



# 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)
Universidad Complutense de Madrid	E MADRID03	Dr. Nieves Sánchez Bilateral Agreements Oficina Erasmus Pabellón de Gobierno Isaac Peral s/n 28040 Madrid España <a href="mailto:rrinter@ucm.es">rrinter@ucm.es</a> <b>Departamental Coordinator:</b> M <sup>a</sup> Teresa González Facultad de Ciencias Biológicas <a href="mailto:bioerasm@ucm.es">bioerasm@ucm.es</a>	<a href="http://www.ucm.es">http://www.ucm.es</a>
Uniwersytet Przyrodniczy we	PL WROCLAW04	Mrs. Jadwiga Bolechowska <b>Erasmus Institutional</b>	<a href="http://www.up.wroc.pl/s">http://www.up.wroc.pl/s</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.

<p><b>Wrocławiu</b></p> <p><b>Wrocław University of Environmental and Life Sciences</b></p> <p>ul. C.K. Norwida 25 50-375 Wrocław, Poland</p>		<p><b>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></p> <p>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></p>	<p><a href="#">udies and students/</a></p> <p><a href="https://www.student.up.wroc.pl/lista/">https://www.student.up.wroc.pl/lista/</a></p>
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## 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 Student Mobility for Traineeships * [total number of months of the study periods or average duration*]	
E MADRID03	PL WROCLAW04	429	Life science (others)	1 <sup>st</sup> , 2 <sup>nd</sup>	1 x 9= 9	Only by individual agreement
PL WROCLAW04	E MADRID03	429	Life science (others)	1 <sup>st</sup> , 2 <sup>nd</sup>	1 x 9= 9	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	TO [Erasmus code	Sub ject area	Subject area name	Number of staff mobility periods
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<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>)



code of the sending institution]	of the receiving institution]		*	Staff Mobility for Teaching  [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
PL WROCLAW04	E MADRID03	429	Life science (others)	1 x 1 week	
		99	International relations		1 x 1 week
E MADRID03	PL WROCLAW04	429	Life science (others)	1 x 1 week	
		99	International relations		1 x 1 week

### 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]
E MADRID03		Spanish		B1	B2
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]

<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>

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

- The number of students you will send to E MADRID03 may by no means exceed the number of students mentioned in this agreement. More specifically, we do not accept the mechanism by which shorter periods of stay allow for the sending of more students, i.e. on an exchange of 1 student for 10 months, you may not freely send 2 students for 5 months, not even if their stay covers different semesters. Please take this into consideration when organising your students selection.
- Complutense University has facilities for students with a learning or physical disability. Disabled students can rely on the support service "Office for the Integration of Persons with Disabilities", which offers material, technical, and social aid. <http://www.ucm.es/discapacidad> or <https://www.ucm.es/office-for-the-integration-of-persons-with-disabilities->

## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
E MADRID03	<a href="https://www.ucm.es/plazos-deadlines-erasmus">https://www.ucm.es/plazos-deadlines-erasmus</a>	<a href="https://www.ucm.es/plazos-deadlines-erasmus">https://www.ucm.es/plazos-deadlines-erasmus</a>
PL WROCLAW04	Nomination: 01 June Application: 01 July	Nomination: 01 November Application: 15 December

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

### E MADRID 03:

Partner institutions should send nominations using the Moveon e-Nomination system ([www.moveonnet.eu/myinstitution/enomination](http://www.moveonnet.eu/myinstitution/enomination))

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)

**E MADRID03:** <http://www.ucm.es/sistema-de-evaluacion>

### 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
E MADRID03	<a href="mailto:rrinter@ucm.es">rrinter@ucm.es</a>	<i>Nationals of non-EU/EEA countries (so-called "third country nationals") need an entry visa or residence permit for entry into and residence in Spain. The type of permit depends on the length and purpose of the stay.</i>  <i>For details please visit:</i>  <a href="https://www.ucm.es/entrada-y-residencia-en-espana-como-estudiante">https://www.ucm.es/entrada-y-residencia-en-espana-como-estudiante</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
E MADRID03	Health insurance is obliged. <b>EU-inhabitants:</b> European Health Insurance Card (= blue card) <b>Non-EU:</b> a copy of your application for health insurance in Spain	<a href="http://europa.eu/youreurope/citizens/health/index_en.htm">http://europa.eu/youreurope/citizens/health/index_en.htm</a>

PL WROCLAW04		<a href="http://www.up.wroc.pl/studies_and_students/">http://www.up.wroc.pl/studies_and_students/</a>
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#### 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
E MADRID03	<a href="mailto:alojamientoenlaucm@ucm.es">alojamientoenlaucm@ucm.es</a> Tel:+34 91 394 1897 / 2061	<a href="https://www.ucm.es/oficina-de-alojamiento-en-la-ucm">https://www.ucm.es/oficina-de-alojamiento-en-la-ucm</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
E MADRID03	Prof. Andrés Arias Vicerrector de Relaciones Internacionales TEL: +34 91 394 6957 FAX: +34 91 394 6956	04.12.2013		
PL WROCLAW04	<b>Prof. Dr. hab. Alina Wieliczko</b> <b>Vice-Rector</b> Vice-Rector for International Relations and Regional Cooperation	4. 12. 2013	Prorektor ds. współpracy z zagranicą i regionem  prof. dr. hab. Alina Wieliczko	

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