



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-2021² **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.

A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details⁴ (email, phone)	Website (eg. of the course catalogue)
Instituto Politécnico de Castelo Branco	P CASTELO01	Prof. João Pedro Luz Head of International Relations Office gri.coord@ipcb.pt Dr. ^a Conceição Baptista Institutional Erasmus Coordinator cbaptista@ipcb.pt Ph.: +351 272 339 600	www.ipcb.pt/en
KAZIMIERZ WIELKI UNIVERSITY (UNIWERSYTET KAZIMIERZA WIELKIEGO)	PL BYDGOSZ01	Aleksandra Koperska-Kowalczyk International Relations Office tel. +48 523419108, fax: +48 523414773 email: akoperska@ukw.edu.pl ; erasmus@ukw.edu.pl	www.ukw.edu.pl www.erasmus.ukw.edu.pl www.studyinbydgoszcz.pl http://www.bwm.ukw.edu.pl/index.php?m=2&id=117

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

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

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

⁴ Contact 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 [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
P CASTELO01	PL BYDGOSZ01	071	Engineering and engineering trades	1 st 2 nd	2 students * 5 months	Tbc upon individual request
PL BYDGOSZ01	P CASTELO01	071	Engineering and engineering trades	1 st , 2 nd	2 students * 5 months	Tbc upon individual request

[*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 [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
P CASTELO01	PL BYDGOSZ01	071	Engineering and engineering trades	2*5days*8hrs	Tbc upon individual request
PL BYDGOSZ01	P CASTELO01	071	Engineering and engineering trades	2*5days*8hrs	Tbc upon individual request

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>)

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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P CASTELO01	All	Portuguese	English	B1	B2
PL BYDGOSZ01	all	English	Polish	English – 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 BYDGOSZ01 - All incoming students must be nominated by their home institution before the deadline. All documents of incoming students and staff have to be sent to the International Relations Office of Kazimierz Wielki University. Orientation week is compulsory for all incoming students. Full participation is awarded with 2 ECTS credits. Kazimierz Wielki University has the infrastructure and offers local transport for students and staff with disabilities. Contact email to the Office for Disabled Persons: niepelnosprawni@ukw.edu.pl.

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 CASTELO01	May 31 (April 30 for students with visa requirement)	November 30 (October 31 for students with visa requirement)
PL BYDGOSZ01	Nomination and Application July 31	Nomination and Application November 30

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

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>

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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁷. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

PL BYDGOSZ01

Local grade		ECTS Grade	% of successful students normally achieving the grade	Definition
5.0	Very good	A	10	EXCELLENT - outstanding performance with only minor errors
4.5	Good plus	B	25	VERY GOOD - above the average standard but with some errors
4.0	Good	C	30	GOOD - generally sound work with a number of notable errors
3.5	Satisfactory plus	D	25	SATISFACTORY - fair but with significant shortcomings
3.0	Satisfactory	E	10	SUFFICIENT - performance meets the minimum criteria
2.0	Fail	FX	-	FAIL - some more work required before the credit can be awarded
	Fail	F	-	FAIL - considerable further work is required
ZAL.	PASS			

⁷ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

P CASTELO01: ECTS credits and scale:

The Portuguese grading scale is from 0 to 20.

- 10 is the minimum passing grade.
- 10 to 13 - Sufficient to Satisfactory
- 14 and 15 - Good
- 16 and 17 - Very good
- 18 to 20 – Excellent

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 CASTELO01	Foreign People and Borders Office Tel: +351 272 349 500 del.cbranco@sef.pt	http://www.sef.pt/portal/V10/EN/asp/page.aspx
PL BYDGOSZ01	International Relations Office tel. +48 523419108, fax: +48 523414773 email: erasmus@ukw.edu.pl	www.ukw.edu.pl www.erasmus.ukw.edu.pl www.studyinbydgoszcz.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
P CASTELO01	European Commission (Employment, Social Affairs & Inclusion)	European Health Insurance Card http://ec.europa.eu/social/main.jsp?catId=559 http://www.ipcb.pt/en/index.php/before-departure
PL BYDGOSZ01	International Relations Office tel. +48 523419108, fax: +48 523414773 email: erasmus@ukw.edu.pl	www.ukw.edu.pl www.erasmus.ukw.edu.pl www.studyinbydgoszcz.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
P CASTELO01	Paula Ribeiro gri@ipcb.pt Ph.: +351 272 339 625	http://www.ipcb.pt/en/index.php/before-departure
PL BYDGOSZ01	International Relations Office tel. +48 523419108, fax: +48 523414773 email: erasmus@ukw.edu.pl	www.ukw.edu.pl www.erasmus.ukw.edu.pl www.studyinbydgoszcz.pl

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸
P CASTELO01	Prof. Dr. José Carlos Gonçalves Vice-President	29/11/2013	
PL BYDGOSZ01	Professor Sławomir Kaczmarek Vice-Rector for Research and International Relations	28/03/2014	

⁸ Scanned signatures are accepted