



Erasmus+ Programme

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

Inter-institutional¹ agreement 2016-20[21]² İzmir Katip Çelebi University and [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)
UNIVERSIDAD DE LAS PALMAS DE GRAN CANARIA	E LAS-PAL01	Anastasio Argüello Henríquez TLF: +34.928.45.8029/744 3 Fax: +34.928.45.89.49 E-mail: dimov@ulpgc.es, relint@ulpgc.es	www.movilidad.ulpgc.es
Ateneum-University in Gdańsk	PL GDANSK11	Erasmus Coordinator: Agnieszka Wrotek, M.A. Tel. +48 58 722 08 28, Fax: +48 58 722 08 80, e-mail: ir@ateneum.edu.pl Dean of Faculty of Neophilology:	http://ateneum.edu.pl/students/ects-catalogue/

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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		Małgorzata Godlewska, PhD, ul. 3-go Maja 25 A, 80- 802 Gdańsk, Poland Tel. +48 58 7220815, Fax. +48 58 7220880, e-mail: m.godlewska@ateneum.edu.pl	
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B. Mobility numbers⁵ 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 [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subj ect area code * [ISCE D]	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 Trainees hips *
E LAS- PAL01	PL GDANSK11	0232	Literature and linguistics (English)	1 st and 2 nd	4x5=20	-
		0232	Literature and linguistics (Spanish)	1 st and 2 nd	4x5=20	-
PL GDANSK11	E LAS- PAL01	0230	Languages and Philological sciences – English language	1 st and 2 nd	4x5=20	-
		0230	Languages and Philological sciences – Spanish language	1 st and 2 nd	4x5=20	-

[*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.]

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>)

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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 *
E LAS-PAL01	PL GDANSK11	0232	Literature and linguistics (English)	2X8HOURS	-
		0232	Literature and linguistics (Spanish)	2X8HOURS	-
PL GDANSK11	E LAS-PAL01	0230	Languages and Philological sciences – English language	2X8HOURS	-
		0230	Languages and Philological sciences – Spanish language	2X8HOURS	--

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 [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E LAS-PAL01		SPANISH		B1	ENGLISH B2
PL GDANSK11	0230	Languages and Philological sciences – English language	EN/PL	minimum B1 English Level	minimum B2 English Level

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>

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		Languages and Philological sciences – Spanish language	ES/PL	minimum B1 Spanish Level	minimum B2 Spanish Level
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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]

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

PL GDANSK11

Students' application: All students interested in studying at ATENEUM-Szkoła Wyższa w Gdańsku are asked to submit an application form, which can be found on the website: <http://ateneum.edu.pl/students/erasmus-en-gb/>. The following documents must be enclosed and sent by airmail to ATENEUM, together with the printed and signed application form:

- Learning Agreement containing planned course units in our institution. The Learning Agreement may be modified after arrival and discussion with the academic coordinator,
- the Transcripts of Records obtained in previous years of study at home university,
- copy of passport or ID,
- copy of the certificate of completion of secondary school.

The deadline for the winter semester is 31 of August.

For staff mobility, the "Teaching assignment programme" or "working programme" form duly filled in and signed by home university should be sent to ATENEUM.

The University since the beginning of its educational work takes great effort to make our University more accessible for all disabled students and we make sure that they get the same chances in their education. The greatest challenge was creating such educational environment as to provide possibility to receive an interesting education and raise their working qualifications which in term gives them better chance for independence in future life. More information on website: <http://ateneum.edu.pl/o-uczelnibiuuro-ds-osob-niepelnosprawnych/#>

E LAS-PAL01: (SMS) Institutions must nominate their students by an on-line nomination. Instructions will be sent to our partners every year. Students are recommended to arrive one week before the academic calendar in order to attend the welcome week. Students,

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should attend the Faculty in which we have an agreement, having the option of taking courses of other faculties, only if it does not exceed the 40% of the total of courses in the learning agreement.

(STA): The applications must be sent to the coordinator of International Relations of the Faculty in which we have an agreement.

(STT): Every May our Institution organizes an event to receive staff.

Information for students and staff with disabilities
<https://www.ulpgc.es/index.php?pagina=gacademicyextensionuniversitaria&ver=atencionaestudiantescondi>

E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
E LAS-PAL01	31 st of May	30 th of November
PL GDANSK11	15 th of August	15 th of December

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

2. The receiving institution will send its decision within [x] weeks.
3. A Transcript of Records will be issued by the receiving institution no later than [xx] 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

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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' guide⁷. 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 GDANSK11:

At Ateneum-Szkoła Wyższa w Gdańsku is used the following grading system.

Grades are given from 2 to 5.

2.0	Unsatisfactory (fail)	2	nst
3.0	Satisfactory	3	dst
3.5	Satisfactory	3+	dst plus
4.0	Good	4	db
4.5	Good plus	4+	db plus
5.0	Very good	5	bdb

More information:

<http://ateneum.edu.pl/students/ects-catalogue/>

E LAS-PAL01:

Local Grading System

Matrícula de honor 10

Sobresaliente 9-10

Notable 7-8,9

Aprobado 5-6,9

Suspenso 0-4,9

No presentado NP

ECTS Grading System

A Excellent

B Very Good

C Good

D Satisfactory

E Sufficient

FX Fail

F Fail

Blank Non attendance

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

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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
E LAS-PAL01	imp@ulpgc.es	http://imp.ulpgc.es/
PL GDANSK11	ir@ateneum.edu.pl +48587220828	http://ateneum.edu.pl/students/erasmus-en-gb/

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
E LAS-PAL01	imp@ulpgc.es	http://imp.ulpgc.es/
PL GDANSK11	ir@ateneum.edu.pl +48587220828	http://ateneum.edu.pl/students/erasmus-en-gb/

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:

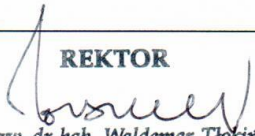
Institution [Erasmus code]	Contact details (email, phone)	Website for information
E LAS-PAL01	imp@ulpgc.es	Imp.ulpgc.es
PL GDANSK11	ir@ateneum.edu.pl +48587220828	

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G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸
E LAS-PAL01	Anastasio Argüello Henríquez		
PL GDANSK11	Prof. Waldemar Tłokiński Rector of Ateneum- University in Gdańsk	17.03.2016	REKTOR  Prof. zw. dr hab. Waldemar Tłokiński

⁸ Scanned signatures are accepted

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