



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 ¹ (email, phone)	Website (eg. of the course catalogue)
ATENEUM-Szkoła Wyższa w Gdańsku	PL GDANSK11	<u>Erasmus Coordinator:</u> Agnieszka Wrotek, M.A. Tel. +48 58 722 08 28, Fax: +48 58 722 08 80, e-mail: ir@ateneum.edu.pl <u>Dean of Faculty of Educational Studies</u> Prof. Józef Żerko Tel: +48 58 722 08 10, e-mail: dziekanat@ateneum.edu.pl	http://ateneum.edu.pl/students/ects-catalogue/
KATOLÍCKA UNIVERZITA V RUŽOMBERKU (CATHOLIC UNIVERSITY IN RUZOMBEROK)	SK RUZOMBE01	Mgr. Michaela Moldová Chovancová Erasmus Institutional Coordinator Hrabovská cesta 1A 034 01 Ružomberok, Slovakia Tel: +421 44 4304693 E: michaela.moldova.chovancova@ku.sk	www.ku.sk/en

¹ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers² 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]	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 *
ATENEUM-Szkoła Wyższa w Gdańsku	SK RUZOMBE01	05.9	Others - Education, Teacher Training-Family Studies (ISCED 97: 149)	1 st	2*5=10	
SK RUZOMBE01	ATENEUM-Szkoła Wyższa w Gdańsku	05.9	Others - Education, Teacher Training-Family Studies (ISCED 97: 149)	1 st	2*5=10	

[*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	TO	Subject	Subject	Number of staff mobility periods
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[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	<i>area code</i> * [ISCED]	<i>area name</i> *	Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
ATENEUM-Szkoła Wyższa w Gdańsku	SK RUZOMBE01	05.9	Others - Education, Teacher Training-Family Studies (ISCED 97: 149)	3/7 Days	
SK RUZOMBE01	ATENEUM-Szkoła Wyższa w Gdańsku	05.9	Others - Education, Teacher Training-Family Studies (ISCED 97: 149)	3/7 Days	

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 ³	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
ATENEUM-Szkoła Wyższa w Gdańsku	05.9	PL		B1 Polish Level	B2 English Level
SK RUZOMBE01	05.9	Slovak, partially English	English	EN: B1	EN: B2 recommended

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

At 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-uczelnii/biuro-ds-osob-niepelnosprawnych/#1>

SK RUZOMBE01: *has infrastructures to host students and staff with disabilities (accommodation, classroom access, etc.), depending on the nature of the disability, the city infrastructures may not be adequate. We would advise to provide as much information ahead of time in order for our International Office Staff to inform the student/staff of the feasibility of the mobility. <http://www.ku.sk/studium/poradenske-centrum.html>*

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
ATENEUM-Szkoła Wyższa w Gdańsku	15 th of August	15 th of December
SK RUZOMBE01	May 31th	November 30th

2. The receiving institution will send its decision within 1 week.
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

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/>

SK RUZOMBE01:

ECTS Grade	Slovakian Grade	Definition	
A	1	EXCELLENT	outstanding performance with only minor errors
B	1,5	VERY GOOD	above the average standard but with some errors
C	2	GOOD	generally good work with a number of notable errors
D	2,5	SATISFACTORY	fair but with significant shortcomings
E	3	SUFFICIENT	performance meets the minimum criteria
FX	4	FAIL	considerable further work is required

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
PL GDANSK11	ir@ateneum.edu.pl +48587220828	http://ateneum.edu.pl/students/erasmus-en-gb/
SK RUZOMBE01	Mgr. Lucia Kravčáková E-mail: lucia.kravcakova@ku.sk	http://www.ku.sk/en/index.php/foreign-relations/erasmus/application-procedure.html

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
PL GDANSK 11	ir@ateneum.edu.pl +48587220828	http://ateneum.edu.pl/students/erasmus-en-gb/
SK RUZOMBE01	Mgr. Lucia Kravčáková E-mail: lucia.kravcakova@ku.sk	http://www.ku.sk/en/index.php/foreign-relations/erasmus/application-procedure.html

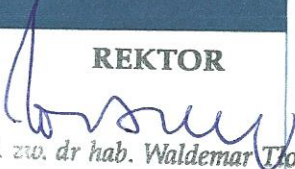

4. Housing

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
PL GDANSK 11	ir@ateneum.edu.pl +48587220828	
SK RUZOMBE01	Mgr. Lucia Kravčáková E-mail: lucia.kravcakova@ku.sk	http://www.ku.sk/en/index.php/foreign-relations/erasmus/accommodation.html

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁴
PL GDANSK11	prof.zw. dr hab. Waldemar Tłokiński Rector of Ateneum-Szkoła Wyższa w Gdańsku	07. MAR. 2014	REKTOR  Prof. zw. dr hab. Waldemar Tłokiński
SK RUZOMBE01 	Prof. Tadeusz Zasepa, PhD., Rector	27/2/2014	