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: **Barbara Skałacka-Harrold** 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: **Dr. Dorota Dziadkowiec** Faculty of Biotechnology University of Wroclaw ul. F.Joliot-Curie 14a, 50-383 Wrocław,Poland Tel: +48 71 3756 238 Email:dorota.dziadkowiec@uni.wroc.pl	International Office: www.international.uni.wroc.pl courses in English: https://international.uni.wroc.pl/en/study-english/programs-english
Universite de Reims Champagne-Ardenne	F REIMS01	Institutional Coordinator : International Office : Head – Harald.schraeder@univ-reims.fr Outgoing student – karine.dardenne@univ-reims.fr Incoming student – Priscilla.ebaka@univ-reims.fr Post mail : **URCA – DRI** **9 bd de la Paix** **CS 60005 – 51724 Reims cedex - France** Faculty Coordinator : **Dr. Yanusz Wegrowski** Faculté de Médecine 51 095 Reims cdx, France Tel: +33(0)326913734 Fax: +33(0)326918055 e-Mail: yanusz.wegrowski@univ-reims.fr	http://www.univ-reims.eu/courses,70,9541.html?

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]	*Subject area code* [ISCED]	*Subject area name* *	*Study cycle [short cycle, 1st, 2nd or 3rd]* *	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	F REIMS01	051	Biology and biochemistry	2 (MA) 3 (PhD)	3 students each for 5 months	
F REIMS01	PL WROCLAW01	051	Biology and biochemistry	2 (MA) 3 (PhD)	3 students each for 5 months	

Staff mobility (ST):

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* *
PL WROCLAW01	F REIMS01	051	Biology and biochemistry	1 teacher/ 5 days	
F REIMS01	PL WROCLAW01	051	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	051	English	English	B2	B2
F REIMS01	051	French		B1	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, responsible for incoming students, before 1st June (winter semester) and 15th 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 th June (winter semester) and 31st 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 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 Wroclaw 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

F REIMS01 (...)

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:	 1st June 15th June	 15th October 31st October
F REIMS01	May 1st	November 1st

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

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

F REIMS01 (...)
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]*

   F REIMS01 (...)
   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.

F. Information

Grading systems of the institutions

PL WROCLAW01:

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

F REIMS01 (...)

F REIMS 01 : http://www.univ-reims.fr/international/gallery_files/site/1/4621/15780/25747.pdf

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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
PL WROCLAW01		https://international.uni.wroc.pl/en/study-english/practical-information/visa
F REIMS01	Priscilla.ebaka@univ-reims.fr Karine.dardenne@univ-reims.fr	http://www.diplomatie.gouv.fr/fr/venir-en-france-22365/formalites-d-entree-en-france/ http://www.campusfrance.org/fr/rubrique/preparer-son-sejour

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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
PL WROCLAW01		https://international.uni.wroc.pl/en/study-english/practical-information/medical-insurance
F REIMS01	Priscilla.ebaka@univ-reims.fr Karine.dardenne@univ-reims.fr	http://www.univ-reims.fr/international/gallery_files/site/1/4621/41735.pdf http://www.univ-reims.fr/international/gallery_files/site/1/4621/41733.pdf

2. 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		https://international.uni.wroc.pl/en/exchange-programs/llp-erasmus-studies/accomodation
F REIMS01	Priscilla.ebaka@univ-reims.fr dve@crous-reims.fr	http://www.crous-reims.fr/logement/faire-une-demande-de-logement-universitaire/cas-3/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[1]
PL WROCLAW01	Dorota Dziadkowiec Faculty Coordinator	21.02.2014	D. Dziadkowiec
F REIMS01	**Prof. Noureddine MANAMANNI** **Vice-president of International Relations**	20.02.2014	Pour le Président et par délégation Le Vice-Président Délégué Aux Relations Internationales Noureddine MANAMANNI

[1] Scanned signatures are accepted