

Erasmus+ Programme

Key Action 103

– Mobility for Learners and Staff – Higher Education Student and Staff Mobility

Inter-institutional Agreement 2018/19-2020/21 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 organization 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 + EUC	Contact details (email, phone)	Website (e. g. of the course catalogue)
Georg-August-Universität Göttingen International Office	D GOTTING01 EUC: 29749	Director International Office, Erasmus+ Institutional Coordinator Dr. Uwe Muuss Erasmus+ Key Action 103 Coordinator (Europe) Karen Denecke Von-Siebold-Str. 2, D- 37075 Göttingen, karen.denecke@zvw.uni-goettingen.de Departmental Coordinator Biology Dr. Anke Schürer Wilhelm-Weber-Str. 2 D- 37073 Göttingen erasbio@biologie.uni-goettingen.de	www.uni-goettingen.de http://univz.uni-goettingen.de/gisserver/rds?state=us&type=0&opitem=&breadCrumbSource=&topitem=function
Faculty of Biology and Psychology University of Wroclaw	PL WROCLAW0 1	Institutional Coordinator Barbara Skalacka-Harold International Office Pl. Uniwersytecki 1 50-137 Wroclaw, Poland Tel.: +48713752705	International Office: www.international.uni.wroc.pl Courses in

<p>Faculty of Biological Sciences</p>		<p>barbara.skalacka@uni.wroc.pl</p> <p>Faculty Coordinator</p> <p>Dr hab. Magdalena Migocka ul. Kuznicza 35, 50-137 Wrocław, Poland Tel.: +48713754024 magdalena.migocka@uwr.edu.pl</p> <p>Faculty Coordinator Justyna Ciuraszkiewicz, PhD Faculty of Biotechnology Joliot-Curie 14a 50-383 Wrocław tel. +48 71 375 29 32 justyna.ciuraszkiewicz@uwr.edu.pl</p>	<p>English. http://www.biologia.uni.wroc.pl/pl/page/studia/Incomin g+mobility</p>
<p>Faculty of Biotechnology</p>			

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.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED] D]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Total number of students	Total number of months
D GOTTING01	PL WROCLAW01	0510, 0511	Biology (1 place) Biotechnology (1 place)	1 st , 2 nd	2	10 months per student (20 total months)
PL WROCLAW01	D GOTTING01	0510, 0511	Biology (1 place) Biotechnology (1 place)	1 st , 2 nd	2	10 months per student (20 total months)

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 GOTTING01 Subject area 0511	German (Bachelor)	English (Master)	German B2 English C1	German C1 English C1

D. Additional requirements

D GOTTING01

Nomination and Online application procedure

- The sending institution has to inform the departmental coordinator at the receiving institution about nominated incoming students, which testify that the students have been selected for the Erasmus+ Programme.
- Incomings students will then be informed by the International Office of the receiving institution about the online application procedure.

Courses and Learning Agreement

- Incoming Erasmus students should take at least **50%** of their workload from **the faculty of the receiving institution** that coordinates the bilateral agreement. The rest of their workload can be made up of courses from different faculties. This decision will be subject to the capacities of the faculties.

<https://www.uni-goettingen.de/en/16918.html>

Before arrival: Nominated incoming students should contact in time the Departmental Coordinator concerning the selection of courses:
erasbio@biologie.uni-goettingen.de

Arrival

- It is recommended that incoming students meet the departmental coordinator contemporary after their arrival in Göttingen: <http://www.uni-goettingen.de/en/general-information-for-exchange-students-incomings/410380.html>
- Orientation Day/Welcome meeting of Biology: Wednesday two weeks ahead of semester start at 1 pm Foyer Office of Studies, Wilhelm-Weber-Straße 2
- Incoming students should participate in the introduction days of the International Office: <http://www.uni-goettingen.de/en/55917.html>

Staff

- Incoming teaching staff must be individually accepted by the Department that coordinates the bilateral agreement.
The mobility should be announced at least 4 months before the planned mobility period. The candidate should provide the following information to the host institution:
 - CV
 - Teaching experiences
 - Teaching agreement (content of lecture etc.)

The acceptance will be based on the candidate's documents and its adequacy to the teaching programme of the department. <https://www.uni-goettingen.de/en/erasmus-incomings/480924.html>

- Incoming non-teaching staff must be individually accepted by the International Office based on the proposed working plan. The International Office will check the availability of the concerned department, service or unit.
<https://www.uni-goettingen.de/en/erasmus-incomings/480927.html>

Agreements



- For modification or renewals of inter-institutional agreements, please contact the International Office of the University of Göttingen (karen.denecke@zvw.uni-goettingen).

