



# Erasmus+ Programme

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

### Inter-institutional agreement 2017/2018-2020/2021 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>1</sup> (email, phone)	Website (eg. of the course catalogue)
University of Wrocław, Faculty of Biotechnology	PL WROCLAW01	<b>Institutional Coordinator:</b> Barbara Skałacka-Harrold International Office Pl. Uniwersytecki 1 150-137 Wrocław, Poland Tel: +48 71 3752 705 Fax: +48 71 3752 800 Email: <a href="mailto:barbara.skallacka-harrold@uwr.edu.pl">barbara.skallacka-harrold@uwr.edu.pl</a>  <b>Faculty Coordinator:</b> Dr. Justyna Ciuraskiewicz Faculty of Biotechnology	<b>International Office:</b> <a href="https://international.uni.wroc.pl">https://international.uni.wroc.pl</a>  <b>Biotechnology in English:</b> <a href="https://international.uni.wroc.pl/en/bachelor/biotechnology">https://international.uni.wroc.pl/en/bachelor/biotechnology</a>

<sup>1</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		University of Wrocław ul. F.Joliot-Curie 14a, 50-383 Wrocław, Poland Tel: +48 71 375 2932 Email: <a href="mailto:justyna.ciuraskiewicz@uwr.edu.pl">justyna.ciuraskiewicz@uwr.edu.pl</a>	
KU Leuven	B LEUVEN01	<b>Inst. Coordinator</b> : Elke Timmermans tel: +32 16 32 37 67 e-mail : elke.timmermans@kuleuven.be  <b>Faculty coordinator:</b> Isabel Lauweres tel: +32 16 32 14 02 e-mail: Isabel.lauweres@kuleuven.be	<a href="http://www.kuleuven.be/english/">http://www.kuleuven.be/english/</a>  wet.kuleuven.be/english/

## B. Mobility numbers<sup>2</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  Student Mobility for Traineeships *  [total number of months of the study periods or average duration*]	
PL WROCLAW01	B LEUVEN01	0510	Biological and related sciences	2 <sup>nd</sup> /3 <sup>rd</sup>	2 x 5 months (10 months total)	No/only by Individual agreement
B LEUVEN01	PL WROCLAW01	0510	Biological and related	1 <sup>st</sup> /2 <sup>nd</sup> / 3 <sup>rd</sup>	2 x 6 months	No/only by individual

<sup>2</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>

	WROCLAW01		sciences		(12 months total)	agreement
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*[\*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 *]	
PL WROCLAW01	B LEUVEN01	0510	Biological and related sciences	3 x 5 days (min. 8 hours per person)	-
B LEUVEN01	PL WROCLAW01			3 x 5 days (min. 8 hours per person)	-

### 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>3</sup> Student Mobility for Studies [Minimum recommended level: B1] Staff Mobility for Teaching [Minimum recommended level: B2]	
PL WROCLAW01			English	B2	B2
B LEUVEN01		DUTCH (BA)	ENGLISH (MA + PHD)	English B1	C1

<sup>3</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]*

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

*Teaching mobility exchanges are subject to the individual acceptance at the appropriate Department*

##### **B LEUVEN01:**

All practical information for incoming students (incl. application procedure) can be found on the website of Admissions Office : <http://www.kuleuven.be/admissions/>

KU Leuven organises welcome activities for all international students, including Orientation Days and a Buddy Program. More information about these activities can be found on the website :

<http://www.kuleuven.be/welcome/>

A Dutch language course, free of charge for Erasmus students, is organised by the Leuven Language Institute :

[http://ilt.kuleuven.be/english/cursus/andere\\_ned\\_vr\\_erasmus.php](http://ilt.kuleuven.be/english/cursus/andere_ned_vr_erasmus.php)

The university also offers support for students with disabilities :

<http://www.kuleuven.be/studentenvoorzieningen/studentswithdisability/index.html>

Faculty of Science: Only courses from Master programmes are open to exchange students. All courses are subject to approval. For students who are staying 1 semester, we recommend to take up 30 ECTS, if they stay a full academic year, we recommend 60 ECTS. It is possible to take 1 or 2 courses from another faculty after approval of the other faculty.

