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**Erasmus+ Programme**

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

**Inter-institutional agreement 2018-20[21][[1]](#footnote-1)  
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**  **(email, phone)** | **Website**  **(eg. of the course catalogue)** |
|  |  |  |  |
| UNIVERSITY OF OPOLE | PL OPOLE01 | **Institutional Erasmus+ Coordinator:**  Halina Palmer-Piestrak, MA  Department for Scientific Research  and International Relations  University of Opole, Collegium Minus, 11a Kopernika Sq., 45-040 Opole, POLAND  [erasmus@uni.opole.pl](mailto:aleksandra.schwierz@uni.opole.pl)  **Departmental Coordinator:**  …………………………… *[name of the Coordinator]*  ……………………*……*… *[name of the Faculty and or Institute]*  ………………………… *[address of the Faculty and or Institute]*  *…………………………… [e-mail address of the Coordinator]* | **For exchange students:**  <http://studies.uni.opole.pl/>  **Course Catalogue:**  <https://usosweb.uni.opole.pl/kontroler.php?_action=katalog2%2Fprzedmioty%2FszukajPrzedmiotu&method=faculty_groups&jed_org_kod=00000000&grupaKod=0000-DWZ> |

**B. Mobility numbers[[2]](#footnote-2) 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, 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 OPOLE01 |  |  |  | … x … months | … x … months |
|  |  |  | … x … months | … x … months |
| PL OPOLE01 |  |  |  |  | … x … months | … x … months |
|  |  |  | … x … months | … x … months |

*[\*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  *[total number of days of teaching periods or average duration]* | *Staff Mobility for Training \** |
|  | PL OPOLE01 |  |  | … x … days | … x … days |
|  |  | … x … days | … x … days |
| PL OPOLE01 |  |  |  | … x … days | … x … days |
|  |  | … x … days | … x … 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 OPOLE01 |  | Polish | English  (limited courses) | B1 in English recommended | B2 in English recommended |
|  |  |  |  |  |  |

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**

**PL OPOLE01:**

Students will receive the Newsletter with the instructions and link to the Online Registration System (IRK). They have to upload the Learning Agreement and Application for Accommodation (for those willing to stay in UO dormitories). All documents should be upload before the deadline (for the fall term – 15th June; for the spring term – 30th December).

For staff mobility, the Teaching Programme (<http://hello.uni.opole.pl/formularze-dla-nauczycieli-akademickich-2/?et_fb=1l>) or the Training Programme (<http://hello.uni.opole.pl/formularze-dla-pracownikow-w-celu-udzialu-w-szkoleniu/?et_fb=1>) should be discussed and prearranged with the particular Departmental Coordinator.

The students are guided by Departmental Coordinators for didactic issues as well as by the Department for Scientific Research and International Relations for practical issues like registration, residence permit, student ID, transportation options, accommodation, etc.

University of Opole has the infrastructure to welcome students with disabilities.

**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 OPOLE 01 | **Nominations:** April 30th (visa required students)  May 15th (non visa students)  **Applications:** June 15th | **Nominations:** November 30th  **Applications:** December 30th |
|  |  |  |

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

*…………………………………*

Academic Calendar:

* Fall term: from ……… till ……… (including final exams)
* Spring term: from ……… till ……… (including final exams)

**PL OPOLE01**

Academic Calendar:

* Fall term: from 1st October till mid-February (including final exams)
* Spring term: from mid-February till 30th June (including final exams)

2. The receiving institution will send its decision within 4 weeks.

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

4. Termination of the agreement

The institutions decide in mutual agreement on the procedure of modifying or terminating the agreement. In the event of unilateral termination, a notice of at least one academic year has to be given.

"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**

**PL OPOLE01**

|  |  |  |
| --- | --- | --- |
| **Evaluation** | **Grade point** | **Letter grade** |
| Excellent | 5 | A |
| Very good | 4,5 | B |
| Good | 4 | C |
| Acceptable | 3,5 | D |
| Satisfactory | 3 | E |
| Fail | 2 | F |

**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 OPOLE01 | Department for Scientific Research and International Relations  Tel.: +48 77 5415975  [erasmus@uni.opole.pl](mailto:erasmus@uni.opole.pl) | [www.erasmusplus.uni.opole.pl](http://www.erasmusplus.uni.opole.pl)  <http://studies.uni.opole.pl/> |
|  |  |  |

**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 OPOLE01 | Department for Scientific Research and International Relations  Tel.: +48 77 5415975  [erasmus@uni.opole.pl](mailto:erasmus@uni.opole.pl) | [www.erasmusplus.uni.opole.p](http://www.erasmusplus.uni.opole.pl)  <http://studies.uni.opole.pl/> |
|  |  |  |

**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 OPOLE01 | Department for Scientific Research and International Relations  Tel.: +48 77 5415975  [erasmus@uni.opole.pl](mailto:erasmus@uni.opole.pl) | [www.kampus.uni.opole.pl](http://www.kampus.uni.opole.pl)  <http://studies.uni.opole.pl/> |
|  |  |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution**  **[Erasmus code]** | **Name, function** | **Date** | **Signature[[3]](#footnote-3)** |
| **PL OPOLE01** | Prof. dr hab.  Janusz SŁODCZYK  **Vice-Rector for Science and Finance** |  |  |
|  |  |  |  |

1. Higher Education Institutions have to agree on the period of validity of this agreement [↑](#footnote-ref-1)
2. Mobility numbers can be given per sending/receiving institutions *and per education field (*[*http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx*](http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx)*)* [↑](#footnote-ref-2)
3. Scanned signatures are accepted [↑](#footnote-ref-3)