.pl</a> | <a href="https://www.upwr.edu.pl/students/9297/erasmus_ects.html">https://www.upwr.edu.pl/students/9297/erasmus_ects.html</a><br><br><a href="https://www.student.up.wroc.pl/lista/">https://www.student.up.wroc.pl/lista/</a> |

## B. Mobility numbers per academic year

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year.

### Student mobility (SM):

| FROM<br>[Erasmus code of the sending institution] | TO<br>[Erasmus code of the receiving institution] | Subject area code *<br>[ISCED] | Subject area name * | Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]<br>* | Number of student mobility periods   |                                     |
|---|---|--------------------------------|---------------------|---|--|-------------------------------------|
|   |   |                                |                     |   | Student Mobility for Studies<br>[total number of months of the study periods or average duration*] | Student Mobility for Traineeships * |
| B LIEGE43   | PL WROCLAW04                                      | 081                            | Agriculture         | 1 <sup>st</sup>   | 2x10m  |                                     |
|   |   |                                |                     | 2 <sup>nd</sup>   | 2x10m  |                                     |
| PL WROCLAW04                                      | B LIEGE43   | 081                            | Agriculture         | 1 <sup>st</sup>   | 2x10m  |                                     |
|   |   |                                |                     | 2 <sup>nd</sup>   | 2x10m  |                                     |

### Staff mobility (ST):

| FROM<br>[Erasmus code of the sending institution] | TO<br>[Erasmus code of the receiving institution] | Subject area code *<br>[ISCED] | Subject area name * | Number of staff mobility periods   |                               |
|---|---|--------------------------------|---------------------|--|-------------------------------|
|   |   |                                |                     | Staff Mobility for Teaching<br>[total number of days of teaching periods or average duration*] | Staff Mobility for Training * |
| B LIEGE43   | PL WROCLAW04                                      | 081                            | Agriculture         | 1/ 5 days  | 1/ 5 days                     |
| PL WROCLAW04                                      | B LIEGE43   | 081                            | Agriculture         | 1/ 5 days  | 1/ 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 | Subject area | Study cycle                        | Language of instruction 1 | Language of instruction 2 | Recommended language of instruction level |                             |
|-----------------------|--------------|------------------------------------|---------------------------|---------------------------|---|-----------------------------|
|                       |              |                                    |                           |                           | Student Mobility for Studies              | Staff Mobility for Teaching |
| B LIEGE43             | 081          | 1 <sup>st</sup><br>2 <sup>nd</sup> | French                    |                           | B1  | B2                          |
| PL WROCLAW04          | 081          | 1 <sup>st</sup><br>2 <sup>nd</sup> | English                   | Polish                    | B2  | B2                          |

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

## D. Additional requirements

### PL WROCLAW04:

The Wroclaw University of Environmental and Life Sciences welcomes students and staff with disabilities. However it is advised to provide the Institutional Coordinator with more detailed information regarding specific disability prior to nomination.

## E. Calendar

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

| Receiving institution<br>[Erasmus code] | Autumn term<br>[month]                      | Spring term<br>[month]                              |
|---|---|---|
| B LIEGE43                               | 15 <sup>th</sup> June                       | 15 <sup>th</sup> November                           |
| PL WROCLAW04                            | Nomination: 01 June<br>Application: 01 July | Nomination: 01 November<br>Application: 15 December |

2. The receiving institution will send its **decision** within [5] weeks.
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.
4. Termination of the agreement  
The inter-institutional agreement may be amended by mutual agreement. The inter-institutional agreement may be terminated by either party. In the event of unilateral termination, a notice of at least one academic year should be given. In the event of such notice being given, all existing commitments to staff or students will be fulfilled. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

### PL WROCLAW04:

2. The receiving institution will send its decision within 6-8 weeks after the deadline.
3. Academic calendar: [https://www.upwr.edu.pl/students/46364/academic\\_calendar\\_2017\\_2018.html](https://www.upwr.edu.pl/students/46364/academic_calendar_2017_2018.html)
4. A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished.

