



# Erasmus+ Programme

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

### Inter-institutional agreement 2014-2021 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 <sup>1</sup> (email, phone)	Website (eg. of the course catalogue)
<b>ATENEUM-Szkoła Wyższa w Gdańsku</b>	<b>PL GDANSK11</b>	Erasmus Coordinator: Agnieszka Wrotek, M.A. Tel. +48 58 722 08 28, Fax: +48 58 722 08 80, e-mail: <a href="mailto:ir@ateneum.edu.pl">ir@ateneum.edu.pl</a> Dean of Faculty of <u>Educational Studies</u> Prof. Józef Żerko Tel: +48 58 722 08 10, e-mail: <a href="mailto:dziekanat@ateneum.edu.pl">dziekanat@ateneum.edu.pl</a> Dean of Faculty European Studies, politology and <u>Journalism</u> Prof. Hanna Dubrzyńska Tel: +48 58 722 08 10, e-mail: <a href="mailto:dziekanat@ateneum.edu.pl">dziekanat@ateneum.edu.pl</a>	<a href="http://ateneum.edu.pl/students/ects-catalogue/">http://ateneum.edu.pl/students/ects-catalogue/</a>
UCLan (The University of Central Lancashire)	<b>UK PRESTON01</b>	Jackie Maudsley, Senior International Office, <a href="mailto:jmaudsley@uclan.ac.uk">jmaudsley@uclan.ac.uk</a>	<a href="http://www.uclan.ac.uk/international">www.uclan.ac.uk/international</a>

<sup>1</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		Tel: 00 44 1772 895011 <b>Exchange &amp; Study Abroad Advisor</b> Shirley Russo, <a href="mailto:smrusso@uclan.ac.uk">smrusso@uclan.ac.uk</a> Tel: 00 44 1772 896365	
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## B. Mobility numbers<sup>2</sup> 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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies  [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
ATENEUM- Szkoła Wyższa w Gdańsku	UK PRESTON01	021	Film Studies	1 <sup>st</sup>	None	None
UK PRESTON01	ATENEUM- Szkoła Wyższa w Gdańsku	021	Film Studies	1 <sup>st</sup>	None	None

*[\*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	Staff Mobility for Training *

				<i>average duration *]</i>	
ATENEUM-Szkoła Wyższa w Gdańsku	UK PRESTON01	021	Film Studies	4/7 Days (5 hours Teaching)	N/a
UK PRESTON01	ATENEUM-Szkoła Wyższa w Gdańsku	021	Film Studies	4/7 Days(5 hours teaching)	N/a

### 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 <sup>3</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
ATENEUM-Szkoła Wyższa w Gdańsku	021	PL		B1 Polish Level B2 English	B2 English Level
UK PRESTON01	021	UK		B2 English	B2 English

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

#### 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-uczelnii/biuro-ds-osob-niepelnosprawnych/#1>

**At UK PRESTON01:** The University of Central Lancashire is able to welcome students and staff with disabilities. However, the International Office must be informed about it during the application procedure.

## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
ATENEUM-Szkoła Wyższa w Gdańsku	15 <sup>th</sup> of August	15 <sup>th</sup> of December
UK PRESTON01	Application/Nomination Period: 1 <sup>st</sup> – 30 <sup>th</sup> April	Application/Nomination Period: 1 <sup>st</sup> – 30 <sup>th</sup> October

2. The receiving institution will send its decision within 1 week.
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

*[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

### 1. Grading systems of the institutions

#### **PL GDANSK11:**

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/>

**UK PRESTON01:** [http://www.uclan.ac.uk/aqasu/academic\\_regulations.php](http://www.uclan.ac.uk/aqasu/academic_regulations.php)

### 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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
<b>PL GDANSK11</b>	<a href="mailto:ir@ateneum.edu.pl">ir@ateneum.edu.pl</a> +48587220828	<a href="http://ateneum.edu.pl/students/erasmus-en-gb/">http://ateneum.edu.pl/students/erasmus-en-gb/</a>
<b>UK PRESTON01</b>	<a href="mailto:studyabroad@uclan.ac.uk">studyabroad@uclan.ac.uk</a>	<a href="http://www.uclan.ac.uk/international">www.uclan.ac.uk/international</a>

### 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
<b>PL GDANSK 11</b>	<a href="mailto:ir@ateneum.edu.pl">ir@ateneum.edu.pl</a> +48587220828	<a href="http://ateneum.edu.pl/students/erasmus-en-gb/">http://ateneum.edu.pl/students/erasmus-en-gb/</a>
<b>UK PRESTON01</b>	<a href="mailto:studyabroad@uclan.ac.uk">studyabroad@uclan.ac.uk</a>	<a href="http://www.uclan.ac.uk/international">www.uclan.ac.uk/international</a>

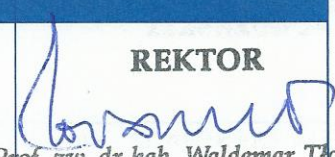
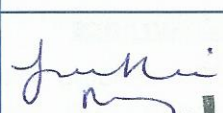
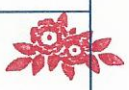
#### 4. Housing

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
<b>PL GDANSK 11</b>	<a href="mailto:ir@ateneum.edu.pl">ir@ateneum.edu.pl</a> +48587220828	
<b>UK PRESTON01</b>	<a href="mailto:saccommodation@uclan.ac.uk">saccommodation@uclan.ac.uk</a>	<a href="http://www.uclan.ac.uk/accommodation/index.php">http://www.uclan.ac.uk/accommodation/index.php</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>4</sup>
<b>PL GDANSK11</b>	prof.zw. dr hab. Waldemar Tłokiński  Rector of Ateneum- Szkoła Wyższa w Gdańsku	21.02.2014	 <b>REKTOR</b> Prof. zw. dr hab. Waldemar Tłokiński
<b>UK PRESTON01</b>	Jackie Maudsley, ERASMUS Institutional Coordinator	13/2/14	 

**uclan**  
University of  
Central Lancashire  
International Office