



# Erasmus+ Programme

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

## Inter-institutional<sup>1</sup> agreement 2014-20/21 between programme countries

[Minimum requirements]<sup>2</sup>

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 <sup>3</sup> (email, phone)	Website (eg. of the course catalogue)
<b>UNIVERSITY OF BURGOS</b>	BURGOS01	<b>Ms Asunción Albuín Delgado</b> Incoming students /staff <a href="mailto:relin3@ubu.es">relin3@ubu.es</a> + 34 947258840  <b>Ms Reyes Ortúñez Díez</b> Outgoing students / staff <a href="mailto:relin4@ubu.es">relin4@ubu.es</a> +34 947259008  <b>Ms Belén González Gonzalo</b> Agreements and Accounting <a href="mailto:relin2@ubu.es">relin2@ubu.es</a> +34 947259046	<a href="http://www.ubu.es/es/english-information/the-international-office/ects-guide-academic-courses-on-offer-and-application-forms/course-catalogue-2013-2014">http://www.ubu.es/es/english-information/the-international-office/ects-guide-academic-courses-on-offer-and-application-forms/course-catalogue-2013-2014</a>
<b>Wroclaw University of Environmental and Life Sciences</b>  ul. C.K. Norwida 25 50-375 Wrocław, Poland	PL WROCLAW04	Mrs. Jadwiga Bolechowska <b>Erasmus Institutional Coordinator</b> , International Relations Office, Incoming Students Tel. +48 71 320 5478 Fax: +48 71 320 5115 <a href="mailto:jadwiga.bolechowska@up.wroc.pl">jadwiga.bolechowska@up.wroc.pl</a>  Krzysztof Kafarski <b>International Relations Office</b> Outgoing Students Tel. +48 71 320 5287 Fax: +48 71 320 5115 <a href="mailto:krzysztof.kafarski@up.wroc.pl">krzysztof.kafarski@up.wroc.pl</a>	<a href="http://www.up.wroc.pl/studies_and_students/">http://www.up.wroc.pl/studies_and_students/</a>  <a href="https://www.student.up.wroc.pl/lista/">https://www.student.up.wroc.pl/lista/</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>3</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

## B. Mobility numbers<sup>4</sup> per academic year

[Paragraph to be added, if the agreement is signed for more than one 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.]

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 *
BURGOS01	PL WROCLAW04	541	Food Processing	1 <sup>st</sup> and 2 <sup>nd</sup>	2 x 10 = 20	Only by individual agreement
PL WROCLAW04	BURGOS01	541	Food Processing	1 <sup>st</sup>	2 x 10 = 20	Only by individual agreement

[\*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 *
BURGOS01	PL WROCLAW04	541	Food Processing	1 x 1 week	
PL WROCLAW04	BURGOS01	541	Food Processing	1 x 1 week	

<sup>4</sup> 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>)

### 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]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>5</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
BURGOS01		Spanish (majority of courses)	English (limited number of courses) and wide number of "English friendly" courses	Strongly recommended: B1 Spanish language B1 English language (for English taught courses)	Strongly recommended: B2 Spanish or in English language (if host department agrees to teaching in English)
PL WROCLAW04		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

*[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]*

*[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]*

<sup>5</sup> For 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>

## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
BURGOS01	30 <sup>th</sup> May for application 15 <sup>th</sup> May for nomination	30 <sup>th</sup> October for application 15 <sup>th</sup> October for nomination
PL WROCLAW04	Nomination: 01 June Application: 01 July	Nomination: 01 November Application: 15 December

[\* to be adapted in case of a trimester system]

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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement

*[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

**PL WROCLAW04:** [http://www.up.wroc.pl/studies\\_and\\_students/9312/local\\_grades.html](http://www.up.wroc.pl/studies_and_students/9312/local_grades.html)

#### **BURGOS01:**

The Spanish grading system is based on a 0-10 scale, being 5 the passing grade. The names of the grades in Spanish are:

Matricula de honor (outstanding)	10
Sobresaliente (excellent)	- 9 to 9,9
Notable (very good)	7-8 to,9
Aprobado (from pass to good)	5 to 6,9
Suspenso (fail)	- 0 to 4,9

### 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
BURGOS01	Ms. Asunción Albuín Delgado Email: <a href="mailto:relin3@ubu.es">relin3@ubu.es</a> Phone: +34 947 258840	<a href="http://www.ubu.es/es/english-information/the-international-office/guide-for-foreign-students-and-visitors/what-to-do-upon-arrival/erasmus-exchange-students">http://www.ubu.es/es/english-information/the-international-office/guide-for-foreign-students-and-visitors/what-to-do-upon-arrival/erasmus-exchange-students</a>
PL WROCLAW04	<a href="mailto:jadwiga.bolechowska@up.wroc.pl">jadwiga.bolechowska@up.wroc.pl</a>	<a href="http://www.up.wroc.pl/studies_and_students/">http://www.up.wroc.pl/studies and students/</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
BURGOS01	Ms. Asunción Albuín Delgado Email: <a href="mailto:relin3@ubu.es">relin3@ubu.es</a> Phone: +34 947 258840	<a href="http://www.ubu.es/es/english-information/the-international-office/guide-for-foreign-students-and-visitors/what-to-do-before-coming/erasmus-exchange-students">http://www.ubu.es/es/english-information/the-international-office/guide-for-foreign-students-and-visitors/what-to-do-before-coming/erasmus-exchange-students</a>
PL WROCLAW04	_____	<a href="http://www.up.wroc.pl/studies_and_students/">http://www.up.wroc.pl/studies and students/</a>


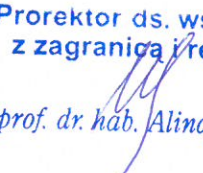
### **4. Housing**

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 [Erasmus code]	Contact details (email, phone)	Website for information
BURGOS01	Ms. Asunción Albuín Delgado Email: <a href="mailto:relin3@ubu.es">relin3@ubu.es</a> Phone: +34 947 258840	<a href="http://www.ubu.es/es/english-information/the-international-office/guide-for-foreign-students-and-visitors/what-to-do-before-coming/erasmus-exchange-students">http://www.ubu.es/es/english-information/the-international-office/guide-for-foreign-students-and-visitors/what-to-do-before-coming/erasmus-exchange-students</a>
PL WROCLAW04	<a href="mailto:jadwiga.bolechowska@up.wroc.pl">jadwiga.bolechowska@up.wroc.pl</a>	<a href="http://www.up.wroc.pl/studies_and_students/">http://www.up.wroc.pl/studies and students/</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>6</sup>	Stamp
BURGOS01	<b>Prof. Elena Vicente Domingo</b> <b>Vice-Rector</b> Vice-Rector for Internationalization and Cooperation			 <i>E. Vicente Domingo</i>
PL WROCLAW04	<b>Prof. Dr. hab. Alina Wieliczko</b> <b>Vice-Rector</b> Vice-Rector for International Relations and Regional Cooperation	26. 11. 2013	<i>Alina Wieliczko</i>	 Prorektor ds. współpracy z zagranicą i regionem <i>prof. dr. hab. Alina Wieliczko</i>

<sup>6</sup> Scanned signatures are accepted