



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-2021² 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 ³ (email, phone)	Website (eg. of the course catalogue)	
ATENEUM–Szkoła Wyższa w Gdańsku	PL GDANSK11	Agnieszka Wrotek, Erasmus coordinator, International Relations Office, ul. 3 Maja 25A, 80-802 Gdańsk (Poland) Tel. +48 58 7220828, Fax: +48 58 7220880, e-mail: ir@ateneum.edu.pl , http://www.ateneum.edu.pl/ Malgorzata Godlewska, PhD, Dean of Faculty of Neophilology, ul. 3-go Maja 25 A, 80-802 Gdańsk, Poland Tel. +48 58 7220815, Fax. +48 58 7220880, e-mail: m.godlewska@ateneum.edu.pl	http://ateneum.edu.pl/student/s/ects-catalogue/	
UNIVERSIDAD DE CÓRDOBA	E CORDOBA 01	Institutional Coordinator: Antonio Ruiz Sánchez Director of the International Relations Office Avenida Medina Azahara, 5 - 14071-CÓRDOBA (España) Tfno. +34 957 212552	Faculty Coordinator: Juan de Dios Torralbo Caballero Vicedean for International Relations Facultad de Filosofía y Letras Plaza del Cardenal Salazar, 3- 14071-CÓRDOBA (España) Tfno. +34 957 218752	http://www.uco.es/filosofiayletras/principal/movilidad-comun/international-students.html

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

		Fax: +34 957 212583 e-mail: fl2rusaa@uco.es	Fax: +34 957 218789 e-mail: torralbocaballero@uco.es	
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B. Mobility numbers⁴ 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 instituti on]	TO [Erasmus code of the receiving instituti on]	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 *
PL	E	09.0	Languages and Philological sciences – English language (ISCED 97:222)	1ST	4x5=20	
		09.0	Languages and Philological sciences – Spanish language (ISCED 97:222)	1ST	4x5=20	
E	PL	09.0	Languages and Philological sciences – English language (ISCED 97:222)	1ST	4x5=20	
		09.0	Languages and Philological sciences – Spanish language (ISCED 97:222)	1ST	4x5=20	

(*) Level: 1 cycle = Undergraduate. 2 cycle = Postgraduate (neither Master, nor Doctoral studies)

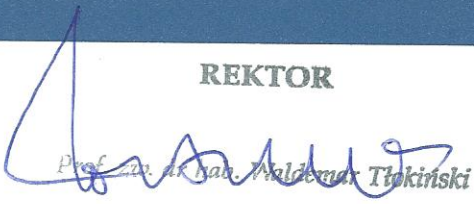
⁴ Mobility numbers can be given per sending/receiving institutions *and per education field (optional**:
<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

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	E	09.0	Languages and Philological sciences – English language (ISCED 97:222)	1X8HOURS	
		09.0	Languages and Philological sciences – Spanish language (ISCED 97:222)	1X8HOURS	
E	PL	09.0	Languages and Philological sciences –English language (ISCED 97:222)	1X8HOURS	
		09.0	Languages and Philological sciences – Spanish language (ISCED 97:222)	1X8HOURS	

C. – F. see Annex 1 and 2.

These annexes are integral part of this agreement

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁵
Ateneum-Szkoła Wyższa w Gdańsku PL GDANSK11	Prof. Waldemar Tłokiński Rector of Ateneum- Szkoła Wyższa w Gdańsku	2013 -12- 17	REKTOR  <i>Prof. Waldemar Tłokiński</i>
Universidad de Córdoba E CORDOBA 01	Prof. Dr. Antonio Ruiz Sánchez Director of the International Relations Office		

⁵ Scanned signatures are accepted

Annex 1 to Erasmus+ Inter-Institutional Agreement
Institutional Factsheet: Universidad de Córdoba E CORDOBA 01

1. Institutional Information

1.1. Institutional details

Name of the institution	Universidad de Córdoba
Erasmus Code	E CORDOBA01
EUC	
Institution website	ww.uco.es
Online course catalogue	http://www.uco.es/filosofiayletras/principal/movilidad-comun/international-students/courses-syllabi.html

1.2. Main contacts

Contact person	Juan de Dios Torralbo Caballero
Responsibility	Incoming/Outgoing /Agreements /Erasmus Coordinator
Contact details	<p>Vicedean for International Relations</p> <p>Facultad de Filosofía y Letras</p> <p>Plaza del Cardenal Salazar, 3- 14071-CÓRDOBA (España)</p> <p>Tfno. +34 957 218752</p> <p>Fax: +34 957 218789</p> <p>e-mail: torralbocaballero@uco.es</p>

