



## Erasmus+ Programme

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

#### Inter-institutional agreement 2017/18-2020/21 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 (and department, where relevant)	Erasmus code	Contact details (email, phone)	Website (e.g. of the course catalogue)
<b>Wrocław University of Environmental and Life Sciences</b>  ul. C.K. Norwida 25 50-375 Wrocław, Poland	<b>PL WROCLAW04</b>	<b>Mrs. Jadwiga Bolechowska</b> Erasmus Institutional Coordinator, 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>  <b>Mrs. Anna Posadowska-Malarz</b> International Relations Office, Outgoing Students Tel. +48 71 320 5287 Fax: +48 71 320 5115 <a href="mailto:anna.posadowska-malarz@up.wroc.pl">anna.posadowska-malarz@up.wroc.pl</a>  <b>Departmental Coordinator:</b>  <b>Faculty of Biology and Animal Science:</b> <b>Dr. Maja Słupczyńska</b> <a href="mailto:maja.slupczynska@up.wroc.pl">maja.slupczynska@up.wroc.pl</a>  <b>Faculty of Life Sciences and Technology:</b> <b>Dr. Anna Cudzik</b> <a href="mailto:anna.cudzik@up.wroc.pl">anna.cudzik@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>

<b>Universidad Autónoma de Madrid</b>	<b>E MADRID04</b>	<b>Administrative central Office:</b> Erasmus.uam@uam.es +34 91 497 5133  <b>Academic:</b> Ori.ciencias@uam.es +34 91 497 4452  <b>Diana Pastor</b>	<a href="http://www.uam.es/ss/SateIllite/es/Estudiantes_Entrantes/1234886373883/contenidoFinal/_Incoming.htm">http://www.uam.es/ss/SateIllite/es/Estudiantes_Entrantes/1234886373883/contenidoFinal/_Incoming.htm</a>  <a href="http://www.uam.es/ss/SateIllite/Ciencias/es/home.htm">http://www.uam.es/ss/SateIllite/Ciencias/es/home.htm</a>
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### 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 (SMS)

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]
PL WROCLAW04	E MADRID04	421	Biology	1 <sup>st</sup>	1x10
		4433	Environmental Sciences	1 <sup>st</sup>	1x10
E MADRID04	PL WROCLAW04	421	Biology	1 <sup>st</sup> , 2 <sup>nd</sup>	1x10
		4433	Environmental Sciences	1 <sup>st</sup> , 2 <sup>nd</sup>	1x10

### 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>1</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
<b>PL WROCLAW04</b>		English	Polish	B2	B2
<b>E MADRID04</b>		Spanish	Spanish	B1	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

##### E MADRID04:

- Graduate students who will be attending a Master's degree at UAM must be accepted in the Master before admission.

#### E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
<b>PL WROCLAW04</b>	Nomination: 01 June Application: 01 July	Nomination: 01 November Application: 15 December
<b>E MADRID04</b>	30th May	31st October

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

##### E MADRID04:

2. The receiving institution will send its decision within 6 weeks.

#### 3. Transcript of Records

A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the end of the exchange period given that the transcript form and all relevant course work has been graded.

#### 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 must

<sup>1</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>

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: <http://www.up.wroc.pl/students>
4. A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished.

**Termination of the agreement**

*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. 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 MADRID04:**

E MADRID04:

*The international Relations and Mobility Office recommends the following grading equivalence:*

<b>UAM</b>	<b>ECTS</b>
9,0-10: MH - Matrícula de Honor (5%)	A - Excellent
9,0-10: SB - Sobresaliente	A - Excellent
8,0-8,9: NT - Notable	B - Very good
7,0-7,9 : NT - Notable	C - Good
6,0-6,9: AP - Aprobado	D - Satisfactory
5,0-5,9 : AP - Aprobado	E - Sufficient
0,0-4,9 : SS - Suspenso	FX-F - Fail

**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>PL WROCLAW04</b>	<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>
<b>E MADRID04</b>	<a href="mailto:oficina.acogida@uam.es">oficina.acogida@uam.es</a> phone: +34 91 497 74 12/ 69 07/ 69 06/ 36 99	<a href="http://www.uam.es/ss/Satellite/es/1242652242790/subHomeServicio/Oficina_de_acogida.htm?idenlace=1234886376451">http://www.uam.es/ss/Satellite/es/1242652242790/subHomeServicio/Oficina_de_acogida.htm?idenlace=1234886376451</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>PL WROCLAW04</b>	<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>
<b>E MADRID04</b>	<a href="mailto:Erasmus.uam@uam.es">Erasmus.uam@uam.es</a> +34 91 497 5133	<a href="http://www.uam.es/ss/Satellite/es/Estudiantes_Entrantes/1234886373883/contenidoFinal/_Incoming.htm">http://www.uam.es/ss/Satellite/es/Estudiantes_Entrantes/1234886373883/contenidoFinal/_Incoming.htm</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
<b>PL WROCLAW04</b>	<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>
<b>E MADRID04</b>	<a href="mailto:Erasmus.uam@uam.es">Erasmus.uam@uam.es</a> +34 91 497 5133	<a href="http://www.uam.es/ss/Satellite/es/Estudiantes_Entrantes/1234886373883/contenidoFinal/_Incoming.htm">http://www.uam.es/ss/Satellite/es/Estudiantes_Entrantes/1234886373883/contenidoFinal/_Incoming.htm</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>2</sup>
<b>PL WROCLAW04</b>	<b>Prof. Jarosław Bosy</b>  Vice-Rector for Research and International Relations	12.10.2016	Vice-Rector for Research and International Relations  <i>Prof. Jarosław Bosy</i>
<b>E MADRID04</b>	<b>Amaya Mendikoetxea,</b>  Vice Rector for International Relations  vicerrectorado.internacional@uam.es	13/10/2016	<i>Amaya Mendikoetxea</i> 

<sup>2</sup> Scanned signatures are accepted