



EUROPEAN UNION

Erasmus+

Enriching lives, opening minds.

2021-2027

# Erasmus+ Programme

## Bilateral Inter-Institutional Agreement

### Key Action 1

### Learning Mobility for Higher Education Students and Staff

### among EU Member States and third countries associated to the Programme<sup>1</sup>

The institutions 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, including [automatic recognition](#) of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the [European Credit Transfer and Accumulation System](#). The institutions agree on exchanging their mobility related data in line with the technical standards of the [European Student Card Initiative](#).

#### Grading systems of the institutions

Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through [EGRACONS](#) according to the descriptions in the [ECTS users' guide](#). The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

#### E MADRID26: UNIVERSIDAD REY JUAN CARLOS:

[https://www.urjc.es/images/Internacional/estudiantes\\_internacionales/grados/Leyenda%20Notas.pdf](https://www.urjc.es/images/Internacional/estudiantes_internacionales/grados/Leyenda%20Notas.pdf)

#### PL BIALYSTOK4: University of Bialystok (Uniwersytet w Białymstoku):

<https://uwb.edu.pl/en/exchange-students/erasmus-4669/grading-system>

<sup>1</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

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**Validity period of the agreement**

| Timeframe         | Academic Year* | Call Year* |
|-------------------|----------------|------------|
| Start of validity | [2024/2025]    | [2024]     |
| End of validity   | [2028/2029]    | [2028]     |

**A. Information about the higher education institutions**

| Name of the institution<br>(and department, where relevant) | Erasmus code | Contact details <sup>2</sup><br>(email, phone)  | Websites<br>(General/Faculties/<br>Course catalogue)  |
|---|--------------|---|---|
| UNIVERSIDAD REY JUAN CARLOS                                 | E MADRID26   | <b>Institutional Coordinator:</b><br><b>María Luisa Humanes Humanes</b><br>Vice-rector for International Relations.<br>c/Tulipán s/n 28933 Móstoles (Madrid)<br><br>International Agreements<br>e-mail: <a href="mailto:internacional.agreements@urjc.es">internacional.agreements@urjc.es</a>  | <a href="http://www.urjc.es">http://www.urjc.es</a>   |
| University of Bialystok                                     | PL BIALYST04 | <b>International Cooperation Office</b><br>erasmus@uwb.edu.pl, incoming@uwb.edu.pl<br>Phone/Fax: +48 857457089<br><b>Erasmus Institutional Coordinator:</b><br>dr hab. Anna Piszcz, prof. UwB<br>pisch@uwb.edu.pl<br><b>Faculty of Economics and Finance</b><br>erasmus.econfin@uwb.edu.pl<br>Staff - dr Edyta Sidorczuk-Pietraszko<br>Students: dr Magdalena Owczarczuk,<br>mgr Marta Kosińska<br><b>Faculty of Education</b><br>Staff - dr Agata Butarewicz-Głowacka<br>a.butarewicz@uwb.edu.pl<br>Students: Anna Marta Dziejma<br>noe.international@uwb.edu.pl<br><b>Faculty of Law:</b><br>Joanna Quigley incoming.law@uwb.edu.pl<br><b>Faculty of International Relations:</b><br>prof. Oksana Voytyuk,<br>oksana.voytyuk@uwb.edu.pl mgr Marta Maksimczuk, m.maksimczuk@uwb.edu.pl | <a href="http://www.uwb.edu.pl">www.uwb.edu.pl</a><br><a href="http://www.weif.uwb.edu.pl">www.weif.uwb.edu.pl</a><br><a href="https://weif.uwb.edu.pl/courses-for-incoming-students">https://weif.uwb.edu.pl/courses-for-incoming-students</a> |

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

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### B. Mobility numbers<sup>3</sup> per academic year

| FROM<br>[Erasmus code of the sending institution] | TO<br>[Erasmus code of the receiving institution] | Subject area code (optional)*<br>[ISCED] | Subject area name (optional)* | Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] (optional)* | Number of student mobility periods                         |  |   |   |
|---|---|--|-------------------------------|--|--|--|---|---|
|   |   |  |                               |  | Student Mobility for Studies<br>[total number of students] | Student mobility for Studies<br>[total number of months] | Student Mobility for Traineeships (optional)*<br>[total number of students] | Student Mobility for Traineeships (optional)*<br>[total number of months] |
| PL BIALYST04                                      | E MADRID26  | 0111                                     | Education                     | 1 <sup>st</sup>  | 2  | 5 months each  | /   | /   |
| E MADRID26  | PL BIALYST04                                      | 0111                                     | Education                     | 1 <sup>st</sup>  | 2  | 5 months each  | /   | /   |

**Short-term blended mobility option for students**

By checking this box, the partners confirm that they are willing to exchange students who wish to carry out their mobility in a blended format, a combination of a short-term physical mobility with a virtual component.

