



Erasmus+ Programme

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

Inter-institutional agreement 2014-2020 **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)
POZNAN UNIVERSITY OF TECHNOLOGY	PL POZNAN02	Administrative contact: Magdalena Zawirska-Wolniewicz Poznan University of Technology, Head of LLL&International Education Office, Pl. M. Skłodowskiej-Curie 5 60-965 Poznań, Poland Tel. +48 61 665 35 44 magdalena.zawirska-wolniewicz@put.poznan.pl Dr Joanna KALKOWSKA, Departmental Erasmus Coordinator, Faculty of Engineering Management, Ul. Strzelecka11, 60-965 POZNAN, POLAND, Tel: +48 61 665 3372. Fax: + 48 61 665 3375. e-mail: joanna.kalkowska@put.poznan.pl	

		<p>Dr Jan LAMPERSKI, Departmental Erasmus Coordinator, Faculty of Electronics and Telecommunications, Ul. Polanka 3, 60-965 Poznan, POLAND, tel: +48 61 665 38 09, fax: +48 61 665 38 30 e-mail: jlamp@et.put.poznan.pl</p> <p>Prof. Elzbieta Frackowiak Departmental Erasmus Coordinator, Faculty of Chemical Technology Pl. Marii Skłodowskiej - Curie 5, 60-965 Poznan Phone: +48 61 665 36 32, Fax: +48 61 665 36 49 Email: elzbieta.frackowiak@put.poznan.pl</p>	
UNIVERSIDAD DE JAÉN	E JAEN01	<p>M^a Victoria López Ramón, Vice-Chancellor of Internationalization ; Phone +34 953 212194 E-mail: secrel@ujaen.es</p> <p>Sebastian Bruque; International Mobility Programmes Coordinator ; Phone +34 953 212620 E-mail: sbruque@ujaen.es</p> <p>David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: dprendon@ujaen.es</p>	http://www.ujaen.es/serv/vicint/home/academics_home.php
[...]			

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 *
					[total number of months of the study periods or average duration*]	
E JAEN01	PL POZNAN02	34	BUSINESS AND ADMINIST	1st	2/20	
				2nd	2/20	

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>

			RATION	0	0/0	
PL POZNAN02	E JAEN01	34	BUSINESS AND ADMINIST RATION	1st	2/20	
				2nd	2/20	
				0	0/0	
E JAEN01	PL POZNAN02	523	ELECTRON ICS AND AUTOMATI ON	1st	2/20	
				2nd	2/20	
				0	0/0	
PL POZNAN02	E JAEN01	523	ELECTRON ICS AND AUTOMATI ON	1st	2/20	
				2nd	2/20	
				0	0/0	
E JAEN01	PL POZNAN02	524	CHEMICAL AND PROCESS	1st	2/20	
				2nd	2/20	
				0	0/0	
PL POZNAN02	E JAEN01	524	CHEMICAL AND PROCESS	1st	2/20	
				2nd	2/20	
				0	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	Staff Mobility for Training *
[total number of days of teaching periods or average duration *]					
E JAEN01	PL POZNAN02	34	BUSINESS AND ADMINISTRA TION	14	14
PL POZNAN02	E JAEN01	34	BUSINESS AND ADMINISTRA TION	14	14
E JAEN01	PL POZNAN02	523	ELECTRONIC S AND AUTOMATIO N	14	0
PL POZNAN02	E JAEN01	523	ELECTRONIC S AND	14	0

			AUTOMATIO N		
E JAEN01	PL POZNAN02	524	CHEMICAL AND PROCESS	14	0
PL POZNAN02	E JAEN01	524	CHEMICAL AND PROCESS	14	0

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 POZNAN02		Polish	English	B2	B2

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. Calendar

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

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>

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
E JAEN01	30 June	30 November
PL POZNAN02	31 May	31 May

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

- E JAEN01: The receiving institution will send its decision within 2 weeks
PL POZNAN02: The receiving institution will send its decision within 5 weeks.
- E JAEN01: 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]*
- 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 POZNAN02: <http://www.put.edu.pl/institution/education-at-put>

very good	(A)	bardzo dobry	5.0
good plus	(B)	dobry plus	4.5
good	(C)	dobry	4.0
satisfactory plus	(D)	Dostateczny plus	3.5
satisfactory	(E)	dostateczny	3.0
unsatisfactory	(F)	niedostateczny	2.0

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	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 POZNAN02	study@put.poznan.pl +48 61 65 35 44	http://put.edu.pl/content/1/visa-procedure

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	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 POZNAN02	study@put.poznan.pl +48 61 65 35 44	http://www.put.edu.pl/content/health-and-insurance


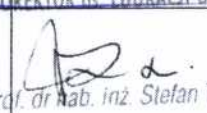
4. Housing

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	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 POZNAN02	Marta.lipinska@put.poznan.pl +48 61 65 35 44	http://put.edu.pl/erasmus/accommodation

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 June 9th 2011) Signed: M ^a Victoria López Ramón, Vice-Chancellor of Internationalization	10/00/2013	 PROREKTOR ds. EDUKACJI USTAWICZNEJ
PL POZNAN02	Prof. Stefan Trzcieliński, Prorektor for LLL& International Education	09.10 2013	 prof. dr hab. inż. Stefan Trzcieliński

³ Scanned signatures are accepted