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**Erasmus+ Programme**  
**Key Action 1 – Mobility for learners and staff – Higher Education Student and Staff Mobility**  
**Inter-institutional<sup>1</sup> agreement 2014/2015 -2020/21<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**

<b>Name of the institution (and department, where relevant)</b>	<b>Erasmus code</b>	<b>Contact details<sup>4</sup> (email, phone)</b>	<b>Website (eg. of the course catalogue)</b>
<b>UNIVERSITY OF WARSAW</b>	PL WARSZAW01	<b>International Relations Office</b> Ms. Sylwia Salamon Erasmus + Institutional Coordinator <a href="mailto:sylwia.salamon@adm.uw.edu.pl">sylwia.salamon@adm.uw.edu.pl</a> Tel. +48 22 55 24009	<a href="http://www.uw.edu.pl">www.uw.edu.pl</a>
<b>Faculty of Modern Languages Institute of Iberian and Ibero-American Studies</b>	PL WARSZAW01	<b>Faculty/Departmental Coordinator</b> Katarzyna Popek-Bernat <a href="mailto:erasmus.iber@uw.edu.pl">erasmus.iber@uw.edu.pl</a> tel. +48 22 55 20 429	<a href="http://iberystyka-uw.home.pl/">http://iberystyka- uw.home.pl/</a>
<b>University of Granada Vice-Rector's Office for International Relations and Development Cooperation</b>	E GRANADA01	Complejo Admvo. Triunfo, Cuesta del Hospicio, s/n E-18071 Granada Tel.: +34958241990 Fax.: +34958242009 <a href="mailto:vrinternacional@ugr.es">vrinternacional@ugr.es</a>	<a href="http://www.ugr.es">www.ugr.es</a> <a href="http://internacional.ugr.es">http://internacional.ugr. es</a>
<b>Faculty of Education and Humanities (Melilla Campus)</b>	EGRANADA01	<b>María Á. López-Vallejo</b> Vice-dean for International Relations  Calle Santander,1 52071 Melilla (España) Tel.: +34-952698722 Mob.: +34615954900 <a href="mailto:inves_faedumel@ugr.es">inves_faedumel@ugr.es</a> <a href="mailto:rrii_faedumel@ugr.es">rrii_faedumel@ugr.es</a>	<a href="http://faedumel.ugr.es">http://faedumel.ugr.es</a>

<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.



## B. Mobility numbers<sup>5</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.

### Student Mobility (SMS)

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*]	Student Mobility for Traineeships *
PL WARSZAW01	E GRANADA01	14, 222, 223, 22	Teacher training &educati on science, Foreign language s, Mother tongue, Humaniti es	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	1 [10]	Only by individual agreement
E GRANADA01	PL WARSZAW01	14, 222, 223, 22	Teacher training &educati on science, Foreign language s, Mother tongue, Humaniti es	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	1 [10]	Only by individual agreement

### Staff Mobility (STA or STT)

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 WARSZAW01	E GRANADA01	14, 222, 223, 22	Teacher training &education science, Foreign languages, Mother tongue, Humanities	1 [8 teaching hours]	Only by individual agreement

<sup>5</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>)



E GRANADA01	PL WARSZAW01	14, 222, 223, 22	Teacher training & education science, Foreign languages, Mother tongue, Humanities	1 [8 teaching hours]	Only by individual agreement
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C. Recommended languages skills – see Annexes A and B which are integral part of this agreement.

D. Additional requirements – see Annexes A and B which are integral part of this agreement.

E. Calendar – see Annexes A and B which are integral part of this agreement.

F. Information on: 1. grading system, 2. visa, 3. insurance, 4. housing – see Annexes A and B which are integral part of this agreement.

### G. Signatures of legal representatives and seals of the institutions

Institution [Erasmus code]	Name, function	Date	Signature <sup>6</sup> /seal
University of Warsaw PL WARSZAW01	Sylwia Salamon Erasmus+ Institutional Coordinator	15.11.2013	 
E GRANADA01	María A. López-Vallejo Vice-dean for International Relations	12-11- 2013	

<sup>6</sup> Scanned signatures are accepted



# Annex A to ERASMUS+ Inter-Institutional Agreement

## Institutional Factsheet: PL WARSZAW01

### 1. Institutional Information

#### 1.1. Institutional details

Name of the institution	UNIVERSITY OF WARSAW
Erasmus Code	PL WARSZAW01
EUC	45834
Institution website	<a href="http://www.uw.edu.pl">www.uw.edu.pl</a>
Online course catalogue	<a href="http://www.informatorecets.uw.edu.pl/en">www.informatorecets.uw.edu.pl/en</a>

#### 1.2. Main contacts

Contact person	Sylwia SALAMON
Responsibility	ERASMUS+ Institutional Coordinator
Contact details	Address: International Relations Office, Krakowskie Przedmiescie 26/28, 00-927 Warsaw, Poland Phone: +48 22 55 24 009 ; Fax: +48 22 55 24 011 ; E-mail: <a href="mailto:sylwia.salamon@adm.uw.edu.pl">sylwia.salamon@adm.uw.edu.pl</a>

