**Erasmus+ Programme**

**Bilateral Inter-Institutional Agreement**

**Key Action 1
Learning Mobility for Higher Education Students and Staff**

**among EU Member States and third countries associated to the Programme [[1]](#footnote-1)**

The institutions 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](https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en) in all aspects related to the organization and management of the mobility, including [automatic recognition](https://ec.europa.eu/education/node/36_me) of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the [European Credit Transfer and Accumulation System](https://ec.europa.eu/education/resources-and-tools/european-credit-transfer-and-accumulation-system-ects_en). The institutions agree on exchanging their mobility related data in line with the technical standards of the [European Student Card Initiative](https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en).

**Grading systems of the institutions**

Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through [EGRACONS](http://egracons.eu/) according to the descriptions in the [ECTS users’ guide](https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en). The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

**Validity period of the agreement**

|  |  |  |
| --- | --- | --- |
| Timeframe | Academic Year\* | Call Year\* |
| Start of validity | [2021/2022] | [2021] |
| End of validity  | [2027/2028] | [2027] |

*\* One of the two options should be selected*

**A. Information about the higher education institutions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the institution****(and department, where relevant)** | **Erasmus code** | **Contact details[[2]](#footnote-2)****(email, phone)** | **Websites****( General/Faculties/ Course catalogue)** |
| Rzeszów University of Technology (RUT) | PL RZESZOW01ECHE: 101008827OID: E10209029 | Department for International CooperationMonika Staniszmonikas@prz.edu.pltel. +48178651282al. Powstańców Warszawy 1235-959 Rzeszów, Poland | [www.dwm.prz.edu.pl/en](http://www.dwm.prz.edu.pl/en)  |
|  | OID:  |  |  |

**B. Mobility numbers[[3]](#footnote-3) per academic year**

|  |  |  |
| --- | --- | --- |
| **FROM****[Erasmus code of the sending institution]** | **TO****[Erasmus code of the receiving institution]** | **Number of student mobility periods** |
| Student Mobility for Studies*[total number of students****]*** | Student mobility for Studies *[total number of months]* | *Student Mobility for Traineeships**(optional) \***[total number of students****]*** | *Student Mobility for Traineeships**(optional) \***[total number of months]* |
| PL RZESZOW01 |  | 2 | 10 |  |  |
|  | PL RZESZOW01 | 2 | 10 |  |  |

**[x]  Short-term blended mobility option for students**

By checking this box, the partners confirm that they are willing to exchange students who wish to carry out their mobility in a blended format, a combination of a short-term physical mobility with a virtual component.

|  |  |  |
| --- | --- | --- |
| **FROM****[Erasmus code of the sending institution]** | **TO****[Erasmus code of the receiving institution]** | **Number of staff mobility periods** |
| Staff Mobility for Teaching*[total number of staff]*  | Staff Mobility for Teaching*[total number of days ]* | *Staff Mobility for Training(optional)\*[total number of staff]* | *Staff Mobility for Training(optional)\***[total number of days]* |
| PL RZESZOW01 |  | 3 | 15 | 1 | 5 |
|  | PL RZESZOW01 | 3 | 15 | 1 | 5 |

*\*Subject area code & name and study cycle are optional.*

**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***  | **Languageof instruc­tion 1** | **Languageof instruc­tion 2** | **Recommended language of instruction level[[4]](#footnote-4)** |
| Student Mobility for Studies[*Minimum recommended level: B1*] | Staff Mobility for Teaching[*Minimum recommended level: B2*] |
| PL RZESZOW01 |  | English |  | B2 | B2 |
|  |  |  |  |  |  |

**D. Calendar**

**Nominations of incoming students must reach the institution by:**

|  |  |  |
| --- | --- | --- |
| **Receiving institution****[Erasmus code]** | **Autumn term\*****[day/month]** | **Spring term\*****[day/month]** |
| PL RZESZOW01 | 1st May | 30th September |
|  |  |  |

