



# 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>Hämeen ammattikorkeakoulu</b> <b>HAMK University of Applied Sciences</b> Visamäentie 35 B, FI-13100 Hameenlinna, Finland	SF HAMEENL09	Dr. Tuija Pirttijarvi Tel: +358 3 646 2356 Fax: +358 3 646 2350 <a href="mailto:tuija.pirttijarvi@hamk.fi">tuija.pirttijarvi@hamk.fi</a>  Taina Honkavuori International Affairs Secretary Tel. +358 646 2588 Fax: +358 646 2550 <a href="mailto:taina.honkavuori@hamk.fi">taina.honkavuori@hamk.fi</a>  <u>Institutional coordinator:</u> Leena Rantanen HAMK University of Applied Sciences, International Office PO Box 230, 13101 Hameenlinna, Finland Tel.: +358 3 646 4402 E-mail: <a href="mailto:leena.rantanen@hamk.fi">leena.rantanen@hamk.fi</a>	<a href="http://www.hamk.fi/coursecatalogue">www.hamk.fi/coursecatalogue</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>Uniwersytet Przyrodniczy we Wrocławiu</b>  <b>Wrocław 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>
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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 *
SF HAMEENL09	PL WROCLAW04	541	Food processing	1 <sup>st</sup>	1 x 10 = 10	Only by individual agreement
		58	Architecture and building	1 <sup>st</sup>	2 x 10 = 20	Only by individual agreement
PL WROCLAW04	SF HAMEENL09	541	Food processing	1 <sup>st</sup>	1 x 10 = 10	Only by individual agreement
		58	Architecture and building	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.]

<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>)

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 *
SF HAMEENL09	PL WROCLAW04	TBD	TBD	1 x 1 week	1 x 1 week
PL WROCLAW04	SF HAMEENL09	TBD	TBD	1 x 1 week	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]
SF HAMEENL09		English		B2	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.]*

## E. Calendar

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

<b>Receiving institution</b> [Erasmus code]	<b>Autumn term*</b> [month]	<b>Spring term*</b> [month]
SF HAMEENL09	Application: 15 May	Application: 31 October
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)

**SF HAMEENL09:**

In HAMK, assessment is based on competencies. The student's competence consists of knowledge, skills and working methods. Competence assessment also ensures the student's suitability for the professional field. Competence-based curriculum and assessment are based on the policy of European higher education.

As a general rule, the grading is based on a numerical scale from 5 to 0 as follows:

- 5 (excellent)
- 4 - 3 (good)
- 2 - 1 (satisfactory)
- 0 (fail)

More information can be found in the HAMK Course Catalogue  
[www.hamk.fi/coursecatalogue](http://www.hamk.fi/coursecatalogue)

Course extend is defined in European ECTS units. 1 HAMK cr = 1 ECTS.

## **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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
SF HAMEENL09	<a href="mailto:taina.honkavuori@hamk.fi">taina.honkavuori@hamk.fi</a>	<a href="http://www.hamk.fi/coursecatalogue">www.hamk.fi/coursecatalogue</a> General information for students: Immigration issues
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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
SF HAMEENL09	<a href="mailto:taina.honkavuori@hamk.fi">taina.honkavuori@hamk.fi</a>	<a href="http://www.hamk.fi/coursecatalogue">www.hamk.fi/coursecatalogue</a> General information for students: Insurance
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
SF HAMEENL09	<a href="mailto:taina.honkavuori@hamk.fi">taina.honkavuori@hamk.fi</a>	<a href="http://www.hamk.fi/coursecatalogue">www.hamk.fi/coursecatalogue</a> General information for students: Accommodation
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
SF HAMEENL09	<b>Ari Mikkola</b> Director, Education and Research Centre for Bioeconomy	9.1.2014		
PL WROCLAW04	<b>Prof. Dr. hab. Alina Wieliczko</b> <b>Vice-Rector</b> Vice-Rector for International Relations and Regional Cooperation	10.01.2014	Vice-Rector for International Relations and Regional Cooperation  Prof. Alina Wieliczko, D.V.M., Ph.D.	 50-375 Wrocław, ul. Norwida 25/27

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