



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2015-2021<sup>2</sup> between programme countries

#### [Minimum requirements]<sup>3</sup>

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>4</sup> (email, phone)	Website (eg. of the course catalogue)
Universität Bielefeld	D BIELEFE 01	<u>Institutional Coordinator<sup>5</sup>:</u> Karin Kruse, International Office Universitätsstr. 25, D-33615 Bielefeld Tel: +49 521 106 4087 Email: karin.kruse@uni-bielefeld.de <u>Departmental Coordinator:</u>	<a href="http://www.uni-bielefeld.de">www.uni-bielefeld.de</a> <a href="http://www.uni-bielefeld.de/ekvv">www.uni-bielefeld.de/ekvv</a>
Uniwersytet Wrocławski	PL WROCLAW01	<b>Erasmus Institutional Coordinator:</b> <b>Barbara Skalacka-Harold</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	<b>Uniwersytet Wrocławski</b>

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

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

<sup>5</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		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	
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## B. Mobility numbers<sup>6</sup> 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 <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*]
D BIELEFE 01	PL WROCLAW01	051, 052	Biology Environm ental Sciences	1 (BA) 2 (MA)	2 students Each for 5 months
PL WROCLAW01	D BIELEFE 01	421/051	Biology and biochemi stry Biotechn ology	1 (BA) 2 (MA)	2 students Each for 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	Staff Mobility for Training *
				[total number of days of teaching periods or average duration *]	

<sup>6</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>)

D BIELEFE 01	PL WROCLAW01	421	Biology and biochemistry	1 teacher/ 5 days	
PL WROCLAW01	D BIELEFE 01	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 <sup>7</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D BIELEFE 01	Biology	German at BA level	German/English at MA level	German B1 English B2	B2
PL WROCLAW01		Polish	English	B2	B2

The language of instruction at Bielefeld University is German. Exception: all courses in British/American Studies and some international track courses in Educational Science, Sociology/Politics and Informatics are taught in English; also some MA courses in Social, Computer and Natural Sciences. Please refer to the course catalogue: <http://ekvv.uni-bielefeld.de/kvv/publ/publ/Englische.jsp>

### D. Additional requirements

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

**Bielefeld University:** Incoming students are required to take part in the orientation program with intensive German language courses that takes place before the beginning of classes.

**Wroclaw University:** For more detailed information please contact the corresponding Erasmus-Faculty-Coordinator

<sup>7</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>

**Infrastructure to welcome students and staff with disabilities:**

**Bielefeld University:** The rectorate's representative in charge of disabled/handicapped persons: Prof. Dr. Frank Neuner, email: [frank.neuner@uni-bielefeld.de](mailto:frank.neuner@uni-bielefeld.de), [www.uni-bielefeld.de/handicap](http://www.uni-bielefeld.de/handicap). Service for students with disabilities and chronic illness (RSB), [www.rsb-bielefeld.de](http://www.rsb-bielefeld.de)

**E. Calendar**

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
D BIELEFE 01	June, 15	December, 15
PL WROCLAW01	see annex	

2. The receiving institution will send its decision within [6] 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]*. Students are required to contact their academic coordinator at Bielefeld University about this as issue of transcript does not happen automatically.
4. Termination of the agreement

The agreement may be terminated by either party upon one academic year notice in writing. 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**

Description	Bielefeld University	PL WROCLAW01
A Excellent	1,0	see annex
B Very good	1,3	
C Good	1,7; 2,0; 2,3	
D Satisfactory	2,7; 3,0; 3,3	
E Sufficient	3,7; 4,0	
F Fail	5,0	

Passed with success (not graded)	Bestanden/completed	
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Internet: [www.uni-bielefeld.de/International/Students/non-degree/gradingscale](http://www.uni-bielefeld.de/International/Students/non-degree/gradingscale)

## **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>
D BIELEFE 01	<a href="mailto:sabine.scheuer@uni-bielefeld.de">sabine.scheuer@uni-bielefeld.de</a>  Phone: +49-521-106-2426	<a href="http://www.uni-bielefeld.de/International/Students/non-degree/preparations">www.uni-bielefeld.de/International/Students/non-degree/preparations</a>
PL  WROCLAW01	see annex	