**Applications from incoming students must reach the institution by:**

|  |  |  |
| --- | --- | --- |
| **Receiving institution****[Erasmus code]** | **Autumn term\*****[day/month]** | **Spring term\*****[day/month]** |
| PL RZESZOW01 | 1st June  | 31st October |
|  |  |  |

 **Application procedure for incoming students**

|  |  |  |
| --- | --- | --- |
| **Receiving institution****[Erasmus code]** | **Contact details****(email, phone)**  | **Website for information**  |
| PL RZESZOW01 | monikas@prz.edu.pl  | <https://dwm.prz.edu.pl/en/erasmus>  |
|  |  |  |

**E. Additional requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Receiving institution****[Erasmus code]** | **Requirement**  | **Details** | **Website for information (if applicable)**  |
| PL RZESZOW01 | Students | Internet Recruitment System registration (SIR) |  |
|  |  |  |  |

The receiving institution will send its decision within 4 weeks, **and no later than 5 weeks.**

**Inclusion and accessibility**

The institution will provide support to incoming mobile participants with fewer opportunities, 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:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Receiving institution****[Erasmus code]** | **Available infrastructure adjusted for people with:**  | **Description of infrastructure (optional)**  | **Contact details** **(email, phone)**  | **Website for information**  |
| PL RZESZOW01 |  |  | dostepnosc@prz.edu.pl  | <https://dostepnosc.prz.edu.pl/>  |
|  |  |  |  |  |

**F. Information**

**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 RZESZOW01 | monikas@prz.edu.pl  | <https://dwm.prz.edu.pl/en/erasmus/student/accommodation> |
|  |  |  |

**2. Visa**

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outgoing 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 RZESZOW01 | monikas@prz.edu.pl  | <https://dwm.prz.edu.pl/en/>  |
|  |  |  |

**3. Insurance**

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outgoing 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 RZESZOW01 | monikas@prz.edu.pl | <https://dwm.prz.edu.pl/en/> |
|  |  |  |

**4. Additional information**

1. Recruitment.

- selection of beneficiaries will be compliant with the principles of equality and transparency. Information about the recruitment will be widely available in the universities’ media, social media, web pages. Conditions of application will be published in advance on dedicated web pages.

- candidates will be appointed by a Selection Committee. The recruitment process will be documented by drawing up a protocol including the recruitment criteria, main list of the candidates, reserve list and a list of not qualified stating the reason for not being accepted. Mentioned documents will be kept in case of an audit,

- staff mobility for training will be assigned to the person working on completing the project and carrying it out from the administrative perspective

1. The Grant Agreement with individual participants incoming to RUT will be signed upon arrival and followed by grant payment in a bank in accordance with the payment schedule determined in the individual Grant Agreement.
2. A Transcript of Records will be issued by the receiving institution no later than 4 weeks after the assessment period has finished at the receiving HEI.
3. Recognition. Teachers and administrative staff will count the mobility period among professional achievements. The sending university will reassure recognition of mobilities according to the pattern used in the institution. Results of the project will be widely shared both on the institutional as well as regional and national levels.
4. Both institutions declare to promote the Erasmus Programme and disseminate the project’s results wherever possible.

**Termination of the agreement**

In the event of unilateral termination, a notice of at least one academic year will be given. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution** **[Erasmus code]** | **Name, function** | **Date** | **Signature[[5]](#footnote-5)** |
| PL RZESZOW01 | Prof. Grzegorz Ostasz, DSc, PhDVice-Rector for Student Affairs |  |  |
|  |  |  |  |

1. Clauses may be added to this template agreement to better reflect the nature of the institutional partnership. [↑](#footnote-ref-1)
2. Contact details to reach the senior officer in charge of this agreement and of its possible updates. [↑](#footnote-ref-2)
3. Mobility numbers can be given per sending/receiving institutions and per education field (optional\*: <https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>) [↑](#footnote-ref-3)
4. 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> [↑](#footnote-ref-4)
5. Scanned signatures are accepted [↑](#footnote-ref-5)