



Erasmus+ Programme

Key Action 1

- Mobility for learners and staff -

Higher Education Student and Staff Mobility

Inter-institutional agreement 2015-2021

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 ¹ (email, phone)	Website (eg. of the course catalogue)
UNIVERSITY OF BIALYSTOK	PL BIALYST04	International Programmes and Relations 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 Faculty of Pedagogy and Psychology Departmental Coordinators: dr Agata Butarewicz-Głowacka, a.butarewicz@uwb.edu.pl dr Ewa Kępa, e.kepa@uwb.edu.pl	http://www.uwb.edu.pl/ http://pedagogika.uwb.edu.pl/
STEFAN CEL MARE UNIVERSITY OF SUCEAVA PIC 999522339	RO SUCEAVA01	<u>Contact person:</u> Assoc.Prof. Otilia CLIPA Tel. +40744812886, Fax. +40230520465 e-mail: otiliac@usv.ro <u>Institutional Coordinator:</u> Prof. Stefan PURICI - Office for European Affairs, str. Universitatii, nr. 13, 720229 - Suceava; tel. +230520316; Fax: +40230520316 email: relint@usv.ro	www.usv.ro/relint/llp_erasmus.php

¹Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers² 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 *
PL BIALYST04	RO SUCEAVA01	0110	Education	1 st , 2 nd	2 students x 5 months	-
RO SUCEAVA01	PL BIALYST04	0110	Education	1 st , 2 nd	2 students x 4,5 months	-

[*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	RO SUCEAVA01	0110	Education	2 people x 5 days (min 8 hours)	2 people x 5 days
RO SUCEAVA01	PL BIALYST04	0110	Education	2 people x 5 days (min 8 hours)	2 people x 5 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:

² 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>)

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ³	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL BIALYST04		Polish for all programs	English for courses offered to exchange students	B2 - English	B2 - English
RO SUCEAVA01		Romanian	English (Except of projects and Faculty of Letters, courses are taught in Romanian, but the incoming student may receive support in English (bibliography). Faculty of Education Sciences offers a course module that is taught in English They can pass the exams in English, based on written reports, essays s.o)	B1 - English	B2 - English

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

PL BIALYST04

1. Local mentors will help incoming students with practical issues like opening a bank account, registration procedures etc.
2. Not all of University buildings have the infrastructure to welcome students with disabilities. Please contact International Programmes and Relations Office in order to get more information. Applicants with special needs will be contacted before the final approval of the acceptance. Final decision depends on extra services/ facilities available.
3. If there are not enough students registered for the courses, the instructors usually do individual study with Erasmus+ students.
4. Application documents received after application deadlines will not be accepted.
5. Application form and Learning Agreement should be filled in English.
6. Student should mail Application Form, Learning Agreement (signed and stamped by Erasmus coordinators) to incoming@uwb.edu.pl, a.butarewicz@uwb.edu.pl and e.kepa@uwb.edu.pl

RO SUCEAVA01:

In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the Office for European Affairs relint@usv.ro

E. Calendar

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

³For 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>

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
PL BIALYST04	June 30 th	November 30 th
RO SUCEAVA01	01 st August Nominations and applications	01 st August Nominations and applications

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

2. The receiving institution will send its decision within [4] 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."]

PL BIALYST04

- 1) Academic Calendar:
 - a) Fall (1st) Semester : Usually from 1st week of October to 1st week of February.
 - b) Spring (2nd) Semester : Usually from 3rd week of February to 3rd week of June.
- 2) Partner institution should send nominations to a.butarewicz@uwb.edu.pl or e.kepa@uwb.edu.pl specifying the name/s, field of study, academic year and semester, number of months, and e-mail address of the nominated student/s.

RO SUCEAVA01

- 1) Academic Calendar:
 - a) Fall (1st) Semester : Usually from 1st week of October to 3rd week of January.
 - b) Spring (2nd) Semester : Usually from 3rd week of February to 1st week of July.
- 2) Partner institution should send nominations to torelint@usv.ro specifying the name/s, field of study, academic year and semester, number of months, and e-mail address of the nominated student/s.

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' guide⁴. 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.]

⁴http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

PL BIALYST04

University of Bialystok grading system:

POLISH GRADE:	LOCAL DEFINITION	ECTS GRADE:	% of successful students normally achieving the grade	DEFINITION:
5	Bardzo dobry / very good	A	10	EXCELLENT - outstanding performance with only minor errors
4+	Dobry plus / better than good	B	25	VERY GOOD - above the average standard but with some errors
4	Dobry / good	C	30	GOOD - generally sound work with a number of notable errors
3+	Dostateczny plus / better than satisfactory	D	25	SATISFACTORY - fair but with significant shortcomings
3	Dostateczny / satisfactory	E	10	SUFFICIENT - performance meets the minimum criteria
2	Niedostateczny / unsatisfactory (fail)	F, FX	-	F - FAIL - some more work required before the credit can be awarded FX - FAIL - considerable further work is required

RO SUCEAVA01:

www.usv.ro/relint/pagini/incoming/General_Information.pdf

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 7457089, +48 85 7457051	http://www.uwb.edu.pl (English version)
RO SUCEAVA01	Office for International Relations and European Affairs Tel: +40 230 520316; +40 230 217147 Fax: +40 230 520316; Email: relint@usv.ro	www.usv.ro/relint/pagini/incoming/General_Information.pdf

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 7457089, +48 85 7457051	http://www.uwb.edu.pl (English version)
RO SUCEAVA01	Office for International Relations and European Affairs Tel: +40 230 520316; +40 230 217147 Fax: +40 230 520316; Email: relint@usv.ro	www.usv.ro/relint/pagini/incoming/General_Information.pdf

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 7457089, +48 85 7457051	http://www.uwb.edu.pl (English version)
RO SUCEAVA01	Office for Int. Relations and European Affairs Tel: +40 230 520316; +40 230 217147 Fax: +40 230 520316; Email: relint@usv.ro	www.usv.ro/relint/pagini/incoming/General_Information.pdf

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁵
PL BIALYST04	prof. Beata Godlewska- Żyłkiewicz Vice-Rector for Research and International Relations		
RO SUCEAVA01	Prof. Valentin POPA, Ph.D.Eng. - Rector	07/01/2016	

⁵Scanned signatures are accepted