##### **PL WROCLAW01:**

Students: <https://international.uni.wroc.pl/en/incoming-students/exchange-students>

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

Disabled: <https://international.uni.wroc.pl/en/incoming-students/exchange-students/llp-erasmus-studies/students-disabilities>

#### **E. Calendar**

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

Receiving institution	Autumn term*	Spring term*
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[Erasmus code]	[month]	[month]
PL WROCLAW01	<b>Nominations:</b> 1st June <b>Student applications:</b> 15th June	<b>Nominations:</b> 15 <sup>th</sup> of October <b>Student applications:</b> 31st October
B LEUVEN01	<b>Nominations:</b> 1 April via e-mail to isabel.lauweres@kuleuven.be  <b>Applications:</b> 30 April  <a href="http://www.kuleuven.be/english/application/instructions-exchange">http://www.kuleuven.be/english/application/instructions-exchange</a>	<b>Nominations:</b> 1 September via e-mail to isabel.lauweres@kuleuven.be  <b>Applications:</b> 1 October  <a href="http://www.kuleuven.be/english/application/instructions-exchange">http://www.kuleuven.be/english/application/instructions-exchange</a>

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

- The receiving institution will send its decision within 4 weeks.
- 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]*

A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished.

#### 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. Academic Calendar of the WU:

**Academic Calendar of KU LEUVEN:**

[https://www.kuleuven.be/about/calendars/2017-2018/leuven\\_2017\\_2018](https://www.kuleuven.be/about/calendars/2017-2018/leuven_2017_2018)

**Academic Calendar of University of Wrocław:**

<https://international.uni.wroc.pl/en/study-english/academic-calendar>

### 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>4</sup>. A link to a webpage*

<sup>4</sup> [http://ec.europa.eu/education/tools/docs/ects-guide\\_en.pdf](http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf)

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.]

**B LEUVEN01:** <http://www.kuleuven.be/education/ects/>

**UNIVERSITY OF WROCLAW:** <https://international.uni.wroc.pl/en/courses/grading-scale>

## 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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
PL WROCLAW01		<a href="https://international.uni.wroc.pl/en/study-english/programs-english">https://international.uni.wroc.pl/en/study-english/programs-english</a>
B LEUVEN 01	Admissions office – Mr Christophe Prince  E-mail address: <a href="mailto:christophe.prince@kuleuven.be">christophe.prince@kuleuven.be</a>	<a href="https://www.kuleuven.be/english/admissions/travelling/visa">https://www.kuleuven.be/english/admissions/travelling/visa</a>

## 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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
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>
B LEUVEN01	Admissions office – Mrs Karolien Moens  E-mail address: <a href="mailto:exchange-in@kuleuven.be">exchange-in@kuleuven.be</a>	<a href="http://www.kuleuven.be/english/services/insurances/">http://www.kuleuven.be/english/services/insurances/</a>




#### 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
PL WROCLAW01		<a href="https://international.uni.wroc.pl/en/exchange-programs/ilo-erasmus-studies/accomodation">https://international.uni.wroc.pl/en/exchange-programs/ilo-erasmus-studies/accomodation</a>
B LEUVEN01	Housing Service  Phone number: +32 16 32 44 00  E-mail address: <a href="mailto:housingservice@kuleuven.be">housingservice@kuleuven.be</a>	<a href="https://www.kuleuven.be/english/studentservices/accommodation">https://www.kuleuven.be/english/studentservices/accommodation</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>5</sup>
PL WROCLAW01	Dr. Justyna Ciuraskiewicz Erasmus+ Coordinator Faculty of Biotechnology	11/12/2017	Pełnomocnik Dziekana ds. współpracy z zagranicą J. Ciuraskiewicz Dr Justyna Ciuraskiewicz
B LEUVEN01	Prof. Dr. Philippe Muchez Dean Faculty of Science	08.12.2017	

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