



Erasmus+ Programme

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

Inter-institutional agreement 2014-2021 between programme countries

[Minimum requirements]

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 (eg. of the course catalogue)
KATOWICE SCHOOL OF ECONOMICS <i>(Polish legal name: Górnośląska Wyższa Szkoła Handlowa im. Wojciecha Korfańtego)</i>	PL KATOWIC07	<u>Institutional Coordinator:</u> Ms. Agnieszka Pilot Tel.: +48 32 3570 602 e-mail: agnieszka.pilot@gwsh.pl <u>Other contact person:</u> Head of International Relations Office Mrs. Barbara Jalmuzniak Tel.: +48 32 3570 603 e-mail: b.jalmuzniak@gwsh.pl , int.office@gwsh.pl	www.gwsh.pl IRO's website: www.dwz.gwsh.pl
UNIVERSIDAD DE JAÉN	E JAEN01	Sebastián Bruque Cámara, Vice-President of Internationalization ; Phone +34 953 212194 E-mail: secrel@ujaen.es Juan Ráez Padilla; Director	http://www.ujaen.es/serv/vicint/

		of International Mobility; Phone +34 953 212620 E-mail: jraez@ujaen.es	
		Alina Ocaña Jódar; International Relations Officer; Phone: +34 953 212711 E-mail: alocana@ujaen.es	

B. Mobility numbers¹ 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 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	Student Mobility for Traineeships *
E JAEN01	PL KATOWICO 7	0413	Management	1 st , 2 nd	6 x 5 months = 30 months	x
		0313	Psychology	1 st , 2 nd	3 x 5 months = 15 months	x
		0915	Therapy and Rehabilitation	1 st	3 x 5 months = 15 months	x
		1015	Travel, tourism and leisure	1 st	3 x 5 months = 15 months	x
PL KATOWICO 7	E JAEN01	0413	Management	1 st	6 x 5 months = 30 months	x
		0313	Psychology	1 st	3 x 5 months = 15 months	x
		0915	Therapy and Rehabilitation	1 st	3 x 5 months = 15 months	x

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>)

		1015	Travel, tourism and leisure	1 st	3 x 5 months = 30 15 months	x
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[*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	Staff Mobility for Training *
				[total number of days of teaching periods or average duration *]	
E JAEN01	PL KATOWIC07	0313	Psychology	2 x 5 days = 10 days	x
		0413	Management	2 x 5 days = 10 days	x
		0915	Therapy and Rehabilitation	2 x 5 days = 10 days	x
		1015	Travel, tourism and leisure	2 x 5 days = 10 days	x
PL KATOWIC07	E JAEN01	0313	Psychology	2 x 5 days = 10 days	x
		0413	Management	2 x 5 days = 10 days	x
		0915	Therapy and Rehabilitation	2 x 5 days = 10 days	x
		1015	Travel, tourism and leisure	2 x 5 days = 10 days	x
E JAEN01	PL KATOWIC07	tba	tba	tba	2 x 5 days = 10 days
PL KATOWIC07	E JAEN01	tba	tba	tba	2 x 5 days = 10 days

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 KATOWIC07		Polish	English	B1 Level for courses taught in English	B1 Level for courses taught in 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]

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

E JAEN01:

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

PL KATOWIC07:

1. Katowice School of Economics will send the **information package** for the following academic year every preceding February / March.

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>

2. Applicants are obliged to follow the instruction on the IRO website: www.dwz.gwsh.pl / English version / Erasmus at KSE and read the information published on this website.
3. Katowice School of Economics is ready to welcome student and staff with disabilities. The institution's infrastructure is adapted to people with disabilities (e.g. lifts, entrances, etc.).

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
PL KATOWIC07	<ul style="list-style-type: none"> • Nomination Deadline: 15th May Application Deadline: 30th May	<ul style="list-style-type: none"> • Nomination Deadline: 10th November Application Deadline: 30th November
	<p>NOTE: Only one semester might be opened for exchanges (e.g. spring semester) – every year the updated information will be given by the Institutional Erasmus Coordinator to the partner institution.</p>	

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

2. The receiving institution will send its decision within 2 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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement

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.

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

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%
	Suspense	0-4.9	FX-F	Not Pass

PL KATOWIC07:

Students are evaluated according to the following grading scale:

GRADE IN POLAND		ECTS GRADE
very good	(5,0)	A
good plus	(4,5)	B
good	(4,0)	C
satisfactory plus	(3,5)	D
satisfactory	(3,0)	E
FAIL (unsatisfactory)	(2,0)	F

ECTS Grade	% of successful students normally 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 notable errors
D	25	SATISFACTORY - fair but with significant shortcomings
E	10	SUFFICIENT - performance meets the minimum criteria
FX	-	FAIL - some more work required before the credit 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
E JAEN01	Alina Ocaña Jódar; International Relations Officer; Phone: +34 953 212711 E-mail: alocana@ujaen.es	http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en
PL KATOWIC 07	int.office@gwsh.pl 0048(32)3570541 / 0048(32)3570602	IRO: www.dwz.gwsh.pl

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 JAEN01	Alina Ocaña Jódar; International Relations Officer; Phone: +34 953 212711 E-mail: alocana@ujaen.es	http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en
PL KATOWIC 07	int.office@gwsh.pl 0048(32)3570541 / 0048(32)3570602	IRO: www.dwz.gwsh.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

Institution [Erasmus code]	Contact details (email, phone)	Website for information
E JAEN01	Alina Ocaña Jódar; International Relations Officer; Phone: +34 953 212711 E-mail: alocana@ujaen.es	http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en
PL KATOWIC 07	Ms. Agnieszka Pilot agnieszka.pilot@gwsh.pl 0048 32 3570 602	IRO: www.dwz.gwsh.pl

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ³
E JAEN01	The Rector (On his behalf by Resolution of April 29 th 2015) Signed: Sebastián Bruque Cámara, Vice-President for Internationalization	16.01.17	 UNIVERSITAT JAEN
PL KATOWIC 07	Prof. nadzw. dr hab. Krzysztof Szafarski Rector	12.02.2016	 REKTOR prof. nadzw. dr hab. Krzysztof Szafarski
	mgr Alicja Polok Administrative Director	12.02.2016	GÓRNOŚLĄSKA WYŻSZA SZKOŁA HANDLOWA im. W. KORFANTEGO KWESTOR - GŁÓWNY KSIĘGOWY mgr Tomasz Tomczyk (174) mgr Monika Buczynska Tomczyk

³ Scanned signatures are accepted

New Coordinator at PL KATOWIC07

1 mensaje

Barbara Jalmużniak <Barbara.Jalmuzniak@gwsh.pl>

20 de enero de 2017, 9:05

Dear partner,

I would like to welcome you as a new Institutional Erasmus+ Coordinator at **Katowice School of Economics (PL KATOWIC07)**.

Some of you remember me surely, as a few years ago I coordinated Socrates-Erasmus and LLP-Erasmus at my institution. After a break, Erasmus is back in my hands. ☺

Please correct your data contacts to us, and note that Ms Agnieszka Pilot doesn't work at KSE any more and her address Agnieszka.pilot@gwsh.pl is no longer valid.

Below you will my personal contact data.

Additionally I use also:

Skype (not every day): gwsh48

e-mail: int.office@gwsh.pl

and of course Facebook and messenger: <https://www.facebook.com/barbara.jalmuzniak>

Looking forward to our cooperation,

Best regards from snowy Katowice,

Barbara Jalmużniak

Institutional Erasmus+ Coordinator

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KATOWICE SCHOOL OF ECONOMICS

Erasmus Office

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