

Erasmus+ Programme
Key Action 1 – Mobility for learners and staff – Higher Education Student and Staff Mobility
Inter-institutional¹ agreement 2014/2015 -2020/21²
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 details⁴ (email, phone) | Website (eg. of the course catalogue) |
|---|---------------------|--|--|
| UNIVERSITY OF WARSAW | PL WARSZAW01 | International Relations Office Ms. Sylwia Salamon Erasmus + Institutional Coordinator sylwia.salamon@adm.uw.edu.pl Tel. +48 22 55 24009 | www.uw.edu.pl |
| Institute of International Relations | PL WARSZAW01 | Departmental Coordinators Jakub Zajączkowski, kubazaj@hotmail.pl Anita Budziszewska, anita.budziszewska@uw.edu.pl tel: + 48 22 553 16 35 | www.ism.uw.edu.pl |
| University of Zagreb | HR ZAGREB01 | Departmental Coordinators Ida Ogulinac ida.ogulinac@unizg.hr | www.unizg.hr |
| Faculty of Political Science | HR ZAGREB01 | Faculty coordinator: NEBOJŠA BLANUŠA (Mr) nblanusa@fpzg.hr , tel: +385-1-46-42-112 | www.fpzg.unizg.hr |

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.

B. Mobility numbers⁵ 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.

Student Mobility (SMS)

| 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 WARSZAW01 | HR ZAGREB01 | 313 | Political science and civics | 1 st /2 nd /3 rd | 4 (20 months) | |
| HR ZAGREB01 | PL WARSZAW01 | 313 | Political science and civics | 1 st /2 nd /3 rd | 4 (20 months) | |

Staff Mobility (STA or STT)

| 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 WARSZAW01 | HR ZAGREB01 | 313 | Political science and civics | 2/14 days | 2/14 days |
| HR ZAGREB01 | PL WARSZAW01 | 313 | Political science and civics | 2/14 days | 2/14 days |

C. Recommended languages skills – see Annexes A and B which are integral part of this agreement.



D. Additional requirements – see Annexes A and B which are integral part of this agreement.

E. Calendar – see Annexes A and B which are integral part of this agreement.

F. Information on: 1. grading system, 2. visa, 3. insurance, 4. housing – see Annexes A and B which are integral part of this agreement.

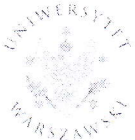
⁵ Mobility numbers can be given per sending/receiving institutions and per education field (optional*:
<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

G. Signatures of legal representatives and seals of the institutions

| Institution [Erasmus code] | Name, function | Date | Signature ⁶ / seal |
|---|--|-------------|--|
| University of Warsaw PL WARSZAW01 | Sylwia Salamon Erasmus+ Institutional Coordinator by the Authorisation of the Rector | 15.11.2013 |  |
| University of Zagreb HR ZAGREB 01 | Nenad Zakošek, Dean* | 14.11.2013. | Nenad Zakošek  |

* According to the Article 21 of the Statute, University of Zagreb, in the 15th session of the 344th academic year (2012/2013), held on 11 July 2013 University Senate reached a Decision that all the agreements relevant to one faculty or academy can be signed by the Dean of the relevant academy/faculty

⁶ Scanned signatures are accepted



Annex A to ERASMUS+ Inter-Institutional Agreement

Institutional Factsheet: PL WARSZAW01

1. Institutional Information

1.1. Institutional details

| | |
|-------------------------|--|
| Name of the institution | UNIVERSITY OF WARSAW |
| Erasmus Code | PL WARSZAW01 |
| EUC | 45834 |
| Institution website | www.uw.edu.pl |
| Online course catalogue | www.informatorects.uw.edu.pl/en |