2. Detailed requirements and additional information

C. Recommended language skills

The sending institution, following agreement with our 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:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level according to CEFR
Student Mobility for Studies		Spanish and English (History, Spanish and History of Art degrees taught only in Spanish)	A2-B1 in Spanish and/or English (no certificate needed)
Staff Mobility for Teaching		Spanish and English (History, Spanish and History of Art degrees taught only in Spanish)	A2-B1 in Spanish and/or English (no certificate needed)

D. Additional requirements

E CORDOBA 01: INFRASTRUCTURES TO WELCOME STUDENTS AND STAFF WITH DISABILITIES.

- The subject areas taught in our Faculty are: English, Spanish, Translation (French & English), History and History of Art. If you have got an agreement with another Faculty of our University in another subject area you should contact the right Erasmus Coordinator to renew your agreement.

See list in the following link: http://www.uco.es/internacional/extranjeros/contacta/tutoreserasmus_en.html .

We will accept students ONLY within these 5 subject areas ;

- But, subject areas are not binding; the incoming students can choose up to 2 courses (semester students) and 4 courses (full year student) from another subject area (even one taught in another Faculty of the University);
- Number of students and duration are not binding. For example: 1 student 10 months is a full year student, but it is possible to divide it into 2 students for 1 semester / 5 months each;
- Incoming semester students cannot take annual courses;
- Incoming students will go by the rules of your institution in terms of minimum and maximum of credits which will be validated; but, they will be evaluated as a regular student in our University through continuous assessment;
- Let us insist on the fact that we accept all your selected students in a specific field, based on the fact that they have sufficient proficiency in the Spanish to follow lectures and write academic papers in what is a foreign language for them. A free language course is offered at the beginning of each semester, to strengthen their language skills.

E. Calendar

1. **Nomination Deadlines:** Applications/information on students nominated must reach our institution by:

Autumn term (please specify)	NOMINATION: Autumn Semester/Full Year: 1st May SEND TO: internacional_ffl@uco.es APPLICATION: Autumn Semester/Full Year: 30 June
Spring term (please specify)	NOMINATION: Spring Semester: 30th November SEND TO: internacional_ffl@uco.es APPLICATION: Spring Semester: 31st December

2. **Decision Response :** As receiving institution E CORDOBA01 will send its decision within 12 weeks.
3. **Transcripts of Records :** A Transcript of Records will be issued by the receiving institution E CORDOBA01 no later than five weeks after the assessment period has finished
4. **Termination of Agreement :** A unilateral decision to discontinue the exchanges notified to the other party by 1 November 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. Additional information

a. Grading system :

<http://www.uco.es/internacional/extranjeros/erasmus/documentos/EquivalenceMarksECTS.pdf>

b. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, 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:

Contact person	Juan de Dios Torralbo
Responsibility	Vicedean For International Relations (Faculty of Philosophy and Letters)
Contact details	internacional_ffl@uco.es Tlf: +34 957 21 87 52
Website	http://www.uco.es/internacional/extranjeros/visados/index_en.html

c. Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education. http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Contact person	Juan de Dios Torralbo
Responsibility	Vicedean For International Relations (Faculty of Philosophy and Letters)
Contact details	internacional_ffl@uco.es Tlf: +34 957 21 87 52
Website	https://www.uco.es/servicios/sega/informaciongeneral/segu-comple (Students need both EHIC and Travel/accident Insurance) information to be sent within Welcome email.

d. Housing

Our institution will guide incoming student/staff 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:

Contact person	Juan de Dios Torralbo
Responsibility	Vicedean For International Relations (Faculty of Philosophy and Letters)
Contact details	internacional_ffl@uco.es Tlf: +34 957 21 87 52
Website	http://www.uco.es/internacional/extranjeros/alojamiento/index_en.html

Academic year 2013-2014

Annex 2 to Erasmus+ Inter-Institutional Agreement

Institutional Factsheet: Ateneum-Szkoła Wyższa w Gdańsku PL GDANSK 11

1. Institutional Information

1.1 Institutional details

Name of the institution	Ateneum-Szkoła Wyższa w Gdańsku
Erasmus Code	PL GDANSK 11
EUC	
Institution website	www.ateneum.edu.pl
Online course catalogue	http://ateneum.edu.pl/students/ects-catalogue/

