Erasmus+ Programme

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

Inter-institutional[1] agreement 2014-2021[2]
between programme countries

[Minimum requirements][3]

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[4] (email, phone)	Website (eg. of the course catalogue)
CARDINAL STEFAN WYSZYNSKI UNIVERSITY IN WARSAW / UNIWERSYTET KARDYNAŁA STEFANA WYSZYŃSKIEGO W WARSZAWIE	PL WARSZAW07	Katarzyna Mikocka – Erasmus Institutional Coordinator International Relations Office ul Dewajtis 5, 01-815 Warszawa, Poland; tel.: +48 22 561 89 94 (49), fax : +48 22 561 90 13 e-mail: bwm@uksw.edu.pl Departmental Coordinator: Assoc. Prof dr hab Bartosz Adamczewski b.adamczewski@uksw.edu.pl	http://ects.usos.uksw.edu.pl/en/courses/
UNIVERSITY OF SPLIT	HR SPLIT01	Erasmus Institutional Coordinator Ana Ćosić International Relations Office Address: Livanjska 5, HR - 21000 Split tel.: +385 21 440 343 fax: +385 21 440 344 e-mail: acosic@unist.hr	www.unist.hr
FACULTY OF CATHOLIC THEOLOGY Zrinsko-frankopanska 19 HR - 21000 Split		Departmental Coordinator: Ante Akrap, PhD tel. +385 21 422 452 ante.akrap@st.t-com.hr	www.kbf-st.hr

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[1] Inter-institutional agreements can be signed by two or more higher education institutions

[2] Higher Education Institutions have to agree on the period of validity of this agreement

[3] Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

[4] Contact details to reach the senior officer in charge of this agreement and of its possible updates.

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B. Mobility numbers[5] 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	TO	*Subject area code* *	*Subject area name* *	*Study cycle* *	Number of student mobility periods	
					Student Mobility for Studies	*Student Mobility for Traineeships**
PL WARSZAW07	HR SPLIT01	221	Theology	1st ,2nd,3rd	4 x 5 = 20 months	0
HR SPLIT01	PL WARSZAW07	221	Theology	1st ,2nd,3rd	4 x 5= 20 months	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**
PL WARSZAW07	HR SPLIT01	221	Theology	1 x (8h per 1 week)	1 x 1 week
HR SPLIT01	PL WARSZAW07	221 223	Theology Philosophy	1 x (8h per 1 week) 1 x (8h per 1 week)	1 x 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]	*Optional: Subject area*	Language of instruction 1	Language of instruction 2	Recommended language of instruction level[6]	
				Student Mobility for Studies [Min. recommended level: B1]	Staff Mobility for Teaching [Min. recommended level: B2]
PL WARSZAW07		English	Polish	for courses realized in English: min. B1 for courses realized in Polish: min. B1	B2
HR SPLIT01		Croatian	English	for courses realized in English: min. B1 for courses realized in Croatian:	B2

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[5] 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)

[6] 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

				B1	

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]

PL WARSZAW07

Staff mobility: STA, STT

The staff mobility applications to be sent to the IRO e-mail address bwm@uksw.edu.pl
Draft of (Preliminary) Individual Teaching Programme for STA/ Individual Work Programme for STT indicating academic area/ professional area and proposed term of visit to be included so as to serve as a ground for the relevant faculty/administrative unit in decision-making process

Student mobility: SMS

No specific nomination deadlines, however, please make sure the students meet the requirements of sending us their applications within the application deadlines indicated in the chart below (E. Calendar)
Nomination procedure: nominations to be sent to bwm@uksw.edu.pl. Each nomination should contain the following data: student's first and last name, field of study, year of study, study level, duration of stay, e-mail address of the nominated Student.
After receiving the nomination, the information on application would be sent directly to the students.
Application documents: Application form, Learning Agreement, Accommodation form
(The forms are available on the International Relations Office website
http://www.dwm.uksw.edu.pl/en/)

Partner institution:

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

PL WARSZAW07

Assistance for the disabled students and staff is provided by Rector's Delegate for the Disabled Students.
Please inform the IRO in advance (while nominating the student) about the specific requirements so that we can provide appropriate support in advance.

Partner institution:
HR SPLIT01:
In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the International Office: erasmus@unist.hr

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 WARSZAW07	Application: 31st May (nomination to be sent prior to application)	Application: 15th January (nomination to be sent prior to application)
HR SPLIT01	1 June	1 November

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

2. The receiving institution will send its decision within 6 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

This Agreement becomes effective for the period indicated on the first page.

[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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide[7]. 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.]

PL WARSZAW07

Statistical distribution of grades elaborated by each faculty to be published at:
http://ects.usos.uksw.edu.pl/en/

Partner institution:

HR SPLIT01:
http://www.unist.hr/InternationalRelations/ImportantDocuments/tabid/413/Default.aspx

Traditional Grading system is as follows:

1 – fail
2 – pass, sufficient

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[7] http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

3 – good

4 – very good

5 – excellent

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 WARSZAW07	bwm@uksw.edu.pl	http://www.dwm.uksw.edu.pl/en/
HR SPLIT01	incoming@unist.hr +385 21 440 343	http://www.unist.hr/InternationalRelations/ERASMUS/IncomingStudents/tabid/1273/Default.aspx

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:

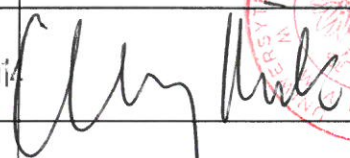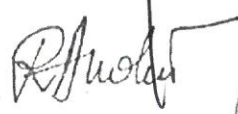| Institution [Erasmus code]	Contact details (email, phone)	Website for information
PL WARSZAW07	bwm@uksw.edu.pl	http://www.dwm.uksw.edu.pl/en/
HR SPLIT01	incoming@unist.hr +385 21 440 343	http://www.unist.hr/InternationalRelations/ERASMUS/IncomingStudents/tabid/1273/Default.aspx

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	Website for information

	(email, phone)	
PL WARSZAW07	bwm@uksw.edu.pl +48 22 561 89 94 (49)	http://www.dwm.uksw.edu.pl/en/
HR SPLIT01	incoming@unist.hr +385 21 440 343	http://www.unist.hr/InternationalRelations/ERASMUS/IncomingStudents/tabid/1273/Default.aspx

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[8]
PL WARSZAW07	BARTOSZ ADAMCZEWSKI Assoc prof. dr hab. ~~Cezary Mik~~ Departmental Coordinator		Adamczewski
	Prof. dr hab. Cezary Mik Deputy Rector for Research and Development	19 05 2014	
HR SPLIT01	Prof. Dr. Roko Andričević Vice rector for International Relations	16/5/2014	

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[8] Scanned signatures are accepted