



PWSiP
The State Higher School
of Computer Science and Business
Administration in Łomża

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 (email, phone)	Website (eg. of the course catalogue)
THE STATE HIGHER SCHOOL OF COMPUTER SCIENCE AND BUSINESS ADMINISTRATION IN ŁOMŻA, POLAND (PWSiP)	PL LOMZA03	Lilianna Rywacka, Head of International Relations Department, Erasmus Institutional Co-ordinator 14 Akademicka Str. 18-400 Łomża, POLAND Phone: +48 86 215 6608 Fax: +48 86 215 6600 irywacka@pwsip.edu.pl	http://www.pwsip.edu.pl
UNIVERSIDAD DE JAÉN	E JAEN01	M ^a Victoria López Ramón, Vice- Chancellor of Internationalization ; Phone +34 953 212194 E-mail: secret@ujaen.es Sebastian Bruque; International Mobility Programmes Coordinator ; Phone +34 953 212620 E-mail: sbruque@ujaen.es	http://www.ujaen.es/servicios/informacion/academicas_home.php

		David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: dprendon@ujaen.es	
--	--	---	--

B. Mobility numbers 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 [total number of months of the study periods or average duration *]	Student Mobility for Traineeships
PL LOMZA03	E JAEN01	340 (04.0)	Business Studies, Management Science	1	2 (2x6) = 12		
		52 (06.0)	Engineering, Technology	1	2 (2x6) = 12		
		482 (11.3)	Informatics, Computer Science	1	2 (2x6) = 12		
		222 (09.9)	Languages and Philological	1	2 (2x6) = 12		
E JAEN01	PL LOMZA03	340 (04.0)	Business Studies, Management Science	1	2 (2x6) = 12		
		52 (06.0)	Engineering, Technology	1	2 (2x6) = 12		
		482 (11.3)	Informatics, Computer Science	1	2 (2x6) = 12		
		222 (09.9)	Languages and Philological	1	2 (2x6) = 12		

FROM [Erasmus code]	TO [Erasmus code]	Subject area	Subject area name	Number of staff mobility periods
------------------------	----------------------	-----------------	----------------------	-------------------------------------

of the sending institution]	of the receiving institution]	code * [ISCED]	*	Staff Mobility for Teaching <i>[total number of days of teaching periods or average duration *]</i>	Staff Mobility for Training *
PL LOMZA03	E JAEN01	340 (04.0)	Business Studies, Management Science	1 week	1 week
		52 (06.0)	Engineering, Technology	1 week	1 week
		482 (11.3)	Informatics, Computer Science	1 week	1 week
		222 (09.9)	Languages and Philological	2 (2x1) = 2 weeks	1 week
E JAEN01	PL LOMZA03	340 (04.0)	Business Studies, Management Science	1 week	1 week
		52 (06.0)	Engineering, Technology	1 week	1 week
		482 (11.3)	Informatics, Computer Science	1 week	1 week
		222 (09.9)	Languages and Philological	2 (2x1) = 2 weeks	1 week

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]	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ¹	
			Student Mobility for Studies <i>[Minimum recommended level: B1]</i>	Staff Mobility for Teaching
PL LOMZA03	Polish	English	B1 - English	B2 - English
E JAEN01		English	B1 - English	B2 - English

¹ 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

University of Jaen (E JAEN01)

PWSiIP (PL LOMZA03)

Buildings at PWSiIP are totally adjusted to the needs of disabled students, equipped with specialized equipment such as: induction loops for people who have problems with hearing, Braille monitor, printer, notebook and speech synthesis for blind people and those who have failing eyesight as well. The Dean Office and Education Department assure help and assistance

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 LOMZA03	May 30 th	November 30 th
E JAEN01	June 30 th	November 30 th

University of Jaen (E JAEN01)

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.
4. Termination of the agreement

This agreement will be in effect for the full duration of the ERASMUS+ Programme. In case of premature termination, a notice of at least one academic year will 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.

PWSiIP (PL LOMZA03)

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.
4. Termination of the agreement

This agreement will be in effect for the full duration of the ERASMUS+ Programme. In case of premature termination, a notice of at least one academic year will 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

University of Jaen (E JAEN01)

ECTS grading scale:

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

PWSiIP (PL LOMZA03)

ECTS grading scale:

ECTS Grade	Polish Grade	Definition	
A	5	EXCELLENT	all learning outcomes achieved at the highest level
B	4,5	VERY GOOD	learning outcomes achieved at the level significantly above average
C	4	GOOD	learning outcomes achieved at the above average level
D	3,5	SATISFACTORY	learning outcomes achieved at the satisfactory level
E	3	SUFFICIENT	learning outcomes achieved at the minimum level
FX, F	2	FAIL	assumed learning outcomes not achieved

ECTS credits:

one semester
30 ECTS credits

one full academic year
60 ECTS credits

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 LOMZA03	Ministry of Foreign Affairs Republic of Poland	http://www.msz.gov.pl/en/
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?id_loma=en

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
PL LOMZA03	European Commission (Employment, Social Affairs & Inclusion) Anna Borzwska, International Relations Department 14 Akademicka Str. 18-400 Łomża, POLAND Phone: +48 86 215 6608 Fax: +48 86 215 6600 aborzwska@pwsip.edu.pl	http://ec.europa.eu/social/main.jsp?catId=559
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




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
PL LOMZA03	Anna Borawska, International Relations Department 14 Akademicka Str. 18-400 Łomża, POLAND Phone: +48 86 215 6608 Fax: +48 86 215 6600 aborawska@pwsip.edu.pl	http://www.pwsip.edu.pl/ds/
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

G. SIGNATURES OF THE INSTITUTIONS (legal representatives or delegates e.g. dean of the faculty)

Institution [Erasmus code]	Name, function	Date	Signature ²
PL LOMZA03	Assoc. Prof. PhD. Robert Charmas, Rector	03.12.2013 r.	 dr hab. Robert Charmas, prof. PWSiIP
E JAEN01	The Rector (On his behalf by Resolution of June 9th 2011) Signed: M ^a Victoria López Ramón, Vice-Chancellor of Internationalization	29/11/13	 

² Scanned signatures are accepted