## **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>
D BIELEFE 01	<a href="mailto:sabine.scheuer@uni-bielefeld.de">sabine.scheuer@uni-bielefeld.de</a>  Phone: +49-521-106-2426	<a href="http://www.uni-bielefeld.de/International/Students/non-degree/upon-arrival/health-insurance.html">www.uni-bielefeld.de/International/Students/non-degree/upon-arrival/health-insurance.html</a>
PL  WROCLAW01	see annex	


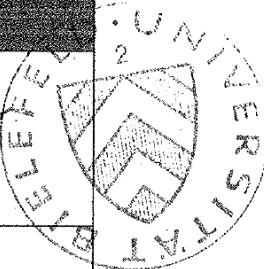
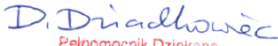
#### 4. Housing

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
D BIELEFE 01	Accommodation Service  wohnen-io@uni-bielefeld.de  Phone: +49-521-106-2487	<a href="http://www.uni-bielefeld.de/International/Students/non-degree/preparations/wohnen.html">www.uni-bielefeld.de/International/Students/non-degree/preparations/wohnen.html</a>
PL WROCLAW01	see annex	

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>8</sup>
D BIELEFE 01	Karin Kruse, M.A.  ERASMUS Institutional Coordinator	14.04.2015	 
PL WROCLAW01	Faculty Coordinator: Dr. Dorota Dziadkowiec	27.03.2015	 Pełnomocnik Dziekana ds. Współpracy z Zagranicą dr Dorota Dziadkowiec

<sup>8</sup> Scanned signatures are accepted



## Erasmus<sup>+</sup> Programme

### Annex to Inter-institutional agreement 2014/2015-2020/2021

#### UNIWERSYTET WROCLAWSKI PL WROCLAW01

##### A. Information about higher education institutions

Name of the institution	Erasmus code	Contact details (email, phone)	Website (eg. of the course catalogue)
Uniwersytet Wrocławski	PL WROCLAW01	Institutional Coordinator: Barbara Skalacka-Harrod International Office Pl. Uniwersytecki 1 50-137 Wrocław, Poland Tel: +48 71 3752 705 Fax: +48 71 3752 211 barbara.skalacka@uni.wroc.pl	International Office: <a href="https://international.uni.wroc.pl/">https://international.uni.wroc.pl/</a>

##### 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	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
			Student Mobility for Studies	Staff Mobility for Teaching
PL WROCLAW01	Polish	English	B2	B2

##### D. Additional requirements

###### 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>

## E. Calendar

### 1. Student application deadlines:

Receiving institution	Autumn/Winter term <sup>1</sup> [month]	Spring/Summer term <sup>2</sup> [month]
PL WROCLAW01 Nominations from Partner: Applications:	1 <sup>st</sup> June 15 <sup>th</sup> June	15 <sup>th</sup> October 31 <sup>st</sup> October

2. The receiving institutions will send their decisions within 4 weeks after deadline.
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.
4. Termination of this Agreement or Changes in the data set above can be amended annually, if communicated before September 1<sup>st</sup> the year before the changes takes place. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

## F.Information

	PL WROCLAW01
WWW for Incoming Students	<a href="https://international.uni.wroc.pl/en/incoming-students/exchange-students">https://international.uni.wroc.pl/en/incoming-students/exchange-students</a>
WWW Course Catalogue	<a href="https://international.uni.wroc.pl/en/courses">https://international.uni.wroc.pl/en/courses</a>
Grading scale	<a href="https://international.uni.wroc.pl/en/courses/grading-scale">https://international.uni.wroc.pl/en/courses/grading-scale</a>
Housing <sup>3</sup>	<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>
WWW Visa Information <sup>4</sup>	<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>
WWW Insurance Information <sup>5</sup>	<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>
ECTS Users' Guide	<a href="https://international.uni.wroc.pl/en/courses">https://international.uni.wroc.pl/en/courses</a> <a href="https://international.uni.wroc.pl/en/exchange-programs/llp-erasmus/courses-polish">https://international.uni.wroc.pl/en/exchange-programs/llp-erasmus/courses-polish</a>
Erasmus Coordinators	<a href="https://international.uni.wroc.pl/en/exchange-programs/llp-erasmus-studies/erasmus-co-ordinators">https://international.uni.wroc.pl/en/exchange-programs/llp-erasmus-studies/erasmus-co-ordinators</a>

<sup>1</sup> To be adapted in case of a trimester system.

<sup>2</sup> To be adapted in case of a trimester system.

<sup>3</sup> The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

<sup>4</sup> 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 ECHE.

<sup>5</sup> The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the ECHE. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.