

Erasmus+ Programme

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

Inter-institutional¹ agreement 2017-2021² between programme countries

[Minimum requirements]³

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 ⁴ (email, phone)	Website (eg. of the course catalogue)
Instituto Politécnico de Coimbra	P COIMBRA 02	<p>Institutional Coordinator of Internacional Relations Pro-President Maria João Pinto Cardoso</p> <p>Rua da Misericórdia, Lagar dos Cortiços, S. Martinho do Bispo 3045-093 Coimbra Portugal Phone: +351 239791250 e-mail: dga.sri@ipc.pt</p> <p>Coimbra Agriculture School E-mail: ri@esac.pt</p> <p>Coimbra Institute of Engineering Email: ri@isec.pt</p>	<p>https://www.ipc.pt/en/study/international-relations</p> <p>http://portal.esac.pt/portal/portal/internationalrelations/ir_initial</p> <p>https://www.isec.pt/PT/Instituto/Services/GRI/</p>

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

<p>Wroclaw University of Environmental and Life Sciences</p> <p>ul. C.K. Norwida 25 50-375 Wroclaw, Poland</p>	<p>PL WROCLAW04</p>	<p>Mrs. Jadwiga Bolechowska Erasmus+ Institutional Coordinator International Relations Office Tel. +48 71 320 5478 jadwiga.bolechowska@upwr.edu.pl</p> <p>Mrs. Kamila Majchrzak International Relations Office, Outgoing/Incoming Staff, Traineeships Tel. +48 71 320 5288 kamila.majchrzak@upwr.edu.pl</p> <p>Mrs. Anna Posadowska-Malarz International Relations Office Outgoing Students Tel. +48 71 320 5287 anna.posadowska-malarz@upwr.edu.pl</p> <p>Departmental coordinator: Dr. Marta Pasławska The Faculty of Life Sciences and Technology Tel. +48 71 320 5895 marta.paslawska@upwr.edu.pl</p> <p>Departmental coordinator: Dr. Hanna Houszka The Faculty of Environmental Engineering and Geodesy Tel. +48 71 320 5509 hanna.houszka@upwr.edu.pl</p> <p>Departmental coordinator: Dr. Maja Słupczyńska The Faculty of Biology and Animal Science Tel. +48 71 320 5839 maja.slupczynska@upwr.edu.pl</p>	<p>https://www.upwr.edu.pl/students/9297/erasmus-ects.html</p> <p>https://www.student.upwroc.pl/lista/</p>
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B. Mobility numbers⁵ 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	TO	Subject	Subject area name	Study cycle	Number of student mobility periods
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⁵ 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>)

[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	area code * [ISCED]	*	[short cycle, 1 st , 2 nd or 3 rd] *	Student Mobility for Studies [total number of months of the study periods or average duration *]	Student Mobility for Traineeships *
P COIMBRA02	PL WROCLAW04	05	Natural Sciences, Mathematics and Statistics	1 st	3x6 months/each	Only by individual agreement
		07	Engineering, Manufacturing and Construction	1 st	2x6 months/each	
		08	Agriculture, Forestry, Fisheries and Veterinary	1 st	2x6 months/each	
PL WROCLAW04	P COIMBRA02	05	Natural Sciences, Mathematics and Statistics	1st	3x6 months/each	Only by individual agreement
		07	Engineering, Manufacturing and Construction	1st	2x6 months/each	
		08	Agriculture, Forestry, Fisheries and Veterinary	1st	2x6 months/each	

[*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	Staff Mobility for Training *
				[total number of days of teaching periods or average duration *]	
P COIMBRA02	PL WROCLAW 04	Defined in the above table	Defined in the above table	2 X 5 days	2 X 5 days

PL WROCLAW 04	P COIMBRA02	Defined in the above table	Defined in the above table	2 X 5 days	2 X 5 days
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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 instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P COIMBRA02		Portuguese	English	B1	B1
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.]

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.

⁶ 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]
P COIMBRA 02	Applications: 1 st April to 31 st May (deadline) Starting lessons: Mid-September to Mid-February	Applications: 1 st September to 30 th November (deadline) Starting lessons: Mid-February to Mid-June
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 (P COIMBRA 02) will send its decision within 5 weeks.
3. A Transcript of Records will be issued by the receiving institution (P COIMBRA 02) 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."]

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/48077/academic_calendar_2018_2019_for_erasmus_students.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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁷. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

P COIMBRA02:

In the Portugal University/Polytechnic system, each course unit is graded on a scale from 0 to 20 points. The result achieved in a subject, whether through continuous assessment or in an examination, is generally expressed in a 0 to 20 grading scheme. The lowest passing grade is 10.

PL WROCLAW04:

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
P COIMBRA 02	International Office dga.sri@ipc.pt	https://www.ipc.pt/pt/estudar/relacoes-internacionais/erasmus
PL WROCLAW04	jadwiga.bolechowska@upwr.edu.pl	https://www.upwr.edu.pl/students/19020/visa.html

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

⁷ http://ec.europa.eu/education/lifelong_learning_policy/ects_en.htm

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
P COIMBRA 02	International Office dga.sri@ipc.pt	https://www.ipc.pt/pt/estudar/relacoes-internacionais/erasmus
PL WROCLAW04	jadwiga.bolechowska@upwr.edu.pl	https://www.upwr.edu.pl/students/19019/medical_insurance.html


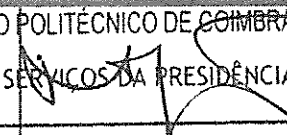
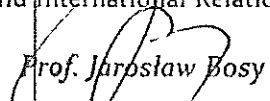
4. Housing

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
P COIMBRA 02	International Office dga.sri@ipc.pt	Erasmus Students Network (ESN) Phone: +351914847070 Email: esncoimbra@gmail.com Web: http://esncoimbra.org/ https://www.facebook.com/ESNCOIMBRA
PL WROCLAW04	jadwiga.bolechowska@upwr.edu.pl	https://www.upwr.edu.pl/students/9869/housing.html

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸
P COIMBRA 02	Maria João Pinto Cardoso Pro-President / Institutional Coordinator of the International Relations	INSTITUTO POLITÉCNICO DE COIMBRA  SERVIÇOS DA PRESIDÊNCIA	
PL WROCLAW04	Prof. Jarosław Bosy Vice-Rector Vice-Rector for Research and International Relations	08.11.2016 Vice-Rector for Research and International Relations	 Prof. Jarosław Bosy

⁸ Scanned signatures are accepted