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**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)** |
| University of Zielona Góra | PL ZIELONA01 | **Institutional Coordinator:**  **Ms. Agnieszka Możejko, M.A.**  Department of International Cooperation  Licealna 9, 65-417 Zielona Góra, Poland  Tel: +48 68 328 32 93  Fax: 48 68 328 32 98, 78 97  E-mail: [A.Mozejko@dwz.uz.zgora.pl](mailto:A.Mozejko@dwz.uz.zgora.pl)  [erasmus@uz.zgora.pl](mailto:erasmus@uz.zgora.pl)  **Departmental coordinator:**  *please see the attached document* | General University Page:  <http://uz.zgora.pl/index.php?en>  For exchange students:  <http://www.dwz.uz.zgora.pl/main-page/>  Erasmus students:  <http://www.erasmus.uz.zgora.pl/home-page/>  Course catalogue:  <http://www.ects.uz.zgora.pl/kierunki.php?p=6> | |
|  |  |  |  | |

**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 November 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 ZIELONA01 |  |  |  |  |  | - |
|  | PL ZIELONA01 |  |  |  |  | - |

*[\*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 ZIELONA01 |  |  |  | 1 [5 days/person] | TBC\* |
|  | PL ZIELONA01 |  |  | 1 [5 days/person] | TBC |

\* to be confirmed

**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** | |
| Student Mobility for Studies  [*Minimum recommended level: B1*] | Staff Mobility for Teaching  [*Minimum recommended level: B2*] |
|  |  |  |  |  |  |
| PL ZIELONA01 |  | English | Polish | B1 | 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**

**University:**

**XXX University:**

**University of Zielona Góra:**

A tutor program is offered for all international students for having a better start with all practical issues like opening a bank account, registrations procedures etc. ;

Language courses: Students of first cycle studies are entitled to free of charge foreign language courses (total 120 hours). University of Zielona Góra offers courses in two foreign languages English and German. Although Polish is a language of instruction at the University, several faculties offer a selection of courses taught in foreign languages, mainly in English. Polish language course for incoming students and staff is run at the Faculty of Humanities at the university. The course is run on levels ranging from A1 to C2. Participants, who attend classes, pass the final test and fulfill other conditions determined by the program of the course, will complete the course and get a relevant number of ECTS credits.

University of Zielona Gora is ready to welcome students with disabilities. If you have any question, contact the following person: Mr Marcin Garbat, Ph.D., Campus B, al. Wojska Polskiego 69, Ground floor, Room No.9, tel: (+48 68) 328 31 79, e-mail: [m.garbat@dzps.uz.zgora.pl](mailto:m.garbat@dzps.uz.zgora.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 ZIELONA01 | 30th June | 30th November |

1. **University of Zielona Góra:** Students coming to the University of Zielona Góra, after they were nominated by their home university, are obliged to send to the Department of International Cooperation:a filled-in Application Form, the Learning Agreement, the Transcript of Records (if required by a faculty).After having received the paper application (printed online application) the letter of admission will be send within a max. of four weeks.
2. A Transcript of Records will be issued by the receiving institution no later than 6 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]*
3. Termination of the agreement: **30th September** **2021**

*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**

**XXX University:**

**University of Zielona Góra*:***

Student performances are graded individually and not on a statistical basis. In general, the University of Zielona Góra uses the grading system charted below

http://www.ects.uz.zgora.pl/en\_1.php?s=9

|  |  |  |  |
| --- | --- | --- | --- |
| Local grade | | Numerical grade | Abbreviation |
| bardzo dobry | very good | 5,0 | bdb |
| dobry plus | good plus | 4,5 | db plus |
| dobry | good | 4,0 | db |
| dostateczny plus | satisfactory plus | 3,5 | dst plus |
| dostateczny | satisfactory | 3,0 | dost |
| niedostateczny | unsatisfactory | 2,0 | ndst |
| zal. | pass | - | - |
| niezal. | fail | - | - |

A course credit is awarded with at least “dostateczny” (satisfactory) or “zal” (pass).

1. **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 ZIELONA01 | Department of International Cooperation  9 Licealna str., 65-417 Zielona Góra, Poland  Tel: +4868 328 32 93  Fax: 4868 328 32 98, 78 97  E-mail: [erasmus@uz.zgora.pl](mailto:erasmus@uz.zgora.pl) | <http://www.erasmus.uz.zgora.pl/index.php?temporary-residence-and-visa-requirements-1> |

1. **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 ZIELONA01 | Department of International Cooperation  Tel: +4868 328 32 93  Fax: 4868 328 32 98, 78 97  E-mail: [erasmus@uz.zgora.pl](mailto:erasmus@uz.zgora.pl) | <http://www.erasmus.uz.zgora.pl/index.php?health-insurance-and-medical-care-1> |

1. **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 ZIELONA01 | Department of International Cooperation  Tel: +4868 328 32 93  Fax: 4868 328 32 98, 78 97  E-mail: [erasmus@uz.zgora.pl](mailto:erasmus@uz.zgora.pl) | In order to apply for accommodation, a student must mark the accommodation option in the application form. We can guarantee accommodation for the students, who apply for Erasmus stay in first deadline (30th June). |

**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution**  **[Erasmus code]** | **Name, function** | **Date** | **Signature[[1]](#footnote-1)** |
|  |  |  |  |
| PL ZIELONA01 | **Prof. Dr Hab. Zdzisław Wołk**  Deputy Rector for Scientific Research and International Cooperation |  |  |

1. Scanned signatures are accepted [↑](#footnote-ref-1)