[\* Optional columns can be deleted if not applicable. 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 can be indicated if relevant.]

### 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:

<sup>3</sup> Mobility numbers can be given per sending/receiving institutions and per education field (optional\*): <https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>

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| Receiving institution<br>[Erasmus code] | Optional:<br>Subject area | Language of instruction 1 | Language of instruction 2  | Recommended language of instruction level <sup>4</sup>  |  |
|---|---------------------------|---------------------------|----------------------------|---|--|
|   |                           |                           |                            | Student Mobility for Studies<br>[Minimum recommended level: B1]   | Staff Mobility for Teaching<br>[Minimum recommended level: B2] |
| E MADRID26                              |                           | Spanish                   | English                    | Exchange students who want to study in Spanish must have a B1 Spanish certificate. B2 in Spanish is desirable. B2 English level is compulsory for studies in English. | English B2   |
| PL BIALYST04                            |                           | Polish                    | English (selected courses) | English B1  | English B2   |

\* Erasmus students at the Universidad Rey Juan Carlos can attend an intensive Spanish course before or during the academic year. Information on duration, registration deadlines, prices, etc. upon request.

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

#### D. Calendar

**Nominations of incoming students must reach the institution by:**

| Receiving institution<br>[Erasmus code] | Autumn term*<br>[day/month] | Spring term*<br>[day/month] |
|---|-----------------------------|-----------------------------|
| E MADRID26                              | April 30 <sup>th</sup>      | October 15 <sup>th</sup>    |
| PL BIALYST04                            | May 30 <sup>th</sup>        | October 31 <sup>st</sup>    |

**Nomination procedure for incoming students**

| Receiving institution<br>[Erasmus code] | Link to the procedure   | Contact details          |
|---|---|--------------------------|
| E MADRID26                              | <a href="https://gestion2.urjc.es/movilidadincoming/">https://gestion2.urjc.es/movilidadincoming/</a> | internacional.in@urjc.es |

<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>

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| PL BIALYST04 | <a href="https://uwb.edu.pl/en/exchange-students/erasmus-4669/application-process">https://uwb.edu.pl/en/exchange-students/erasmus-4669/application-process</a> | incoming@uwb.edu.pl |
|--------------|---|---------------------|

**Applications from incoming students must reach the institution by:**

| Receiving institution<br>[Erasmus code] | Autumn term*<br>[day/month] | Spring term*<br>[day/month] |
|---|-----------------------------|-----------------------------|
| E MADRID26                              | May 15th                    | October 31 <sup>st</sup>    |
| PL BIALYST04                            | June 15th                   | November 15th               |

**Application procedure for incoming students**

| Receiving institution<br>[Erasmus code] | Contact details<br>(email, phone)   | Website for information   |
|---|---|---|
| E MADRID26                              | <a href="mailto:internacional.in@urjc.es">internacional.in@urjc.es</a>                            | <a href="https://www.urjc.es/internacional/inicio/252-erasmus">https://www.urjc.es/internacional/inicio/252-erasmus</a> |
| PL BIALYST04                            | <a href="mailto:incoming@uwb.edu.pl">incoming@uwb.edu.pl</a><br>+48 85 7457051,<br>+48 85 7457089 | <a href="https://uwb.edu.pl/en/exchange-students/erasmus-4669">https://uwb.edu.pl/en/exchange-students/erasmus-4669</a> |

**E. Additional requirements**

| Receiving institution<br>[Erasmus code] | Requirement   | Details   | Website for information (if applicable)   |
|---|---|---|---|
| E MADRID26                              | <ol style="list-style-type: none"> <li>1. Special needs and adaptations certificate (if applies) (in Spanish or in English)</li> <li>2. Passport/ID Picture or Copy (valid during the mobility period)</li> <li>3. Language certificate/s of the student's mobility language/s.</li> <li>4. Application form</li> </ol> | <p>Students must fill out the on-line application and upload the required documents.</p> <p>Once the documents were checked and validated by the URJC, the student fills in the Learning Agreement (URJC Learning Agreement Draft Model).</p> <p>The Learning Agreement has to be downloaded,</p> | <a href="https://en.urjc.es/internacional/erasmus-y-movilidad/252-erasmus#informacion-general">https://en.urjc.es/internacional/erasmus-y-movilidad/252-erasmus#informacion-general</a> |

