



Erasmus+ Programme

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

Inter-institutional¹ agreement 2019-2021 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 ² (email, phone)	Website (eg. of the course catalogue)
Fachhochschule Potsdam University of Applied Sciences	D POTSDAM03	International Office Dr. Uta Kotulla Institutional Coordinator kotulla@fh-potsdam.de +49 331 580 2015 Sina Raddatz Erasmus Coordinator raddatz@fh-potsdam.de Kiepenheuerallee 5 14469 Potsdam Germany international@fh-potsdam.de MA Childhood Studies and Children's Rights Rebecca Budde budde@fh-potsdam.de	https://www.fh-potsdam.de/en/studieren/international-office/ https://www.fh-potsdam.de/

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

² Contact details to reach the senior officer in charge of this agreement and of its possible updates.

			https://www.fh-potsdam.de/studieren/studienangebot/masterstudiengaenge/childhood-studies-and-childrens-rights/
University of Bialystok	PL BIALYST04	International Cooperation Office erasmus@uwb.edu.pl , incoming@uwb.edu.pl Phone/Fax: +48 857457089 Erasmus Institutional Coordinator: dr hab. Anna Piszcz, prof. UwB piszcz@uwb.edu.pl Departmental Coordinators: dr Tomasz Prymak t.prymak@wp.pl dr Elżbieta Krysztofik-Gogol e.krysztofik@uwb.edu.pl	http://uwb.edu.pl/international-cooperation-office (English version)

B. Mobility numbers³ 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 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
D POTSDAM03	PL BIALYST04	0110, 0923	Education, Social Work and Counseling	1 st , 2 nd	1x10 (MA) 1x 10 (BA)	tbc
PL BIALYST04	D POTSDAM03	0110, 0923	Education, Social Work and Counseling	1 st 2 nd	1x10 (MA) 1x 10 (BA)	tbc

[*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

³ 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>)

[*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 *]	
D POTSDAM03	PL BIALYST04	0110 0923	Education, Social Work and Counselling	2x5 days (8 hours)	1x5
PL BIALYST04	D POTSDAM03		Education, Social Work and Counselling	2x5 days (8 hours)	1x5

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 ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D POTSDAM03		German (BA) English (MA)	English (BA)	B1 BA C1 MA (English)	B2
PL BIALYST04		Polish for all programs	English for courses offered to exchange students	English B1	English B2

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

⁵ 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>

D. Additional requirements

D POTSDAM03:

The University of Applied Sciences Potsdam welcomes students and staff with disabilities, however as not all courses or institutions might be accessible with every disability we would like to ask you to get in contact well beforehand, so that we can make sure whether it will work out in each respective case.

PL BIALYSTOK04:

- Local mentors will help incoming students with practical issues like opening a bank account, registration procedures etc.
- Applicants with specials need will be contacted before the final approval of the acceptance. Final decision depends on extra services/facilities available. Please contact International Programmes and Relations Office in order to get more information.

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
D POTSDAM03	nomination & application: June 1 st	nomination & application: November 1 st
PL BIALYST04	June 30 th	November 30 th

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

2. The receiving institution will send its decision within 6 weeks.
3. A Transcript of Records will be issued by the receiving Institution no later than 6 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

This agreement will take effect in the xxxx academic year being valid until the end of the two year contract period starting 2020 (thus 2022).

Either institution is free to terminate the present agreement. In order to do so, the institution wishing to terminate the agreement must:

- I. Notify the other institution in writing of its intention, by giving at least a 12 months' notice, stating the date on which it intends to make the termination effective. That is to say, 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. In consequence, any students who have started their exchange experience at either university at the date of termination may complete their stay.

II. Termination of the agreement will not be penalised.

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

D POTSDAM03:

Grade	ECTS equivalent Distribution	Definition	D POTSDAM 03 Grade
A	10%	Excellent	1,0 / 1,3
B	25%	Very Good	1,7 / 2,0 / 2,3
C	30%	Good	2,7 / 3,0 / 3,3
D	25%	Satisfactory	3,7
E	10%	Sufficient	4,0
FX		Fail	5,0
F		Fail	5,0

PL BIALYST04 - <http://uwb.edu.pl/grading-system> (English version)
In case of additional questions, please contact Erasmus Coordinator.

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
D POTSDAM03	international@fh-potsdam.de +49 331 580 2015	https://www.fh-potsdam.de/en/studieren/international-office/
PL BIALYST04	incoming@uwb.edu.pl +48 85 7457051, +48 85 7457089	http://uwb.edu.pl/international-cooperation-office (English version)

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
D POTSDAM03	international@fh-potsdam.de +49 331 580 2015	https://www.fh-potsdam.de/en/studieren/international-office/
PL BIALYST04	incoming@uwb.edu.pl +48 85 7457051, +48 85 7457089	http://uwb.edu.pl/international-cooperation-office (English version)

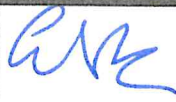
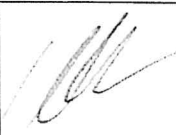

4. Housing

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
D POTSDAM03	international@fh-potsdam.de +49 331 580 2015	https://www.fh-potsdam.de/en/studieren/international-office/
PL BIALYST04	incoming@uwb.edu.pl +48 85 7457051, +48 85 7457089	http://uwb.edu.pl/international-cooperation-office (English version)

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
D POTSDAM03	Prof. Dr. Eva Schmitt-Rodermund President	2/6/19	 Fachhochschule Potsdam Die Präsidentin Kiepenheuerallee 5 14469 Potsdam
PL BIALYST04	dr hab. Mariusz Popławski, prof. UwB Vice-Rector for Development and International Cooperation	30.01. 2019	 

⁶ Scanned signatures are accepted