Please note that: the number of students each institution will send may by no means exceed the number of students mentioned in this agreement. More specifically shorter periods of stay do not allow for the sending of more students, i.e. on an exchange of 1 student for 10 months, a partner cannot send 2 students for 5 months, not even if their stay covers different semesters. The numbers of months per student the partners have agreed on are fixed. An extension of stay is only possible, when e. g. a student is nominated for 5 months, but the partners have agreed on an exchange of 1 student for 10 months. Students should apply early in advance for an extension of stay, at least one month before the regular stay ends. A written acceptance of both partners (incl. International Office) is mandatory and should not exceed the number of months agreed per students. Each party will take this into consideration when organizing student selection.

PL WROCLAW01

Students

- Nominations
Student nominations should be sent (e-mail) by the Partner University to Ms. Barbara Pietrzkiewicz barbara.pietrzkiewicz@uni.wroc.pl, responsible for incoming students, before 1st June (winter semester) and 15th June (winter semester) and 31st 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 15th June (winter semester) and 31st (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 Wroclaw 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 Wroclaw 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 Wroclaw 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 Wroclaw 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

1.1 Student application deadlines:

Receiving institution	Autumn/Winter term ¹ [month]	Spring/Summer term ² [month]
PL WROCLAW01	Nominations: June 1 st Applications: June 15 th	October 15 th October 31 st
D GÖTTING01	June 1 st Winter term: October – March Lectures: Mid October – February	December 1 st Summer term: April – September Lectures: Mid April – Mid July

- 1.2 The receiving institutions will send their decisions within 4 weeks after deadline.
- 1.3 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.
D GÖTTING01: Students can obtain their transcripts of records directly from the FLEXNOW system.
PL WROCLAW01: A Transcripts of records are issued by the International Office immediately after the examination period and handed to the incoming students before their departure.
- 1.4 Termination of this Agreement or Changes in the data set above can be amended annually, if communicated before September 1st 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	D GÖTTING01
WWW for Incoming Students	http://www.biologia.uni.wroc.pl/page/studia/Incoming+mobility https://international.uni.wroc.pl/en/incoming-students/exchange-students	http://www.uni-goettingen.de/en/480920.html
WWW Course Catalogue	http://www.biologia.uni.wroc.pl/page/studia/Incoming+mobility	http://univz.uni-goettingen.de/qisserver/rds?state=user&type=0&topitem=&breadcrumbSource=&topitem=functions


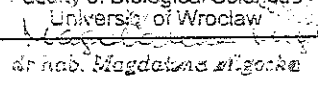
¹ To be adapted in case of a trimester system.

² To be adapted in case of a trimester system.



Housing³	https://international.uni.wroc.pl/en/exchange-programs/llp-erasmus-studies/accommodation	http://www.uni-goettingen.de/en/21435.html
Contact details	sprawystudenckie@uni.wroc.pl	accommodation@uni-goettingen.de
WWW Visa Information⁴	https://international.uni.wroc.pl/en/stuy-english/practical-information/visa	http://www.uni-goettingen.de/en/24845.html
Contact details		erasmus@uni-goettingen.de
WWW Insurance Information⁵	https://international.uni.wroc.pl/en/study-english/practical-information/medical-insurance	http://www.uni-goettingen.de/en/543481.html
Contact details		erasmus@uni-goettingen.de
ECTS Users' Guide	http://www.biologia.uni.wroc.pl/pl/page/studia/Incoming+mobility	http://www.uni-goettingen.de/en/49275.html https://pruefungsverwaltung.uni-goettingen.de/statistikportal#category?category=Wl3IJ/C4BAsEahOBq6EGx/uaVbMkiQKT
WWW Students and Staff with Disabilities	https://international.uni.wroc.pl/en/incoming-students/exchange-students/llp-erasmus-	http://www.uni-goettingen.de/en/408350.html
Contact details		

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature
D GOTTING01	Dr. Uwe Muuss Director International Office	24.1.2018	
PL WROCLAW01	Dr hab Magdalena Migocka	20.12.2017	ERASMUS + PROGRAMME Co-ordinator Faculty of Biological Sciences University of Wrocław 

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

⁴ 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.

⁵ 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.