1.2 Main contacts

Contact person	Agnieszka Wrotek
Responsibility	Incoming/Outgoing /Agreements /Erasmus Coordinator
Contact details	<p>International Relations Specialist</p> <p>Ul. 3 Maja 25A, 80-802 Gdańsk (Polska)</p> <p>Tel. +48 58 7220828</p> <p>Fax. +48 58 7220880</p> <p>e-mail : a.wrotek@ateneum.edu.pl</p>

2. Detailed requirements and additional information

C. Recommended language skills

The sending institution, following agreement with our 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:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level according to CEFR
Student Mobility for Studies		Polish/ English/Spanish	B1 Polish generally recommended unless some other specific level required for a special program (no certificate needed)
Staff Mobility for Teaching		Polish/ English/Spanish	B1 Polish generally recommended unless some other specific level required for a special program (no certificate needed)

D. Additional requirements

Students' application: All students interested in studying at ATENEUM-Szkoła Wyższa w Gdańsku are asked to submit an application form, which can be found on the website: <http://ateneum.edu.pl/students/erasmus-en-gb/>. The following documents must be enclosed and send by airmail to ATENEUM, together with the printed and signed application form:

- Learning Agreement containing planned course units in our institution. The Learning Agreement may be modified after arrival and discussion with the academic coordinator,
- the Transcripts of Records obtained in previous years of study at home university,
- copy of passport or ID,
- copy of the certificate of completion of secondary school.

The deadline for the winter semester is 31 of August.

For staff mobility, the "Teaching assignment programme" or "working programme" form duly filled in and signed by home university should be sent to ATENEUM.

E. Calendar

1. **Nomination Deadlines:** Applications/information on students nominated must reach our institution by:

Autumn term (please specify)	<p>NOMINATION: 15th of August</p> <p>Send to: ir@ateneum.edu.pl</p> <p>APPLICATION: 31st of August</p> <p>Send by airmail to:</p> <p>Ateneum-Szkoła Wyższa w Gdańsku Ul. 3 Maja 25A, 80-802 Gdańsk, Polska</p>
Spring term (please specify)	<p>NOMINATION: 15th of December</p> <p>Send to: ir@ateneum.edu.pl</p> <p>APPLICATION: 31st of December</p> <p>Send by airmail to:</p> <p>Ateneum-Szkoła Wyższa w Gdańsku Ul. 3 Maja 25A, 80-802 Gdańsk, Polska</p>

2. **Decision Response :** As receiving institution PL GDANSK 11 will send its decision within 12 weeks.
3. **Transcripts of Records :** A Transcript of Records will be issued by the receiving institution PL GDANSK 11 no later than five weeks after the assessment period has finished
4. **Termination of Agreement :** A unilateral decision to discontinue the exchanges notified to the other party by 1 November 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. Additional information

a. Grading system :

At Ateneum-Szkoła Wyższa w Gdańsku is used the following grading system.

Grades are given from 2 to 5.

2.0	Unsatisfactory (fail)	2	nst
3.0	Satisfactory	3	dst
3.5	Satisfactory	3+	dst plus
4.0	Good	4	db
4.5	Good plus	4+	db plus
5.0	Very good	5	bdb

More information:

<http://ateneum.edu.pl/students/ects-catalogue/>

b. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, 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:

Contact person	Agnieszka Wrotek
Responsibility	International Relations Specialist
Contact details	Tel. +48 58 7220828 Fax. +48 58 7220880 e-mail : a.wrotek@ateneum.edu.pl
Website	http://ateneum.edu.pl/students/erasmus-en-gb/

c. Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education. http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Contact person	Agnieszka Wrotek
Responsibility	International Relations Specialist
Contact details	Tel. +48 58 7220828 Fax. +48 58 7220880 e-mail : a.wrotek@ateneum.edu.pl
Website	http://ateneum.edu.pl/students/erasmus-en-gb/

d. Housing

Our institution will guide incoming student/staff 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:

Contact person	Agnieszka Wrotek
Responsibility	International Relations Specialist
Contact details	Tel. +48 58 7220828 Fax. +48 58 7220880 e-mail : a.wrotek@ateneum.edu.pl
Website	http://ateneum.edu.pl/students/erasmus-en-gb/