Contact person	Monika SATALA
Responsibility	Erasmus outgoing students and staff
Contact details	Address: International Relations Office, Krakowskie Przedmiescie 26/28, 00-927 Warsaw, Poland Phone: +48 22 55 20 818 ; Fax: +48 22 55 24 011 ; E-mail: <a href="mailto:monika.satala@adm.uw.edu.pl">monika.satala@adm.uw.edu.pl</a>

Contact person	Klementyna KIELAK
Responsibility	Erasmus incoming students
Contact details	Address: International Relations Office, Krakowskie Przedmiescie 26/28, 00-927 Warsaw, Poland Phone: +48 22 55 24 070; Fax: +48 22 55 24 011 ; E-mail: <a href="mailto:klementyna.kielak@adm.uw.edu.pl">klementyna.kielak@adm.uw.edu.pl</a>

Contact person	Ewa RAK
Responsibility	Erasmus inter-institutional agreements
Contact details	Address: International Relations Office, Krakowskie Przedmiescie 26/28, 00-927 Warsaw, Poland Phone: +48 22 55 20 560; Fax: +48 22 55 24 011 ; E-mail: <a href="mailto:ewa.rak@adm.uw.edu.pl">ewa.rak@adm.uw.edu.pl</a>

### 2. Detailed requirements and additional information

#### C. Recommended language skills

The sending institution, following agreement with our 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:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level according to CEFR
Student Mobility for Studies	Any	Polish/English or language of instruction of the specific programme	B2
Staff Mobility for Teaching	Any	Polish/English or language of instruction of the specific programme	C1

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>.



#### D. Additional requirements

- A) All incoming students are obliged to register through the online application system > [www.mobility.uw.edu.pl](http://www.mobility.uw.edu.pl).
- B) Every incoming student is entitled to courses to maximum 30 ECTS per semester.
- C) Every incoming student (if accepted) has to be registered for all his/her courses in the University of Warsaw study support system called USOSweb.
- D) Persons with disabilities are asked to contact the International Relations Office ([www.iro.uw.edu.pl](http://www.iro.uw.edu.pl)). Then they will be provided assistance by the Office for Persons with Disabilities ([www.bon.uw.edu.pl](http://www.bon.uw.edu.pl/en/univ4all/index.html) : <http://www.bon.uw.edu.pl/en/univ4all/index.html>).

#### E. Calendar

**Nomination Deadlines:** Applications/information on students nominated must reach our institution by:

Autumn term (please specify)	May 15th
Spring term (please specify)	November 15th

**Decision Response:** As receiving institution the University of Warsaw (PL WARSZAW01) will send its decision within 8 weeks.  
**Transcripts of Records:** A Transcript of Records will be issued by the University of Warsaw (PL WARSZAW01) no later than five weeks after the assessment period has finished.  
**Termination of Agreement:** A unilateral decision to discontinue the exchanges notified to the other party by 1 November 20XX will only take effect as of 1 September 20XX+1. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

#### F. Additional information

- A) **Grading system:** [www.iro.uw.edu.pl](http://www.iro.uw.edu.pl)

ECTS is used in all study areas for both incoming and local students.

#### B) Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, 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:

Contact person	Klementyna KIELAK
Responsibility	Erasmus incoming students
Contact details	Address: International Relations Office, Krakowskie Przedmiescie 26/28, 00-927 Warsaw, Poland Phone: +48 22 55 24 070; Fax: +48 22 55 24 011 ; E-mail: <a href="mailto:klementyna.kielak@adm.uw.edu.pl">klementyna.kielak@adm.uw.edu.pl</a>
Website	<a href="http://www.iro.uw.edu.pl">www.iro.uw.edu.pl</a>

#### C) Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education. [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm). We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Contact person	Klementyna KIELAK
Responsibility	Erasmus incoming students
Contact details	Address: International Relations Office, Krakowskie Przedmiescie 26/28, 00-927 Warsaw, Poland Phone: +48 22 55 24 070; Fax: +48 22 55 24 011 ; E-mail: <a href="mailto:klementyna.kielak@adm.uw.edu.pl">klementyna.kielak@adm.uw.edu.pl</a>
Website	<a href="http://www.iro.uw.edu.pl">www.iro.uw.edu.pl</a>

#### D) Housing

Our institution will guide incoming student/staff 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:

Contact person	Angelika DUDEK
Responsibility	Erasmus incoming students
Contact details	Address: International Relations Office, Krakowskie Przedmiescie 26/28, 00-927 Warsaw, Poland Phone: +48 22 55 20 487; Fax: +48 22 55 24 011 ; E-mail: <a href="mailto:angelika.dudek@adm.uw.edu.pl">angelika.dudek@adm.uw.edu.pl</a>
Website	<a href="http://www.iro.uw.edu.pl">www.iro.uw.edu.pl</a>