



# Erasmus+ Programme

## Key Action 1

### - Mobility for learners and staff - Higher Education Student and Staff Mobility

## Inter-institutional agreement 2014/15 – 2020/21 between programme countries Minimum requirements

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 (email, phone)	Website (eg. of the course catalogue)
Uniwersytet Wrocławski	PL WROCLAW01	Institutional Coordinator: <b>Barbara Skalacka-Harrold</b> International Office Pl. Uniwersytecki 1 50-137 Wrocław, Poland Tel: +48 71 3752 705 Fax: +48 71 3752 211 Email: barbara.skalacka@uni.wroc.pl  Faculty Coordinator: <b>Dr. Dorota Dziadkowiec</b> Faculty of Biotechnology University of Wrocław ul. F.Joliot-Curie 14a, 50-383 Wrocław, Poland Tel: +48 71 3756 238 Email: dorota.dziadkowiec@uni.wroc.pl	International Office: <a href="http://www.international.uni.wroc.pl">www.international.uni.wroc.pl</a>  courses in English: <a href="https://international.uni.wroc.pl/en/study-english/programs-english">https://international.uni.wroc.pl/en/study-english/programs-english</a>
Medizinische Universität	A Wien64	Institutional Coordinator : <b>Dr. rer. nat. Human Salemi</b> Medizinische Universität Wien, Spitalgasse 23, 1090 Wien, Austria Tel: +43 1 40160 21023 Fax: +43 1 40160 921001 Email : human.salemi@meduniwien.ac.at	<a href="http://www.meduniwien.ac.at/international">www.meduniwien.ac.at/international</a>

## B. Mobility numbers 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.

### Student mobility (SM):

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subj ect area code * [ISC ED]	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 *
PL WROCLAW01	A Wien64	421	Biology and biochemistry	2 (MA) 3 (PhD)	2 students each for 5 months	
A Wien64	PL WROCLAW01	421	Biology and biochemistry	2 (MA) 3 (PhD)	2 students each for 5 months	

### Staff mobility (ST):

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subj ect area code * [ISC ED]	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 WROCLAW01	A Wien64	421	Biology and biochemistry	1 teacher/ 5 days	
A Wien64	PL WROCLAW01	421	Biology and biochemistry	1 teacher/ 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 instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL WROCLAW01	421	English	English	B2	B2
A Wien64	421	English	English	B2	B2

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]*

*[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]*

PL WROCLAW01:

##### STUDENTS

- **Nominations**  
Student nominations should be sent (e-mail) by the Partner University to Ms. Barbara Pietrzkiewicz [barbara.pietrzkiewicz@uni.wroc.pl](mailto:barbara.pietrzkiewicz@uni.wroc.pl), responsible for incoming students, before 1st June (winter semester) and 15<sup>th</sup> October (summer semester)
- **Application procedure**  
All the nominated students should create an on-line account and follow the instructions to prepare the required documents (application form, learning agreement, copy of the passport, English language confirmation, ID photograph) which should be sent to the International Office of UWr before 15<sup>th</sup> June (winter semester) and 31<sup>st</sup> October (summer semester)

Detailed information about the procedure:

<https://international.uni.wroc.pl/en/exchange-programs/llp-erasmus-studies/application-forms-and-deadlines>

##### DISABLED

The University of Wrocław can offer some assistance to students/staff with disabilities, although the structure and the position of the university buildings may occur difficulties for students with serious mobility problems. Limited number of rooms suitable for disabled can be offered in one of the student houses. Disabled students interested to study at the University of Wrocław should contact the International Office before starting the application procedure to make sure if all the necessary assistance can be provided.

##### STAFF

- Academic teachers interested in a teaching visit at the University of Wrocław should contact the Erasmus Coordinator at the Faculty which holds the appropriate Erasmus bilateral agreement.

- Non-academic staff members who are interested in spending one week training at the University of Wrocław under the Erasmus programme should at first contact the International Office of Wrocław University, who will then forward the query to the appropriate department of the University.

Detailed information for incoming staff:

<https://international.uni.wroc.pl/en/visiting-staff>

A Wien64  
See attachment!