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|              |                  | printed and signed by the Student and the home university. LA should be uploaded to the platform.   |   |
| PL BIALYSTO4 | Application form | Students have to register in an electronic system IRK and fill in the application form. It must be signed by the student and the coordinator of the sending institution, and uploaded into the IRK system within the deadline | <a href="https://uwb.edu.pl/en/exchange-students/erasmus-4669/application-process">https://uwb.edu.pl/en/exchange-students/erasmus-4669/application-process</a> |

The receiving institution will send its decision **within 4 weeks, and no later than 5 weeks.**

### Inclusion and accessibility

The institution will provide support to incoming mobile participants with fewer opportunities, 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:

| Receiving institution [Erasmus code] | Available infrastructure adjusted for people with:                       | Description of infrastructure (optional)   | Contact details (email, phone)   | Website for information   |
|--------------------------------------|--|--|--|---|
| E MADRID26                           | To all people with disabilities and / or special educational needs, SEN. | >Personalized assistance for students with motoric differences, >Spanish sign language interpreters,<br><br>>Other adaptations (ex. extra time in exams, modification of the font size, etc)         | discapacidad.programa@urjc.es<br><br>+34 91 488 85 66.   | <a href="https://www.urjc.es/component/k2/1004-uad-discapacidad#servicios">https://www.urjc.es/component/k2/1004-uad-discapacidad#servicios</a> |
| PL BIALYSTO4                         | - Reduced mobility<br>- Hearing impairments<br>- Visual impairments      | Applicants with special needs will be contacted before the final approval of the acceptance. Final decision depends on extra services/ facilities available. International Cooperation Office should | <a href="mailto:incoming@uwb.edu.pl">incoming@uwb.edu.pl</a><br>+48 85 74570 51,<br>+48 85 7457089 | <a href="https://uwb.edu.pl/en/exchange-students/erasmus-4669">https://uwb.edu.pl/en/exchange-students/erasmus-4669</a>                         |

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|  |  | be contacted for more information. |  |  |
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## F. Information

### 1. Grading systems of the institutions

E MADRID26: UNIVERSIDAD REY JUAN CARLOS grading:

<http://www.urjc.es/internacional/erasmus-y-movilidad/252-erasmus#información-general>

[https://www.urjc.es/images/Internacional/estudiantes\\_internacionales/grados/Leyenda%20Notas.pdf](https://www.urjc.es/images/Internacional/estudiantes_internacionales/grados/Leyenda%20Notas.pdf)

Institutional grading system:

| Numerical Mark | grading  | ECTS  |
|----------------|--|---|
| NP             | NO PRESENTADO (NOT ATTENDANCE)                       | FX  |
| 0-4.9          | SUSPENSO (SS)  | FX  |
| 5.0-5.9        | APROBADO (AP)  | D   |
| 6.0-6.9        | APROBADO (AP)  | C   |
| 7.0-8.9        | NOTABLE (NT)   | B   |
| 9.0-10         | SOBRESALIENTE (SB)                                   | A   |
| 9.0-10         | MAT. DE HONOR (MH)                                   | A   |
| ECTS Grade     | %of successful students normally achieving the grade | Definition  |
| A              | 10   | EXCELLENT – outstanding performance with only minor errors      |
| B              | 25   | VERY GOOD – above the average standard but with some errors     |
| C              | 30   | GOOD – generally sound work with a number of notable errors     |
| D              | 25   | SATISFACTORY – fair but with significant shortcomings           |
| E              | 10   | SUFFICIENT – performance meets the minimum criteria             |
| FX             | -  | FAIL – some more work required before the credit can be awarded |
| F              | -  | FAIL – considerable further work is required                    |

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PL BIALYST04: University of Bialystok (Uniwersytet w Białymstoku)

| ECTS grade | Local grade | Local definition                           |
|------------|-------------|--|
| F          | 2           | Niedostateczny / Unsatisfactory (Fail)     |
| E          | 3           | Dostateczny / Satisfactory                 |
| D          | 3+          | Dostateczny plus / better than satisfactor |
| C          | 4           | Dobry / Good                               |
| B          | 4+          | Dobry plus / Better than good              |
| A          | 5           | Bardzo dobry / Very good                   |

ECTS-credits: 60 per year/30 per semester

In case of additional questions, please contact Erasmus Coordinator.

