

Erasmus+ Programme

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

Inter-institutional¹ agreement 2017-2021 between programme partners

University of Bialystok
 and
 Windesheim University of Applied Sciences

[Minimum requirements]²

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 ³ (email, phone)	Website (eg. of the course catalogue)
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 Coordinator Dr Emilia Żytkiewicz – Płońska Pip.erasmus@uwb.edu.pl	http://www.uwb.edu.pl (English version)
Windesheim University of Applied Sciences	NL ZWOLLE05	Erasmus+ Institutional Coordinator Mrs Miriam van Schaick-Agricola International Office-room C-085 Tel.: +31 88 469 9777 Internationaloffice@windesheim.nl Administrative contact person: Mrs Jannette van der Wal International Office - room C0.85 Tel.: +31 88 469 9777 Internationaloffice@windesheim.nl International Coordinator Health and Welfare Division Mrs Erna Koekkoek - room C2.08 Tel.: +31 88 469 6237 Egl.koekkoek@windesheim.nl	www.windesheiminternational.nl http://www.windesheiminternational.nl/study-programmes/exchange-programmes/ http://www.windesheiminternational.nl/study-programmes/health-and-welfare/social-work-in-europe/

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

² Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

³ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers⁴ 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 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 *
PL BIALYST04	NL ZWOLLE05	092	Welfare	1 st , 2 nd	3x6	
NL ZWOLLE05	PL BIALYST04	092	Welfare	1 st	3x6	

[*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 [total number of days of teaching periods or average duration*]	Staff Mobility for Training *
PL BIALYST04	NL ZWOLLE05	092	Welfare	1x5 days	
NL ZWOLLE05	PL BIALYST04	092	Welfare	1x5 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 ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL BIALYST04	092	English for courses offered to exchange students	Polish for all programs	English B2	English B2
NL ZWOLLE05	092	English	Dutch	English B2	English B2

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

⁴ 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>

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

PL BIALYSTO4

Local mentors will help incoming students with practical issues like opening a bank account, registration procedures etc.

Applicants with special needs 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.

NL ZWOLLE05 - The course 'Introduction to Windesheim' is compulsory for all international students. This course consists of several activities, including an introduction week, organized by Students United in the Netherlands (SUN) in collaboration with the International Office of Windesheim. Most activities take place in the evening and aim to familiarize with Dutch fellow students, (student) life in Zwolle, Dutch culture in general and academic life at Windesheim. An excursion forms part of this module and students have to give a presentation on the culture of their home country. See <http://www.windesheiminternational.nl/study-programmes/exchange-programmes/electives/introduction-to-windesheim-university/>

Windesheim University of Applied Sciences has the infrastructure to welcome students and staff with disabilities. See <http://www.windesheiminternational.nl/about-windesheim/studying-at-windesheim/facilities-for-special-needs-students/>

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
PL BIALYSTO4	June 30 th	November 30 th
NL ZWOLLE05	Nomination Deadline: 15 th May Deadline for sending application material: 1 st June	Nomination Deadline: 15 th October Deadline for sending application material: 1 st November

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

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. 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 BIALYSTO4 - <http://uwb.edu.pl/> (English version)

In case of additional questions, please contact Erasmus Coordinator.

NL ZWOLLE05- <http://www.windesheiminternational.nl/about-windesheim/studying-at-windesheim/credits-and-grading/>

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
PL BIALYST04	incoming@uwb.edu.pl +48 85 7457051, +48 85 7457089	http://www.uwb.edu.pl (English version)
NL ZWOLLE05	Internationaloffice@windesheim.nl	http://www.windesheiminternational.nl/about-windesheim/studying-at-windesheim/visa-service/

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
PL BIALYST04	incoming@uwb.edu.pl +48 85 7457051, +48 85 7457089	http://www.uwb.edu.pl (English version)
NL ZWOLLE05	Internationaloffice@windesheim.nl	http://www.windesheiminternational.nl/about-windesheim/studying-at-windesheim/insurance/

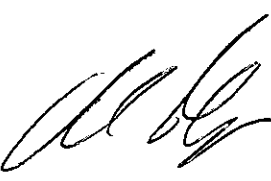
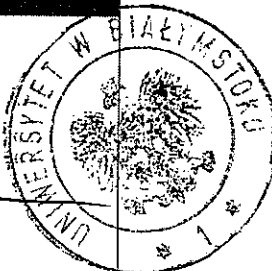


4. Housing

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
PL BIALYST04	incoming@uwb.edu.pl +48 85 7457051, +48 85 7457089	http://www.uwb.edu.pl (English version)
NL ZWOLLE05	Internationaloffice@windesheim.nl	http://www.windesheiminternational.nl/about-windesheim/studying-at-windesheim/accommodation/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
PL BIALYST04	<p>dr hab. Mariusz Popławski, prof. UwB</p> <p>Vice-Rector for Development and International Cooperation</p>	<p>7.11. 2017</p>	 
NL ZWOLLE05	<p>Mrs Ineke van der Wal</p> <p><i>Interim Director Health and Welfare Division</i></p>	<p>21-10-17</p>	 

⁶ Scanned signatures are accepted

1. The first part of the document discusses the importance of maintaining accurate records of all transactions.

2. The second part of the document discusses the importance of maintaining accurate records of all transactions.