



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2014-2021<sup>2</sup> 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 <sup>3</sup> (email, phone)	Website (eg. of the course catalogue)
Instituto Politécnico de Coimbra	P COIMBRA 02	Nuno Ferreira - Vice-President/International Relations Coordinator Av. Dr. Marnoco e Sousa, nº30, 3000-271 Coimbra Portugal Phone: +351 239791250 e-mail: <a href="mailto:dga.sri@ipc.pt">dga.sri@ipc.pt</a>	<a href="http://internationalrelations.ipc.pt/erasmus/incoming.html">http://internationalrelations.ipc.pt/erasmus/incoming.html</a>
Escola Superior de Educação de Coimbra		Cláudia Andrade Rua D. João III 3030-329 Coimbra Phone: +351 239793127 e-mail: <a href="mailto:gri@esec.pt">gri@esec.pt</a>	<a href="http://www.esec.pt/pagina.php?id=527">http://www.esec.pt/pagina.php?id=527</a> <a href="http://www.esec.pt/pagina.php?id=7">http://www.esec.pt/pagina.php?id=7</a>
University of Białystok	PL BIALYST 04	University of Białystok, International Programmes and Relations Office, ul. M. Skłodowskiej-Curie 14, 15-097 Białystok, Poland <a href="mailto:erasmus@uwb.edu.pl">erasmus@uwb.edu.pl</a> , <a href="mailto:incoming@uwb.edu.pl">incoming@uwb.edu.pl</a> Phone/Fax: +48 857457089, Phone.: +48 85 7457051 Erasmus Institutional Coordinator: dr hab. Anna Piszcz, <a href="mailto:piszcz@uwb.edu.pl">piszcz@uwb.edu.pl</a>	<a href="http://www.uwb.edu.pl">http://www.uwb.edu.pl</a> (English version)
Faculty of Pedagogy and Psychology		Departmental Coordinator Emilia Żyłkiewicz - Płońska, MA Phone: + 48 85 7457403, Fax: + 48 85 7457395 <a href="mailto:pip.erasmus@uwb.edu.pl">pip.erasmus@uwb.edu.pl</a>	Course catalogue: <a href="http://uwb.edu.pl/erasmus.php?p=1881">http://uwb.edu.pl/erasmus.php?p=1881</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

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

## 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 [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
P COIMBRA02	PL BIALYST04	111	Education Science	1 <sup>st</sup> cycle	4 x 5 months (20 months total)	
PL BIALYST04	P COIMBRA02	111	Education Science	1 <sup>st</sup> cycle, 2 <sup>nd</sup> cycle	4 x 5 months (20 months total)	

[\*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 *
P COIMBRA 02	PL BIALYST 04	111	Education Science	2 X 5 days	2 X 5 days
PL BIALYST 04	P COIMBRA 02	111	Education Science	2 X 5 days	2 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:

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruc- tion 1	Language of instruc- tion 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]
P COIMBRA 02		Portuguese		B1	B2
PL BIALYST 04		Polish	English	English B2	English B2

<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>

<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>

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]

### PL BIALYST04

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.

## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
P COIMBRA 02	15 <sup>th</sup> July	30 <sup>th</sup> December
PL BIALYST 04	June 30 <sup>th</sup>	November 30 <sup>th</sup>

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

2. The receiving institution (P COIMBRA 02 or PL BIALYST04) will send its decision within 5 weeks.
3. A Transcript of Records will be issued by the receiving institution (P COIMBRA 02 or PL BIALYST04) 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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>6</sup>. A link to a webpage

<sup>6</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

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.]

**PL BIALYST04** - <http://uwb.edu.pl/> (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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
P COIMBRA 02	<a href="mailto:gri@esec.pt">gri@esec.pt</a> +351 239 793 127	
PL BIALYST 04	<a href="mailto:incoming@uwb.edu.pl">incoming@uwb.edu.pl</a> tel.: + 48 85 7457051 tel./fax: +48 85 7457089	<a href="http://www.uwb.edu.pl">http://www.uwb.edu.pl</a> (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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
P COIMBRA 02	<a href="mailto:gri@esec.pt">gri@esec.pt</a> +351 239 793 127	
PL BIALYST 04	<a href="mailto:incoming@uwb.edu.pl">incoming@uwb.edu.pl</a> tel.: + 48 85 7457051 tel./fax: +48 85 7457089	<a href="http://www.uwb.edu.pl">http://www.uwb.edu.pl</a> (English version)

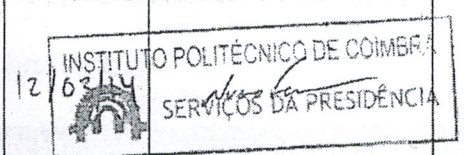
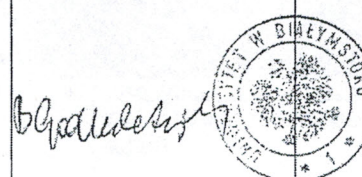
## **4. Housing**

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
P COIMBRA 02	<a href="mailto:gri@esec.pt">gri@esec.pt</a> +351 239 793 127	<a href="http://internationalrelations.ipc.pt/index.htm">http://internationalrelations.ipc.pt/index.htm</a>
PL BIALYST 04	<a href="mailto:incoming@uwb.edu.pl">incoming@uwb.edu.pl</a> tel.: + 48 85 7457051 tel./fax: +48 85 7457089	<a href="http://www.uwb.edu.pl">http://www.uwb.edu.pl</a> (English version)

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
P COIMBRA 02	Nuno Miguel Fonseca Ferreira Vice-President/ Institutional International Relations Coordinator	12/03/14	
PL BIALYST 04	prof. Beata Godlewska-Zylkiewicz Vice-Rector for Research and International Relations	11/03/2014	

<sup>7</sup> Scanned signatures are accepted