



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2014-2021 between programme countries

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>2</sup> (email, phone)	Website (eg. of the course catalogue)
<i>Instituto Politécnico de Viana do Castelo</i> <i>Polytechnic Institute of Viana do Castelo</i>	P VIANA-DO1	<i>Head of International Relations: Flórbela Correia</i>  <i>International Office:</i> Sónia Simas Elsa Coelho <a href="mailto:internacional@ipvc.pt">internacional@ipvc.pt</a> Tel: +351 258 809 610 Fax: +351 258 829 065	<i>International Office:</i> <a href="http://internacional.ipvc.pt/en/node/278">http://internacional.ipvc.pt/en/node/278</a>  <i>Erasmus Coordinators:</i> <a href="http://internacional.ipvc.pt/en/node/309">http://internacional.ipvc.pt/en/node/309</a>  <i>Courses:</i> <a href="http://internacional.ipvc.pt/en/cursos">http://internacional.ipvc.pt/en/cursos</a>  <i>Erasmus Registration Form:</i> <a href="http://internacional.ipvc.pt/en/enesf">http://internacional.ipvc.pt/en/enesf</a>
Uniwersytet Przyrodniczy we Wrocławiu  Wrocław University of Environmental and Life Sciences	PL WROCLAW04	Mrs. Jadwiga Bolechowska <b>Erasmus Institutional Coordinator, International Relations Office, Incoming Students</b> 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 Outgoing Students</b> 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>Contact details to reach the senior officer in charge of this agreement and of its possible updates.

## B. Mobility numbers<sup>3</sup> 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.

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 *
P VIANA-D01	PL WROCLAW04	62	Agriculture forestry and fishery	1 <sup>st</sup>	20	Only by individual agreement
		64	Veterinary	1 <sup>st</sup>	20	Only by individual agreement
		42	Life science	1 <sup>st</sup>	20	Only by individual agreement
PL WROCLAW04	P VIANA-D01	62	Agriculture forestry and fishery	1 <sup>st</sup>	20	Only by individual agreement
		64	Veterinary	1 <sup>st</sup>	20	Only by individual agreement
		42	Life science	1 <sup>st</sup>	20	Only by individual agreement

<sup>3</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>)

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 *
P VIANA-Do1	PL WROCLAW04	TBD	TBD	Min. 8hrs of Teaching	Min. 2 days
PL WROCLAW04	P VIANA-Do1	TBD	TBD	Min. 8hrs of Teaching	Min. 2 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 [Erasmus code]	Optional : Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>4</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P VIANA-Do1		Portuguese	English	B1 in English recommended	B2 in English recommended
PL WROCLAW04		English	Polish	B2	B2

### D. Additional requirements

P VIANA-Do1

Each student interested in mobilizing should proceed to registration online at the International IPYC site in specific period for call for applications and fill the form on-line '[Erasmus Student Form](#)'. In this registration form is mandatory to enclose filled and scanned documents (ID Card, students Application form, Learning agreement and accommodation form). The only document that must be sent the original signed to us by post is the '[Learning Agreement](#)'

<sup>4</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]
P VIANA-D01	<i>Registration on-line: deadline 31st May</i>  <i>Starting Classes: Mid- September to Mid-February</i>	<i>Registration on-line: deadline 31st October.</i>  <i>Starting Classes: Mid-February to Mid-June</i>
PL WROCLAW04	Nomination: 01 June Application: 01 July	Nomination: 01 November Application: 15 December

2. P VIANA-D01 will send its decision within **6** weeks.
3. A Transcript of Records will be issued by P VIANA-D01 no later than **4** weeks after the assessment period has finished at the receiving HEI.
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

#### *P VIANA-D01 grading system*

*A - 18-20 Excellent*

*B - 16-17 - Very Good*

*C - 14-15 - Good*

*D - 10-13 - Satisfactory*

*E - 0-9 Fail*

**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)

### 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 VIANA-D01	<p><b>International Office:</b> Sónia Simas and Elsa Coelho <a href="mailto:internacional@ipvc.pt">internacional@ipvc.pt</a> Tel. +351 258 809 610</p> <p><b>Portuguese Immigration Service (Serviço de Estrangeiros e Fronteiras, SEF):</b> Address: Rua José Espregueira, 145, 4900-459 VIANA DO CASTELO, Portugal Email: <a href="mailto:del.vcastelo@sef.pt">del.vcastelo@sef.pt</a> Telephone: +351 258 824 375</p>	<p><a href="http://internacional.ipvc.pt/en/node/157">http://internacional.ipvc.pt/en/node/157</a></p> <p><a href="http://www.sef.pt/portal/V10/EN/aspix/page.aspx">http://www.sef.pt/portal/V10/EN/aspix/page.aspx</a></p>
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
P VIANA-D01	<p><b>International Office:</b> Sónia Simas and Elsa Coelho <a href="mailto:internacional@ipvc.pt">internacional@ipvc.pt</a> Tel. +351 258 809 610</p>	<a href="http://internacional.ipvc.pt/en/node/283">http://internacional.ipvc.pt/en/node/283</a>
PL WROCLAW04		<a href="http://www.up.wroc.pl/studies_and_students/">http://www.up.wroc.pl/studies_and_students/</a>

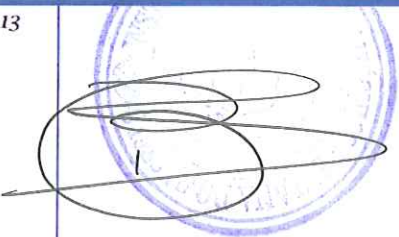
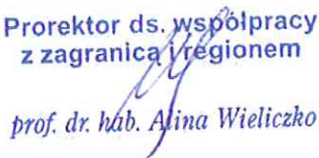
### 4. Housing

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
P VIANA-D01	<p><b>International Office:</b> Sónia Simas and Elsa Coelho <a href="mailto:internacional@ipvc.pt">internacional@ipvc.pt</a> Tel. +351 258 809 610</p>	<a href="http://internacional.ipvc.pt/en/node/382">http://internacional.ipvc.pt/en/node/382</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>5</sup>
P VIANA-Do1	Rui Alberto Martins Teixeira - IPVC President	3-Dec-13	
PL WROCLAW04	<b>Prof. Dr. hab. Alina Wieliczko</b> <b>Vice-Rector</b> Vice-Rector for International Relations and Regional Cooperation	03.12.2013	Prorektor ds. współpracy z zagranicą i regionem  prof. dr. hab. Alina Wieliczko

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<sup>5</sup>Scanned signatures are accepted