



Erasmus+ Programme

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

Inter-institutional¹ agreement 2015-21 between programme countries

[Minimum requirements]²

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)
UNIVERSIDADE DA CORUÑA University of A Coruña	E-LACORU01	Institutional Coordinator Prof. Fernando Peña International Relations Office O lagar – Campus de Elviña 15071 A Coruña - España Tel. +34 981 167000, Fax: +34 981 167013 Email: erasmus@udc.es Administrative Contact Sandra King Email: rrii@udc.es	http://international.udc.es/ http://estudos.udc.es/en/degrees
Ateneum-Szkoła Wyższa w Gdańku	PL GDANSK11	Erasmus Coordinator: Agnieszka Wrotek, M.A. Tel. +48 58 722-08-28, Fax: +48 58 722-08-80, e-mail: ir@ateneum.edu.pl Dean of Faculty of Neophilology: Małgorzata Godlewska, PhD Tel: +48 58 722-08-10, e-mail: m.godlewska@ateneum.edu.pl	http://ateneum.edu.pl/students/ects-catalogue/

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

² Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

³ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		Dean of the Educational Department: prof. Zdzisław Aleksander Tel: +48 58 722-08-10, e-mail: z.aleksander@ateneum.edu.pl Dean of the Department of European Studies Politology and Journalism: +48 58 722-08-10, e-mail: dziekanat@ateneum.edu.pl	
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B. Mobility numbers⁴ 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 *
E LA-CORU01	PL GDANSK11	023	Languages	1-2	8 student(s) x 5 months each	
PL GDANSK11	E LA-CORU01	023	Languages	1-2	8 student(s) 8x 5 months each	

*[*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 *

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>)

E LA-CORU01	PL GDANSK11	023	Languages	4 person(s) x min. 8 teaching hrs. each	
		0111	Education Sciences	1 person(s) x min. 8 teaching hrs. each	
		032	Journalism and information	1 person(s) x min. 8 teaching hrs. each	
PL GDANSK11	E LA-CORU01	023	Languages	4 person(s) x min. 8 teaching hrs. each	
		0111	Education Sciences	1 person(s) x min. 8 teaching hrs. each	
		032	Journalism and information	1 person(s) x min. 8 teaching hrs. each	

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 ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E LA-CORU01		Spanish and/or Galician Language	English	B1 Spanish generally recommended unless some other specific level required for a special program	B2 Spanish or English
PL GDANSK11		Polish	English, Spanish	B1 Polish generally recommended unless some other specific level required for a special program	B2 Polish, English or Spanish

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

⁵ 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>

D. Additional requirements

At E LA-CORU01

Students' application for an international mobility at UDC is only possible by use of the online application form available on website <http://www.udc.es/moveonline3/moveonline/incoming/welcome.php>. The following documents must be enclosed and sent by airmail to IRO, together with the printed and signed online 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. For all questions relating to Learning Agreement, please contact the faculty coordinator,
- the Transcripts of Records obtained in previous years of study at home university
- Copy of passport or ID

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

The University Unit of Attention to the Diversity (ADI) was created in February 2004 to attend to members of the university community with **special needs** derived from the disability or any other ways of difference in front of the majority of the population, being its committed main objective to facilitate the full integration of the students, teaching and administrative staff that, for physical, sensorial, psychic or sociocultural reasons, experience difficulties or external barriers to an adequate, egalitarian and beneficial access to the university life. More information on Web site <http://www.udc.es/cufie/adi/>

At PL GDANSK11

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 sent 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.

The University since the beginning of its educational work takes great effort to make our University more accessible for all disabled students and we make sure that they get the same chances in their education. The greatest challenge was creating such educational environment as to provide possibility to receive an interesting education and raise their working qualifications which in term gives them better chance for independence in future life. More information on website: <http://ateneum.edu.pl/o-uczelnibiurowds-osobniepelnosprawnych/#1>

E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
E LA-CORU01	15 TH JUNE	15 TH NOVEMBER
PL GDANSK11	15th OF AUGUST	15th OF DECEMBER

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

2. The receiving institution will send its decision within 6 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.
4. Termination of the agreement
This agreement can be terminated at any time by mutual consent. 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 of one given year will only take effect as of 1 September of the next year. 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' guide⁶. 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.]

At E LA-CORU01

The results obtained by the student in each of the subjects will be graded according to the following numerical scale of 0-10, with one decimal, to which may be added the corresponding qualitative rating:

- 0 - 4,9: Suspenso (SS) - Failed
- 5,0 - 6,9: Aprobado (AP) - Satisfactory/Sufficient
- 7,0 - 8,9: Notable (NT) - Good
- 9,0 - 10: Sobresaliente (SB) - Very Good

The mention of "Distinction" (Matrícula de Honor) will be awarded to students who have achieved a score equal to or greater than 9.0. Its number will not exceed 5% of the students enrolled in a subject in the relevant academic year, unless the enrollment is less than 20 students, in which case only one student may be granted with this "Distinction".

More information:

http://www.udc.es/normativa/academica/normas_de_cualificacions_e_actas.html

At PL GDANSK11

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

Grades are given from 2 to 5.

⁶ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

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/>

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
E LA-CORU01	incoming.rrii@udc.es +34 981167000	http://extranjeros.empleo.gob.es/es/InformacionInteres/InformacionProcedimientos/Ciudadanosnocomunitarios/estudiantes.html
PL GDANSK11	ir@ateneum.edu.pl +48587220828	http://ateneum.edu.pl/students/erasmus-en-gb

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
E LA-CORU01	incoming.rrii@udc.es +34 981167000	http://international.udc.es/
PL GDANSK11	ir@ateneum.edu.pl +48587220828	http://ateneum.edu.pl/students/erasmus-en-gb/

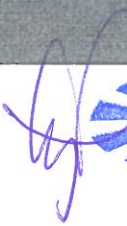


4. Housing

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
E LA-CORU01	incoming.rrii@udc.es +34 981167000	http://www.udc.es/ori/infestudantesextranxeiros/mobilidade_Erasmus/guia_acollida_UDC/aloxamento.html
PL GDANSK11	ir@ateneum.edu.pl +48587220828	http://ateneum.edu.pl/students/erasmus-en-gb/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
E LA-CORU01	Prof. Dr. Xosé Luis Armesto Rector	27 AGO 2015	  REKTOR
PL GDANSK11	prof. zw. dr hab. Waldemar Tłokiński - Rector		 Prof. zw. dr hab. Waldemar Tłokiński

⁷ Scanned signatures are accepted