



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2014-2021 between programme countries

[Minimum requirements]<sup>2</sup>

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>3</sup> (email, phone)	Website (eg. of the course catalogue)
Poznańska Wyższa Szkoła Biznesu (POZNAN UNIVERSITY COLLEGE OF BUSINESS)	PL POZNAN 21	Erasmus Coordinator: Marta Graczyk m.graczyk@pwsb.pl, Tel: +48 61 833 14 33	<a href="http://www.en.pwsb.pl/">http://www.en.pwsb.pl/</a>
Universidade do Algarve	P FARO02	Sofia Nunes, E.U. Programmes Coordinator  mobilidade@ualg.pt +351 289 800 003	<a href="http://www.ualg.pt">www.ualg.pt</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education institutions

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

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

**B. Mobility numbers<sup>4</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 *
PL POZNAN 21	P FARO02	04.0	Business Studies and Management Sciences	1st	2/12	0/0
P FARO02	PL POZNAN 21	04.0	Business Studies and Management Sciences	1 st	2/12	0/0

*[\*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 *

<sup>4</sup> 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>

PL POZNAN 21	P FARO02	04.0	Business Studies and Management Sciences	3/18	2/14
P FARO02	PL POZNAN 21	04.0	Business Studies and Management Sciences	3/18	2/14

### 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>5</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL POZNAN 21	Business Studies and Management Sciences	Polish	English	Polish: B1 (Certificates in Polish as a foreign language) English: B1 (TOEFL, CAE, Cambridge or other evidence of language skills)	Polish: B2 (Certificates in Polish as a foreign language) English: B2 (TOEFL, CAE, Cambridge or other evidence of language skills)
P FARO02	Business Studies and Management Sciences	Portuguese	English	B1 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

*[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]*

<sup>5</sup>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>

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

## 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 POZNAN 21	15 <sup>th</sup> June	15 <sup>th</sup> November
P FARO02	May 31st	October 31st

2. The receiving institution will send its decision within [4] weeks.

P FARO02: The receiving institution will send its decision within [6/8] weeks.

3. A Transcript of Records will be issued by the receiving institution no later than [4] weeks after the assessment period has finished at the receiving HEI.

P FARO02: 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

*[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

<http://www.en.nwsh.pl/tp:erasmus.html>

P FARO02:

Description of the Institution's grading system

The result achieved in a course unit whether through continuous assessment or in an examination, is generally expressed in a 0 to 20 grading scale.

The lowest passing grade is 10.

ECTS credits:

1 full academic year = 60 credits

1 semester = 30 credits

1 trimester = 20 credits

ECTS grading scale:

ECTS scale	% of the successful students achieving the grade	Definition
A	10	EXCELLENT - outstanding performance with only minor errors
B	25	VERY GOOD - above the average standard but with some errors
C	30	GOOD - generally sound work with a number of errors
D	25	SATISFACTORY - fair but with significant shortcomings
E	10	SUFFICIENT - performance meets the minimum criteria
FX	-	FAIL - some work required before the criteria can be awarded
F	-	FAIL - considerable further work is required

## 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 POZNAN 21	Erasmus Coordinator: m.graczyk@pwsb.pl Tel: +48 61 833 14 33	<a href="http://www.en.pwsb.pl/llp-erasmus.html">http://www.en.pwsb.pl/llp-erasmus.html</a>
P FARO02	mobilitate@ualg.pt +351 289 800 003	<a href="http://www.ualg.pt/home/en/content/coming">http://www.ualg.pt/home/en/content/coming</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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
PL POZNAN 21	Erasmus Coordinator: m.graczyk@pwsb.pl Tel: +48 61 833 14 33	<a href="http://www.en.pwsb.pl/lip-erasmus.html">http://www.en.pwsb.pl/lip-erasmus.html</a>
P FARO02	<a href="mailto:mobilidade@ualg.pt">mobilidade@ualg.pt</a> +351 289 800 003	<a href="http://www.ualg.pt/home/en/content/insurance-0">http://www.ualg.pt/home/en/content/insurance-0</a>

### 4. Housing

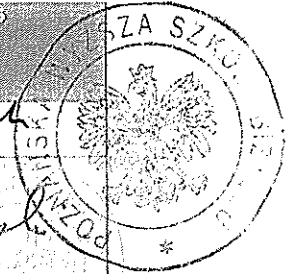
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
PL POZNAN 21	Erasmus Coordinator: m.graczyk@pwsb.pl Tel: +48 61 833 14 33	<a href="http://www.en.pwsb.pl/lip-erasmus.html">http://www.en.pwsb.pl/lip-erasmus.html</a>
P FARO02	<a href="mailto:mobilidade@ualg.pt">mobilidade@ualg.pt</a> +351 289 800 003	<a href="http://www.ualg.pt/home/en/content/accommodation-0">http://www.ualg.pt/home/en/content/accommodation-0</a>

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [[Erasmus code]]	Name, function	Date	Signature <sup>6</sup>
PL POZNAN 21	mgr <b>MARTA O-RACZYK</b> ERASMUS COORDINATOR	05.02.2014	<i>Marta Gryph</i>
P FARO02	Prof. Doutor Tomasz Boski, Vice-rector	28/01/2014	<i>Tomasz Boski</i>



<sup>6</sup>Scanned signatures are accepted