## 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 WROCLAW01 Nominations from Partner University: Applications:	1 <sup>st</sup> June 15 <sup>th</sup> June	15 <sup>th</sup> October 31 <sup>st</sup> October
A Wien64		

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

2. The receiving institution will send its **decision** within [x] weeks.

A Wien64 5 weeks  
PL WROCLAW01: 5 weeks

1. A **Transcript of Records** will be issued by the receiving institution no later than [xx] 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]*

A Wien64 Transcripts of records are issued by the International Office immediately after the examination period and handed to the incoming students before their departure.

PL WROCLAW01: Transcripts of records are issued by the International Office immediately after the examination period and handed to the incoming students before their departure.

2. 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.



## MedUni Vienna Incomings: ERASMUS+ & COOPERATION PARTNERS

### 1.-5. Year @ MedUni Vienna: Learning Mobilities

The application for exchange students is an **ONLINE-Application** and no other application will be accepted.

The Access Code for the obligatory Online Application will exclusively be sent to students **officially nominated** (first name, family name and E-Mail address)  
**by the partner university's International Office:**  
mail to: [international@meduniwien.ac.at](mailto:international@meduniwien.ac.at)

#### **Deadlines for the academic year 2014/15 :**

01. March - 30. April application deadline for the winter term  
01. Oct. - 30. Nov. application deadline for the summer term

### 6. Year @ MedUni Vienna: Training mobilities

#### **Step 1:**

The application with **Training Agreement**

has to be sent **directly** to the respective department for acceptance.

#### **Step 2:**

The acceptance of the department & the Training Agreement have to be forwarded to the **International Office** for confirmation by the ERASMUS coordinator and for the **obligatory** registration and enrolment at the university.

#### **Deadlines for the academic year 2014/15 :**

for trainings in winter term from October- February: 30. November  
for trainings in summer term from March- September: 30. April

## F. Information

### Grading systems of the institutions

PL WROCLAW01:

<https://international.uni.wroc.pl/en/courses/grading-scale>

A Wien64 :

**ECTS GRADING TABLE for N202 Medicine: (pursuant to ECTS USERS' GUIDE Brussels, 6 February 2009)**

[http://www.meduniwien.ac.at/studienabteilung/content/studium\\_lehre/internationale-mobilitaetsprogramme-international-mobility/ects-information-package-course-catalogue-studienfuehrer/](http://www.meduniwien.ac.at/studienabteilung/content/studium_lehre/internationale-mobilitaetsprogramme-international-mobility/ects-information-package-course-catalogue-studienfuehrer/)

#### **1. 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</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
PL WROCLAW01		<a href="https://international.uni.wroc.pl/en/study-english/practical-information/visa">https://international.uni.wroc.pl/en/study-english/practical-information/visa</a>
A Wien64	<a href="mailto:international@meduniwien.ac.at">international@meduniwien.ac.at</a> T: +43-1-40160 21023	<a href="http://www.bmi.gv.at/cms/bmi_fremdenpolizei/">http://www.bmi.gv.at/cms/bmi_fremdenpolizei/</a>

#### **2. 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</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
PL WROCLAW01		<a href="https://international.uni.wroc.pl/en/study-english/practical-information/medical-insurance">https://international.uni.wroc.pl/en/study-english/practical-information/medical-insurance</a>
A Wien64	<a href="mailto:international@meduniwien.ac.at">international@meduniwien.ac.at</a> T: +43-1-40160-21023	<a href="http://www.meduniwien.ac.at/international">www.meduniwien.ac.at/international</a>

#### **3. Housing**

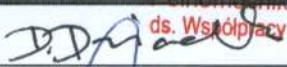

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.



Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
PL WROCLAW01		<a href="https://international.uni.wroc.pl/en/exchange-programs/llp-erasmus-studies/accomodation">https://international.uni.wroc.pl/en/exchange-programs/llp-erasmus-studies/accomodation</a>
A Wien64	Tel.: +43 1 53408 800, <a href="mailto:housing@oead.at">housing@oead.at</a>	ÖAD ( Austrian Academic Exchange Service) <a href="http://www.housing.oead.ac.at/">www.housing.oead.ac.at/</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>1</sup>
PL WROCLAW01	Dorota Dziadkowiec Faculty Coordinator	28.01.2014	 Pełnomocnik Dziekana ds. Współpracy z Zagranicą
A Wien64	Prof. Dr. Karin Gutiérrez-Lobos, Vice-Rector for Education, Gender & Diversity	21. JAN. 2014	 dr. Dorota Dziadkowiec

<sup>1</sup> Scanned signatures are accepted