1.2. Main contacts

| | |
|-----------------|---|
| Contact person | Sylwia SALAMON |
| Responsibility | ERASMUS+ Institutional Coordinator |
| Contact details | Address: International Relations Office, Krakowskie Przedmieście 26/28, 00-927 Warsaw, Poland Phone: +48 22 55 24 009 ; Fax: +48 22 55 24 011 ; E-mail: sylwia.salamon@adm.uw.edu.pl |

| | |
|-----------------|---|
| Contact person | Monika SATALA |
| Responsibility | Erasmus outgoing students and staff |
| Contact details | Address: International Relations Office, Krakowskie Przedmieście 26/28, 00-927 Warsaw, Poland Phone: +48 22 55 20 818 ; Fax: +48 22 55 24 011 ; E-mail: monika.satala@adm.uw.edu.pl |

| | |
|-----------------|--|
| Contact person | Klementyna KIELAK |
| Responsibility | Erasmus incoming students |
| Contact details | Address: International Relations Office, Krakowskie Przedmieście 26/28, 00-927 Warsaw, Poland Phone: +48 22 55 24 070; Fax: +48 22 55 24 011 ; E-mail: klementyna.kielak@adm.uw.edu.pl |

| | |
|-----------------|--|
| Contact person | Ewa RAK |
| Responsibility | Erasmus inter-institutional agreements |
| Contact details | Address: International Relations Office, Krakowskie Przedmieście 26/28, 00-927 Warsaw, Poland Phone: +48 22 55 20 560; Fax: +48 22 55 24 011 ; E-mail: ewa.rak@adm.uw.edu.pl |

2. Detailed requirements and additional information

C. Recommended language skills

The sending institution, following agreement with our 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:

| Type of mobility | Subject area | Language(s) of instruction | Recommended language of instruction level according to CEFR |
|------------------------------|--------------|---|---|
| Student Mobility for Studies | Any | Polish/English or language of instruction of the specific programme | B2 |
| Staff Mobility for Teaching | Any | Polish/English or language of instruction of the specific programme | C1 |

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

- A) All incoming students are obliged to register through the online application system > www.mobility.uw.edu.pl.
- B) Every incoming student is entitled to courses to maximum 30 ECTS per semester.
- C) Every incoming student (if accepted) has to be registered for all his/her courses in the University of Warsaw study support system called USOSweb.
- D) Persons with disabilities are asked to contact the International Relations Office (www.iro.uw.edu.pl) . Then they will be provided assistance by the Office for Persons with Disabilities (www.bon.uw.edu.pl) : <http://www.bon.uw.edu.pl/en/univ4all/index.html>).

E. Calendar

Nomination Deadlines: Applications/information on students nominated must reach our institution by:

| | |
|------------------------------|---------------|
| Autumn term (please specify) | May 15th |
| Spring term (please specify) | November 15th |

Decision Response: As receiving institution the University of Warsaw (PL WARSZAW01) will send its decision within 8 weeks.

Transcripts of Records: A Transcript of Records will be issued by the University of Warsaw (PL WARSZAW01) no later than five weeks after the assessment period has finished.

Termination of Agreement: A unilateral decision to discontinue the exchanges notified to the other party by 1 November 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. Additional information

- A) **Grading system:** www.iro.uw.edu.pl

ECTS is used in all study areas for both incoming and local students.

- B) **Visa**

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, 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:

| | |
|-----------------|--|
| Contact person | Klementyna KIELAK |
| Responsibility | Erasmus incoming students |
| Contact details | Address: International Relations Office, Krakowskie Przedmiescie 26/28, 00-927 Warsaw, Poland Phone: +48 22 55 24 070; Fax: +48 22 55 24 011 ; E-mail: klementyna.kielak@adm.uw.edu.pl |
| Website | www.iro.uw.edu.pl |

- C) **Insurance**

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education. http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm .

We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

| | |
|-----------------|--|
| Contact person | Klementyna KIELAK |
| Responsibility | Erasmus incoming students |
| Contact details | Address: International Relations Office, Krakowskie Przedmiescie 26/28, 00-927 Warsaw, Poland Phone: +48 22 55 24 070; Fax: +48 22 55 24 011 ; E-mail: klementyna.kielak@adm.uw.edu.pl |
| Website | www.iro.uw.edu.pl |

- D) **Housing**

Our institution will guide incoming student/staff 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:

| | |
|-----------------|--|
| Contact person | Angelika DUDEK |
| Responsibility | Erasmus incoming students |
| Contact details | Address: International Relations Office, Krakowskie Przedmiescie 26/28, 00-927 Warsaw, Poland Phone: +48 22 55 20 487; Fax: +48 22 55 24 011 ; E-mail: angelika.dudek@adm.uw.edu.pl |
| Website | www.iro.uw.edu.pl |