



Erasmus+ Programme

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

Inter-institutional agreement 2014-21 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 (email, phone)	Website
UNIVERSIDAD DE JAÉN	E JAEN01	M ^a Victoria López Ramón, Vice-Chancellor of Internationalization ; Phone +34 953 212194 E-mail: secrel@ujaen.es Sebastian Bruque; International Mobility Programmes Coordinator ; Phone +34 953 212620 E-mail: sbruque@ujaen.es David Peñafuerte; International Relations Officer, Phone: +34 953 213479 E-mail: dprendon@ujaen.es	UNIVERSIDAD DE JAÉN
Państwowa Wyższa Szkoła Zawodowa w Ciechanowie In English: The State Higher School of Vocational Education in Ciechanów	PL CIECHAN02	Erasmus Institutional Coordinator: PWSZ w Ciechanowie Warszawska 52, 06-500 Mława, Poland dr hab. Ing. Wojciech KORNETA T.: (+48) 784 578 524 E-mail: wkorneta@op.pl	http://www.pwszciechanow.edu.pl/index.php/wspolpraca/erasmusplus

B. Mobility numbers¹ 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 students per year Student Mobility for Studies
E JAEN01	PL CIECHAN02	0714	Electronics and automation	1 st	2 x 5 months = 10 months
PL CIECHAN02	E JAEN01	0714	Electronics and automation	1 st	2 x 5 months = 10 months

[*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 per year	
				Staff Mobility for Teaching	Staff Mobility for Training
E JAEN01	PL CIECHAN02	0714	Electronics and automation	2	1
PL CIECHAN02	E JAEN01	0714	Electronics and automation	2	1

¹ 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 ²	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E JAEN01		Spanish	English	Spanish B1; or English B1 for courses taught in English	Spanish B2; or English B2 for courses taught in English
PL CIECHAN02	All	English	Polish	B1 English	B1 English

For more details on the language of instruction recommendations, see the course catalogue of each institution

D. Additional requirements

E JAEN01:

Information for Disabled Students: <http://www10.ujaen.es/conocenos/servicios-unidades/neduespeciales/inicio>

The State School of Higher Vocational Education in Ciechanów (PL CIECHAN02):

1. Students and staff with disabilities are welcome after the consultation with Institutional Coordinator of Erasmus+ (our institution provides driveways, elevators and toilets adapted for disabled persons).
2. Application Form and Learning Agreement should be filled in English (electronically).

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 JAEN01	30 June	30 November

² 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>

PL CIECHAN02	30 June	30 December
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[* to be adapted in case of a trimester system]

2. The receiving institution will send its decision within 6 (six) weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 5 (five) 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:
The agreement will become operative on the date of signature both universities and shall remain in force for a period of 6 (six) years. In case of 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' guide³. 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.]

Universitat (E JAEN01)

Grade in Spanish Academic Records	Definition	Numerical mark	Estimated ECTS Grade	Definition
4	Matrícula de Honor	10	A+	Top Qualification in Class or Subject
3	Sobresaliente	9-10	A	Highest 10%
2	Notable	7.8-9	B	Next 20%
1	Aprobado	5.6-9	C-D	Next 65%
	Suspenso	0-4.9	FX-F	Not Pass

The State School of Higher Vocational Education in Ciechanów (PL CIECHAN02):

³ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

http://pwszciechanow.home.pl/userfiles/file/regulamin_studiow_2013.pdf

ECTS grade	Definition (en-pl)	Local grade	Points (%)
A	Excellent – <i>Bardzo dobry</i>	5	91-100%
B	Very good – <i>Dobry plus</i>	4.5	81-90%
C	Good – <i>Dobry</i>	4	71-80%
D	Satisfactory – <i>Dostateczny plus</i>	3.5	61-70%
E	Sufficient – <i>Dostateczny</i>	3	50-60%
F	Failed – <i>Niedostateczny</i>	2	Less than 50%

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 JAEN01		
PL CIECHAN02	Erasmus contact person: mgr Monika Szeszko-Zaborowska T.: (+48) (23) 672 20 50 extension: 2031 E-mail: monika.zaborowska@pwszciechanow.edu.pl	Ministry of Foreign Affairs Republic of Poland website: http://www.msz.gov.pl/en/travel_to_poland/entering_poland/ http://www.msz.gov.pl/en/travel_to_poland/visa/

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
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E JAEN01	David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: dprendon@ujaen.es	http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en
PL CIECHAN02	Erasmus contact person: mgr Monika Szeszko-Zaborowska T.: (+48) (23) 672 20 50 extension: 2031 E-mail: monika.zaborowska@pwszciechanow.edu.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
E JAEN01	David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: dprendon@ujaen.es	http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en
PL CIECHAN02	Erasmus contact person: mgr Monika Szeszko-Zaborowska T.: (+48) (23) 672 20 50 extension: 2031 E-mail: monika.zaborowska@pwszciechanow.edu.pl	http://www.pwszciechanow.edu.pl/images/pliki/erasmus/dormitory.pdf

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁴
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⁴ Scanned signatures are accepted

<p>E JAEN01</p>	<p>The Rector (On his behalf by Resolution of June 9th 2011)</p> <p>Signed: M^a Victoria López Ramón, Vice-Chancellor of Internationalization</p>	<p>27-10-14</p>	
<p>PL CIECHAN02</p>	<p>RECTOR: doc. dr Leszek Zygmier</p>	<p>4. 11. 2014</p>	<p>REKTOR <i>Leszek Zygmier</i> doc. dr Leszek Zygmier</p> <p>PAŃSTWOWA WYŻSZA SZKOŁA ZAWODOWA w CIECHANOWIE ul. Narutowicza 9. 06-400 Ciechanów tel. fax 23/ 672 20 50; 23/ 673 75 78 NIP 566-18-05-832 REG 130869208 - 1 -</p>