



Erasmus+ Programme

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

**Inter-institutional¹ agreement 2014-2016²
(for academic years 2014/15, 2015/16, 2016/17)
between programme countries**

[Minimum requirements]³

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.

¹Inter-institutional agreements can be signed by two or more higher education Institutions

²Higher Education Institutions have to agree on the period of validity of this agreement

³Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details ⁴ (email, phone)	Website (eg. of the course catalogue)
University of Algarve	P FARO02	Sofia Nunes, E.U. Programmes Coordinator mobilidade@ualg.pt +351 289 800 003	www.ualg.pt
Politechnika Slaska (Silesian University of Technology)	PL GLIWICE01	administrative: Joanna Mrowlec-Denkowska Head of International Mobility Office Institutional ERASMUS Coordinator Akademicka 2A St., 44-100 Gliwice, Poland tel.: +48 32 237-1753 fax: +48 32 231-8085 e-mail: mobility@polsl.pl	www.polsl.pl courses in English: http://studyinenglish.polsl.pl/Pages/CurriculaandCoursesInEnglish.aspx IMO web page (English): www.polsl.pl/Jednostki/RW4/ic
Faculty of Chemistry Faculty of Automatic Control, Electronics and Computer Science Faculty of Civil Engineering		academic: Prof. Joanna Polańska Faculty of Automatic Control, Electronics and Computer Science e-mail: joanna.polanska@polsl.pl Dr Marcin Górski Faculty of Civil Engineering e-mail: marcin.qorski@polsl.pl Marzena Kraszewska, MA Faculty of Mechanical Engineering e-mail: rmt.erasmus@polsl.pl	

⁴Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers⁵ 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 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [number of students/numbers of study months per person and total*]	Student Mobility for Traineeships *
P FARO02	PL GLIWICE01	52	Engineering and engineering trades	1 st , 2 nd	2x5 (10 months)	Any flow tbc on individual, particular flow basis
PL GLIWICE01	P FARO02	52	Engineering and engineering trades	1 st , 2 nd	2x5 (10 months)	Any flow tbc on individual, particular flow basis
P FARO02	PL GLIWICE01	521	Mechanics and metal works	1 st , 2 nd , 3 rd	2x5 (10 months)	Any flow tbc on individual, particular flow basis
PL GLIWICE01	P FARO02	521	Mechanics and metal works	1 st , 2 nd , 3 rd	2x5 (10 months)	Any flow tbc on individual, particular flow basis
P FARO02	PL GLIWICE01	582	Building and civil engineering	1 st , 2 nd	2x5 (10 months)	Any flow tbc on individual, particular flow basis
PL GLIWICE01	P FARO02	582	Building and civil engineering	1 st , 2 nd	2x5 (10 months)	Any flow tbc on individual, particular flow basis

⁵Mobility 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>)

[*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 [number of persons and teaching days & teaching hours per person *]	Staff Mobility for Training *
P FAR002	PL GLIWICE01	52/521/582	Engineering and engineering trades/ Mechanics and metal works/ Building and civil engineering	1 prs/average 5 teaching days and always min 8 teaching hours (each)	Any flow tbc on individual, particular flow basis
PL GLIWICE01	P FAR002	52/521/582	Engineering and engineering trades/ Mechanics and metal works/ Building and civil engineering	1 prs/average 5 teaching days and always min 8 teaching hours (each)	Any flow tbc on individual, particular flow basis

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	Optional: Subject area	Language of instruc- tion 1	Languag e of instruc-	Recommended language of instruction level ⁶	
				Student Mobility for	Staff Mobility for

⁶For 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>

code]		tion 2	Studies [Minimum recommended level: B1]	Teaching [Minimum recommended level: B2]
P FARO02		Portuguese	English	B1 English
PL GLIWICE01		English		B1 for 1 st cycle B2 for 2 nd cycle

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 GLIWICE01:

- students' transcript of records for previous semesters of study completed before the exchange shall be submitted as obligatory form with regular application
- for students in the field of architecture: portfolio of projects is recommended
- LA shall cover academic activities for min. 20 ECTS per semester
- missing classes = no entry to exams session (unless a notice on serious reason of absence is sent to the academic coordinator at particular faculty and to International Mobility Office)

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
P FARO02	31 st May	31 st October
PL GLIWICE01	June, 1 st	December, 1 st

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

2. The receiving institution will send its decision within

P FARO02: 6/8 weeks

PL GLIWICE01: 4 weeks

3. A Transcript of Records will be issued by the receiving institution no later than

P FARO02: 5 weeks

PL GLIWICE01: 3 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]*

In case of the re-exams session taken by student at receiving institution, transcript of records may be issued and sent to students home institution in parts or in one document after the closing dates of completing particular semesters, i.e.:

for PL GLIWICE01:

Winter Semester (WS) – end of February
September

Summer Semester (SS) – end of

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

P FAR002: <http://www.ualg.pt/home/en/content/international-mobility-office>

Description of the institution's grading system

The result achieved in a course unit whether through continuous assessment or in an examination, is generally expressed in a 0 to 20 grading scale.

The lowest passing grade is 10.

ECTS credits:

1 full academic year = 60 credits

1 semester = 30 credits

1 trimester = 20 credits

ECTS grading scale:

ECTS scale	% of the successful students normally achieving the grade	Definition
A	10	EXCELLENT - outstanding performance with only minor errors

B	25	VERY GOOD - above the average standard but with some errors
C	30	GOOD - generally sound work with a number of errors
D	25	SATISFACTORY - fair but with significant shortcomings
E	10	SUFFICIENT - performance meets the minimum criteria
FX	-	FAIL - some work required before the criteria can be awarded
F	-	FAIL - considerable further work is required

PL GLIWICE01:

Study Regulations on <http://studyinenglish.polsl.pl/Pages/RegulationsofStudies.aspx>

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
P FARO02	mobilidade@ualg.pt +351 289 800 003	http://www.ualg.pt/home/en/content/coming-0
PL GLIWICE01	Katarzyna Jeziorska Incoming Students Coordinator International Mobility Office Akademicka 2A St., 44-100 Gliwice, Poland tel.: +48 32 237-1329 fax: +48 32 231-8085 e-mail: mobility@polsl.pl	IMO web page (English): www.polsl.pl/Jednostki/RW4/ic

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.

- For the UE citizens (exchange students and staff) the European Health Insurance Card (EHIC) is obligatory
- For the non-UE citizens (Exchange students and staff) an individual insurance policy is obligatory
- For all exchange students and staff, the 3rd party liability insurance policy is recommended

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
P FARO02	mobilidade@ualg.pt +351 289 800 003	http://www.ualg.pt/home/en/content/insurance-0
PL GLIWICE01	International Mobility Office Akademicka 2A St., 44-100 Gliwice, Poland tel.: +48 32 237-1329 fax: +48 32 231-8085 e-mail: mobility@polsl.pl	IMO web page (English): www.polsl.pl/Jednostki/RW4/ic

4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

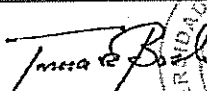



Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P FARO02	mobilidade@ualg.pt +351 289 800 003	http://www.ualg.pt/home/en/content/accommodation-0



PL GLIWICE01	<u>Katarzyna Jeziorska</u> Incoming Students Coordinator International Mobility Office Akademicka 2A St., 44-100 Gliwice, Poland tel.: +48 32 237- 1329 fax: +48 32 231-8085 e-mail: mobility@polsl.pl	IMO web page (English): www.polsl.pl/Jednostki/RW4/ic
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G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
P FARO02	Prof. Doutor Tomasz Boski, Vice-rector	19/02/2014	 
PL GLIWICE01	Vice Rector for International Cooperation	25 02 2014	 

⁷Scanned signatures are accepted