Erasmus+ Programme

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

Inter-institutional[1] agreement 2022-23[24][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)
WARSAW UNIVERSITY OF TECHNOLOGY, FACULTY OF ELECTRONICS AND INFORMATION TECHNOLOGY	PL WARSZAW 02	Faculty of Electronics and Information Technology International Coordinator: Dariusz Turlej, PhD phone: +48 22 234 7995 e-mail : dariusz.turlej@pw.edu.pl International Office: Anna Neubart, MA phone: +48 22 234 57 75 fax.: +48 22 234 58 85 e-mail: anna.neubart@pw.edu.pl inter.elka@pw.edu.pl	http://www.elka.pw.edu.pl/eng/Studies/International-Students-Exchange/LLP-Erasmus-Programme

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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.

[…]			

B. Mobility numbers[5] 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, 1st, 2nd or 3rd]* *	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 WARSZAW 02		061	Information & Communication Technologies (ICTs)	1st, 2nd	2 x 5 months = 10 months	
		0714	Electronics and automation	1st, 2nd		
	PL WARSZAW 02	061	Information & Communication Technologies (ICTs)	1st, 2nd	2 x 5 months = 10 months	
		0714	Electronics and automation	1st, 2nd		

[*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.]

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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*)*

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 WARSZAW 02		061	Information & Communication Technologies (ICTs)	Max. 5 days	Max. 5 days
		0714	Electronics and automation		
	PL WARSZAW 02	061	Information & Communication Technologies (ICTs)	Max. 5 days	Max. 5 days
		0714	Electronics and automation		

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 instruc-tion 1	Language of instruc-tion 2	Recommended language of instruction level[6]	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL WARSZAW 02		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].

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[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

D. Additional requirements

PL WARSAW 02: In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the International Office: inter.elka@pw.edu.pl

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 WARSZAW 02	31st May	30th November

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

2. The receiving institution will send its decision within [5] 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

[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.]

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

Warsaw University of Technology, Faculty of Electronics and Information Technology:

http://www.elka.pw.edu.pl/eng/Studies/International-Students-Exchange/LLP-Erasmus-Programme/Grading

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
WARSAW UNIVERSITY OF TECHNOLOGY, FACULTY OF ELECTRONICS AND INFORMATION TECHNOLOGY [PL WARSZAW 02]	inter.elka@pw.edu.pl +48 22 234 5775	http://www.elka.pw.edu.pl/eng/Studies/International-Students-Exchange/LLP-Erasmus-Programme/Visa

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
WARSAW UNIVERSITY OF TECHNOLOGY, FACULTY OF ELECTRONICS AND INFORMATION TECHNOLOGY [PL WARSZAW 02]	inter.elka@pw.edu.pl +48 22 234 5775	http://www.elka.pw.edu.pl/eng/Studies/International-Students-Exchange/LLP-Erasmus-Programme/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 following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
WARSAW UNIVERSITY OF TECHNOLOGY, FACULTY OF ELECTRONICS AND INFORMATION TECHNOLOGY [PL WARSZAW 02]	inter.elka@pw.edu.pl +48 22 234 5775	http://www.elka.pw.edu.pl/eng/Studies/International-Students-Exchange/LLP-Erasmus-Programme/Accomodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[8]
PL WARSZAW 02	Prof. Michał Malinowski, Dean		

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[8] Scanned signatures are accepted