**Erasmus+ Programme**

**Bilateral Inter-Institutional Agreement**

**Key Action 1   
Learning Mobility for Higher Education Students and Staff**

**among EU Member States[[1]](#footnote-1)**

The institutions 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](https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en) in all aspects related to the organisation and management of the mobility, including [automatic recognition](https://ec.europa.eu/education/node/36_me) of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the [European Credit Transfer and Accumulation System](https://ec.europa.eu/education/resources-and-tools/european-credit-transfer-and-accumulation-system-ects_en). The institutions agree on exchanging their mobility related data in line with the technical standards of the [European Student Card Initiative](https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en).

**Grading systems of the institutions**

Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through [EGRACONS](http://egracons.eu/) according to the descriptions in the [ECTS users’ guide](https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en). The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

**Validity period of the agreement**

|  |  |  |
| --- | --- | --- |
| Timeframe | Academic Year\* | Call Year\* |
| Start of validity | [2021/2022] |  |
| End of validity | [2028/2029] |  |

**A. Information about the higher education institutions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the institution**  **(and department, where relevant)** | **Erasmus code** | **Contact details[[2]](#footnote-2)**  **(email, phone)** | **Websites**  **( General/Faculties/ Course catalogue)** |
| **UNIVERSITY OF OPOLE** | PL OPOLE01 | **Institutional Erasmus+ Coordinator:**  Karolina MŁOTEK, MA  Office for Research and Project Management,  University of Opole,  31 Grunwaldzka str.  45-054 Opole, POLAND  [erasmus@uni.opole.pl](mailto:aleksandra.schwierz@uni.opole.pl)  **Departmental Coordinators:** | **For exchange students:**  <http://studies.uni.opole.pl/>  **Course Catalogue:**  [www.courses.uni.opole.pl](http://www.courses.uni.opole.pl) |
|  |  |  |  |

**B. Mobility numbers[[3]](#footnote-3) 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 (optional)\** [ISCED]** | ***Subject area name (optional)\**** | ***Study cycle [short cycle, 1st , 2nd or 3rd] (optional)\**** | **Number of student mobility periods** | | | |
| Student Mobility for Studies  *[total number of students****]*** | Student mobility for Studies  *[total number of months]* | *Student Mobility for Traineeships*  *(optional) \**  *[total number of students****]*** | *Student Mobility for Traineeships*  *(optional) \**  *[total number of months]* |
| PL OPOLE01 |  |  |  |  |  |  |  |  |
|  | PL OPOLE01 |  |  |  |  |  |  |  |

**Short-term blended mobility option for students**

By checking this box, the partners confirm that they are willing to exchange students who wish to carry out their mobility in a blended format, a combination of a short-term physical mobility with a virtual component.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **FROM**  **[Erasmus code of the sending institution]** | **TO**  **[Erasmus code of the receiving institution]** | ***Subject area code (optional)\** [ISCED]** | ***Subject area name (optional)\**** | **Number of staff mobility periods** | | | |
| Staff Mobility for Teaching  *[total number of staff]* | Staff Mobility for Teaching  *[total number of days ]* | *Staff Mobility for Training (optional)\* [total number of staff]* | *Staff Mobility for Training (optional)\**  *[total number of days]* |
| PL OPOLE01 |  |  |  |  |  |  |  |
|  | PL OPOLE01 |  |  |  |  |  |  |

**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[[4]](#footnote-4)** | |
| 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**- proof of English proficiency language (language certificate or other document of English language skills) | **B2 in English** recommended |
|  |  |  |  |  |  |

**D. Calendar**

**Nominations of incoming students must reach the institution by:**

|  |  |  |
| --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Autumn term\***  **[day/month]** | **Spring term\***  **[day/month]** |
| PL OPOLE01 | **Nominations:** May 15th | **Nominations:** October 15th |
|  |  |  |

**Applications from incoming students must reach the institution by:**

|  |  |  |
| --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Autumn term\***  **[day/month]** | **Spring term\***  **[day/month]** |
| PL OPOLE01 | **Applications:** June 15th | **Applications:** November 15th |
|  |  |  |

**Application procedure for incoming students**

|  |  |  |
| --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Contact details**  **(email, phone)** | **Website for information** |
| PL OPOLE01 | Office for Research and Project Management  Tel.: +48 77 452 73 53,  +48 77 452 73 52  [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/> |
|  |  |  |

**E. Additional requirements**

**PL OPOLE01:**

**SMS:** Students will receive a Newsletter with the instructions and link to the Online Registration System (IRK). They need to upload the required documentation there (among others Application for Accommodation - for those willing to stay in UO dormitories). The documents should be uploaded before the deadline (for the fall term – 15th June; for the spring term – 15th November).