## 2. 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<br>[Erasmus code] | Contact details<br>(email, phone)   | Website for information   |
|-------------------------------|---|---|
| E MADRID26                    | <a href="mailto:Internacional.in@urjc.es">Internacional.in@urjc.es</a><br>+34 91 488 7722         | <a href="http://www.urjc.es/internacional/erasmus-y-movilidad">http://www.urjc.es/internacional/erasmus-y-movilidad</a> |
| PL BIALYST04                  | <a href="mailto:incoming@uwb.edu.pl">incoming@uwb.edu.pl</a><br>+48 85 7457051,<br>+48 85 7457089 | <a href="https://uwb.edu.pl/en/exchange-students/erasmus-4669">https://uwb.edu.pl/en/exchange-students/erasmus-4669</a> |

## 3. Visa

The sending and receiving institutions will provide assistance when required, in securing visas for incoming and outgoing 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<br>[Erasmus code] | Contact details<br>(email, phone) | Website for information |
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| E MADRID26   | <a href="mailto:Internacional.in@urjc.es">Internacional.in@urjc.es</a><br>+34 91 488 7722         | <a href="http://www.urjc.es/internacional/erasmus-y-movilidad">http://www.urjc.es/internacional/erasmus-y-movilidad</a> |
| PL BIALYST04 | <a href="mailto:incoming@uwb.edu.pl">incoming@uwb.edu.pl</a><br>+48 85 7457051,<br>+48 85 7457089 | <a href="https://uwb.edu.pl/en/exchange-students/erasmus-4669">https://uwb.edu.pl/en/exchange-students/erasmus-4669</a> |

#### 4. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outgoing 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   |
|----------------------------|---|---|
| E MADRID26                 | <a href="mailto:Internacional.in@urjc.es">Internacional.in@urjc.es</a><br>+34 91 488 7722         | <a href="http://www.urjc.es/internacional/erasmus-y-movilidad">http://www.urjc.es/internacional/erasmus-y-movilidad</a> |
| PL BIALYST04               | <a href="mailto:incoming@uwb.edu.pl">incoming@uwb.edu.pl</a><br>+48 85 7457051,<br>+48 85 7457089 | <a href="https://uwb.edu.pl/en/exchange-students/erasmus-4669">https://uwb.edu.pl/en/exchange-students/erasmus-4669</a> |

#### 5. Additional information

| Receiving institution [Erasmus code] | Information on recognition process / other useful information:   | Contact details (email, phone)  | Website for information   |
|--------------------------------------|--|---|---|
| E MADRID26                           |  | <a href="mailto:Internacional.in@urjc.es">Internacional.in@urjc.es</a><br>+34 91 488 7722         | <a href="http://www.urjc.es/internacional/erasmus-y-movilidad">http://www.urjc.es/internacional/erasmus-y-movilidad</a> |
| PL BIALYST04                         | Local mentors will help incoming students with practical issues like opening a bank account, registration procedures etc | <a href="mailto:incoming@uwb.edu.pl">incoming@uwb.edu.pl</a><br>+48 85 7457051,<br>+48 85 7457089 | <a href="https://uwb.edu.pl/en/exchange-students/erasmus-4669">https://uwb.edu.pl/en/exchange-students/erasmus-4669</a> |

A Transcript of Records will be issued by the receiving institution no later than **five** weeks after the assessment period has finished at the receiving HEI.

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**Termination of the agreement**

The inter-institutional agreement may be amended by mutual agreement. The inter-institutional agreement may be terminated by either party. In the event of unilateral termination, a notice of at least one academic year should be given. In the event of such notice being given, all existing commitments to staff or students will be fulfilled. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

| Institution<br>[Erasmus code] | Name, function   | Date | Signature <sup>5</sup> |
|-------------------------------|--|------|------------------------|
| E MADRID26                    | <b>Prof. María Luisa Humanes Humanes</b><br>Vice-rector for International Relations              |      |                        |
| PL BIALYST04                  | <b>Prof. dr hab. Izabela Świącicka</b><br>Vice-Rector for research and international cooperation |      |                        |

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

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