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**Erasmus+ Programme

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

Inter-institutional[[1]](#footnote-1) agreement 2014-2021[[2]](#footnote-2)
between programme countries
[Minimum requirements][[3]](#footnote-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.

**A. Information about higher education institutions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Official name of the institution:** **- in National language- in National language  with Latin characters only- in English** **(and department, where relevant)** | **Erasmus codeandErasmus Charter for Higher Education (ECHE) No.** | **Contact details[[4]](#footnote-4)****(email, phone)** | **Website****(eg. of the course catalogue)** |
|  |  |  |  |
| Uniwersytet Śląski w Katowicach(Uniwersytet Slaski w Katowicach)University of Silesia in Katowice | PL KATOWIC0146641-EPP-1-2014-1-PL-EPPKA3-ECHE | **Erasmus Office****Department of International Relations (EO-DIR)**, ul. Bankowa 12, 40-007 KATOWICE, Polanderasmus@us.edu.pl Fax/phone: +48 32 359 11 78 **Erasmus Administrators:**Ms Marta Żebracka, marta.zebracka@us.edu.plMs Marta Koziarz, marta.koziarz@us.edu.pl Ms Anna Pallachanna.pallach@us.edu.pl Ms Monika Ostrowskamonika.ostrowska@us.edu.pl Ms Urszula Strączekurszula.straczek@us.edu.pl **Departmental Coordinator:****Institutional Coordinator:**Mr. Jarosław Gąsior(EO-DIR) jaroslaw.gasior@us.edu.pl | [http://www.erasmus.us.edu.p](http://www.erasmus.us.edu.p/)l[http://www.us.edu.pl](http://www.us.edu.pl/)  |

**B. Mobility numbers[[5]](#footnote-5) 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-F 2013] | ***Subject area name*** | ***Study cycle***[short cycle, 1st , 2nd or 3rd] | **Number of student mobility periods** |
| Student Mobility for Studies*[per academic year:total number of students x number of months of the study period per student]* | *Student Mobility for Traineeships[per academic year:total number of students x number of months of the study periods per student]* |
|  | PL KATOWIC01 |  |  |  |  |  |
| PL KATOWIC01 |  |  |  |  |  |  |

*[\*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-F 2013] | ***Subject area name*** | **Number of staff mobility periods** |
| Staff Mobility for Teaching*[per academic year:total number of staff x number of days of the teaching period per student]* | *Staff Mobility for Training[optional]* |
|  | PL KATOWIC01 |  |  |  |  |
| PL KATOWIC01 |  |  |  |  |  |

**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*** [ISCED-F 2013] | **Languageof instruc­tion 1** | **Languageof instruc­tion 2** | **Recommended language of instruction level[[6]](#footnote-6)** |
| Student Mobility for Studies[*Minimum recommended level: B1*] | Staff Mobility for Teaching[*Minimum recommended level: B2*] |
|  |  |  |  |  |  |
| PL KATOWIC01 |  | Polish | English(for indicated subjects) | 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**

**PL KATOWIC01:**

* Incoming Erasmus students have to take main part of their workload from the US faculty and department that coordinates the bilateral agreement. Some additional workload can be made up of courses from different faculties.
* Incoming teaching staff must be individually accepted by the US faculty and department that coordinates the bilateral agreement. The acceptance will be based on the candidate’s working plan and its adequacy to the teaching programme of the US host didactic unit.
* Incoming non-teaching staff must be individually accepted by the department, service or unit concerned, based on the proposed working plan and the availability of the department, service or unit to host visitors.
* The University of Silesia in Katowice places the utmost importance on providing equal opportunities for people with disabilities. Our university is constantly re-examining the needs of students and employees with disabilities and the challenges they may encounter during their studies and work. We are committed to ensuring equal access to sources of knowledge, new educational programs, modern technological solutions and the appropriate conditions of studies and work.

Detailed information:

www.bon.us.edu.pl, bon@us.edu.pl, +48 32 359 1998 (Bankowa 14, 40-007 Katowice, Poland)

www.erasmus.us.edu.pl, erasmus@us.edu.pl, +48 32 3591178, (Bankowa 12, 40-007 Katowice, Poland)

**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 KATOWIC01 | 30th June | 30th November |

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

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 at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

4. Termination of the agreement

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.

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 KATOWIC01:**

<http://kandydat.us.edu.pl/katalog_kursow/> or <http://www.erasmus.us.edu.pl>

|  |  |  |  |
| --- | --- | --- | --- |
| **Local Grade** | **ECTS Grade** | **ECTS Grade****% of successful students normally achieving the grade** | **Definition** |
| 5 – bardzo dobry | A | 10 | **EXCELENT** – Outstanding performance with only minor errors. |
| 4,5 (+4 dobry plus) | B | 25 | **VERY GOOD** – Above the average standard but with some errors |
| 4 (dobry) | C | 30 | **GOOD** – Generally sound work with a number of notable errors |
| 3,5 (+3 dostateczny plus) | D | 25 | **SATISFACTORY** – Fair but with significant shortcomings |
| 3 (dostateczny) | E | 10 | **SUFFICENT**- Performance meets the minimum criteria |
| 2 (niedostateczny) | F/FX | - | **FAIL** (below the minimum criteria) |

**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 KATOWIC01 | erasmus@us.edu.pl  | <http://www.erasmus.us.edu.pl> Ministry of Foreign Affairs Republic of Polandinformation for foreigners: <http://www.msz.gov.pl/en/> entering Poland: <http://www.msz.gov.pl/en/travel_to_poland/entering_poland/entering_poland> visa requirements: <http://www.msz.gov.pl/en/travel_to_poland/visa/visa>  |

**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 KATOWIC01 | erasmus@us.edu.pl  | <http://www.erasmus.us.edu.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 KATOWIC01 | erasmus@us.edu.pl  | <http://www.erasmus.us.edu.pl> (<http://www.erasmus.us.edu.pl/accommodation> - direct link to accommodation info) |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Institution** **[Erasmus code]** | **Name, function** | **Date** | **Signature[[7]](#footnote-7)****(and stamp – optional)** | **Seal** |
|  |  |  |  |  |
|  |  |  |  |  |
| PL KATOWIC01 | Mgr Jarosław Gąsior Institutional Coordinator Erasmus+ KA1HEUniversity of Silesia in Katowice |  |  |  |
| PL KATOWIC01 | (Dean of the Faculty) |  |  |  |

1. Inter-institutional agreements can be signed by two or more higher education Institutions [↑](#footnote-ref-1)
2. Higher Education Institutions have to agree on the period of validity of this agreement [↑](#footnote-ref-2)
3. Clauses may be added to this template agreement to better reflect the nature of the institutional partnership. [↑](#footnote-ref-3)
4. Contact details to reach the senior officer in charge of this agreement and of its possible updates. [↑](#footnote-ref-4)
5. 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*](http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx)*)* [↑](#footnote-ref-5)
6. 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-6)
7. Scanned signatures are accepted [↑](#footnote-ref-7)