The students are guided by Departmental Coordinators for didactic issues as well as by the Office for Research and Project Management/International Mobility for practical issues like registration, residence permit, student ID, transportation options, accommodation, etc.

**STA, STT:**  
In order to complete STA/STT mobilities, a letter of invitation – issued by UO contact person is required.  
The teaching programme should be discussed and prearranged with the particular Erasmus+ Departmental Coordinator.

The University of Opole provides support of Rector’s Plenipotentiary for Equal Treatment: <http://rownosc.uni.opole.pl/> and <http://hello.uni.opole.pl/plenipotentary-for-equal-treatment/>

The receiving institution will send its decision within 4 weeks, **and no later than 5 weeks.**

**Inclusion and accessibility**

The institution will provide support to incoming mobile participants with fewer opportunities, 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:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Available infrastructure adjusted for people with:** | **Description of infrastructure (optional)** | **Contact details**  **(email, phone)** | **Website for information** |
| PL OPOLE01 |  |  | Office for Research and Project Management  Tel.: +48 77 452 73 53,  +48 77 452 73 52  [erasmus@uni.opole.pl](mailto:erasmus@uni.opole.pl) | <http://bon.uni.opole.pl/foreign-students/> |
| Institution 2 |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Available support services for people with:** | **Description of support services (optional)** | **Contact details**  **(email, phone)** | **Website for information** |
| Institution 1 |  |  | Office for Research and Project Management  Tel.: +48 77 452 73 53,  +48 77 452 73 52  [erasmus@uni.opole.pl](mailto:erasmus@uni.opole.pl) | <http://bon.uni.opole.pl/foreign-students/> |
| Institution 2 |  |  |  |  |

**PL OPOLE01:**

University of Opole has the infrastructure to host students and staff with disabilities (accommodation, classroom access, etc.), depending on the nature of the disability we would strongly advise timely notification in order for our Office for Research and Project Management/International Mobility to inform the student/staff. Applicants with special needs will be contacted before the final approval of the acceptance. Final decision depends on extra services/ facilities available.

**F. Information**

**1. 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 | Office for Research and Project Management  Tel.: +48 77 452 73 53,  +48 77 452 73 52  [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/> |
|  |  |  |

**2. Visa**

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outgoing 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 | Office for Research and Project Management  Tel.: +48 77 452 73 53,  +48 77 452 73 52  [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 outgoing 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 | Office for Research and Project Management  Tel.: +48 77 452 73 53,  +48 77 452 73 52  [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/> |
|  |  |  |

**4. Additional information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Information on recognition process / other useful information:** | **Contact details**  **(email, phone)** | **Website for information** |
| PL OPOLE01 |  | Office for Research and Project Management  Tel.: +48 77 452 73 53  +48 77 452 73 52  [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/> |
| Institution 2 |  |  |  |

**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 |

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.

**Termination of the agreement**

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."

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution**  **[Erasmus code]** | **Name, function** | **Date** | **Signature[[5]](#footnote-5)** |
| PL OPOLE01 | mgr Jarosław KUBIAK  **Head of the Office for Research and Project Management** |  |  |
|  |  |  |  |

1. Clauses may be added to this template agreement to better reflect the nature of the institutional partnership. [↑](#footnote-ref-1)
2. Contact details to reach the senior officer in charge of this agreement and of its possible updates. [↑](#footnote-ref-2)
3. Mobility numbers can be given per sending/receiving institutions and per education field (optional\*: <https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>) [↑](#footnote-ref-3)
4. 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> [↑](#footnote-ref-4)
5. Scanned signatures are accepted [↑](#footnote-ref-5)