## F. Information

### 1. Grading systems of the institutions

## B LIEGE43

| ECTS | %of successful students normally achieving the grade | Name         | HE Charlemagne |
|------|--|--------------|----------------|
| A    | 10   | Excellent    | 18 - 20        |
| B    | 25   | Very good    | 16 - 17        |
| C    | 30   | Good         | 14 - 15        |
| D    | 25   | Satisfactory | 12 - 13        |
| E    | 10   | Sufficient   | 10 - 11        |
| F    | -  | Fail         | <10            |

PL WROCLAW04: [http://www.upwr.edu.pl/studies\\_and\\_students/9312/local\\_grades.html](http://www.upwr.edu.pl/studies_and_students/9312/local_grades.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   |
|----------------------------|--|---|
| B LIEGE43                  | <a href="mailto:relinter@hech.be">relinter@hech.be</a><br>+32 4 254 76 04            | <a href="http://www.hech.be/fr/relations-internationales-etudiants-in">http://www.hech.be/fr/relations-internationales-etudiants-in</a> |
| PL WROCLAW04               | <a href="mailto:jadwiga.bolechowska@upwr.edu.pl">jadwiga.bolechowska@upwr.edu.pl</a> | <a href="https://www.upwr.edu.pl/students/19020/visa.html">https://www.upwr.edu.pl/students/19020/visa.html</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   |
|----------------------------|--|---|
| B LIEGE43                  | <a href="mailto:relinter@hech.be">relinter@hech.be</a><br>+32 4 254 76 04            | <a href="http://www.hech.be/fr/relations-internationales-etudiants-in">http://www.hech.be/fr/relations-internationales-etudiants-in</a>   |
| PL WROCLAW04               | <a href="mailto:jadwiga.bolechowska@upwr.edu.pl">jadwiga.bolechowska@upwr.edu.pl</a> | <a href="https://www.upwr.edu.pl/students/19019/medical_insurance.html">https://www.upwr.edu.pl/students/19019/medical_insurance.html</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<br>[Erasmus<br>code] | Contact details<br>(email, phone)  | Website for information   |
|----------------------------------|--|---|
| B LIEGE43                        | <a href="mailto:relinter@hech.be">relinter@hech.be</a><br>+32 4 254 76 04            | <a href="http://www.hech.be/fr/relations-internationales-etudiants-in">http://www.hech.be/fr/relations-internationales-etudiants-in</a> |
| PL<br>WROCLAW04                  | <a href="mailto:jadwiga.bolechowska@upwr.edu.pl">jadwiga.bolechowska@upwr.edu.pl</a> | <a href="https://www.upwr.edu.pl/students/9869/housing.html">https://www.upwr.edu.pl/students/9869/housing.html</a>                     |


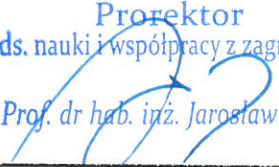
#### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

| Institution<br>[Erasmus code] | Name, function  | Date | Signature <sup>1</sup> |
|-------------------------------|---|------|------------------------|
| B LIEGE43                     | <b>Giovanni Sutera</b><br>Directeur-Président   |      |                        |
| PL WROCLAW04                  | <b>Prof. Jarosław Bosy</b><br><b>Vice-Rector</b><br><br>Vice-Rector for Research and<br>International Relations |      |                        |

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<sup>1</sup> Scanned signatures are accepted

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

| Institution<br>[Erasmus code] | Name, function  | Date       | Signature <sup>1</sup>   |
|-------------------------------|---|------------|--|
| B LIEGE43                     | <b>Giovanni Sutura</b><br>Directeur-Président                                     | 12/06/2018 |   |
| PL WROCLAW04                  | PROF. JAROSLAW BOSY<br>VICE-RECTOR FOR<br>RESEARCH AND<br>INTERNATIONAL RELATIONS | 31/10/2018 | Prorektor<br>ds. nauki i współpracy z zagranicą<br>Prof. dr hab. inż. Jarosław Bosy<br> |

<sup>1</sup> Scanned signatures are accepted