



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

Inter-institutional agreement 2015-2021
between institutions from
Programme and Partner Countries
Ateneum – Szkoła Wyższa w Gdańsku (Ateneum – University in
Gdansk, Poland) and Cairo University (Egypt)
[Minimum requirements]

The institutions named below agree to cooperate for the exchange of 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 of the organisation and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

A. Information about higher education institutions

Full name of the institution / country	Erasmus code or city	Contact details (email, phone)	Website (eg. of the course catalogue)
Ateneum-Szkoła Wyższa w Gdańsku	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 the Educational Department: prof. Zdzisław Aleksander Tel: +48 58 722-08-10, email: z.aleksander@ateneum.edu.pl	http://ateneum.edu.pl/students/ects-catalogue/
CAIRO UNIVERSITY, Egypt	CAIRO	Institutional Coordinator: Prof. Dr. Gamal Esmat Cairo University Vice-President for Postgraduates and Researches Tel : +20235715886 Fax : +20235728131 Email: gesmat@cu.edu.eg Dean of Faculty of Graduate Studies for Education prof. Amal Swidan Tel: +20235718435 Fax: +2025718374 email: amalswidan2003@yahoo.com	http://cu.edu.eg http://iesredu.com/

B. Mobility numbers 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 or city of the sending institution]	TO [Erasmus code or city 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 * [Not relevant for 2015 and 2016]

[*Optional: subject area code & name and study cycle are optional.]

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 GDANSK11	Cairo University	0111	Education Sciences	4 person(s) x min. 8 teaching hrs. each	
Cairo University	PL GDANSK11	0111	Education Sciences	4 person(s) x min. 8 teaching hrs. each	

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 or city]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ¹	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL GDANSK11		Polish	English		B2 Polish or English
CAIRO UNIVERSITY		Arabic	English		B2 Arabic or English

For more details on the language of instruction recommendations, see the course catalogue of each institution *[Links provided on the first page]*.

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **Programme Country** of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here: https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en

The higher education institution(s) located in a **Partner Country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees, in the case of credit mobility, to incoming students for tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

The higher education institution located in a **Partner Country** of Erasmus+ further undertakes to:

Before mobility

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.

¹ 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>

- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.
- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner Country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organisational support grants. See the information / insurance section for contact details.
- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

During and after mobility

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.
- Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
- Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

E. Additional requirements

Recruitment and selection rules

A candidate for mobility should:

- speak English at B2 level – at least
 - deliver a didactic offer of lectures and adjust it to the requirements of the inviting University
 - deliver a project of Individual Teaching Programme to the Dean of her/his University
- A Dean or Coordinator of each university accepts its candidates for mobility.
The final acceptance of a candidate lies on Ateneum – University in Gdansk.

At PL GDANSK11

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-uczeln/biuro-ds-osob-niepelnosprawnych/#1>

At CAIRO UNIVERSITY

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

More information on website: <http://iesredu.com/>

F. Calendar

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

Receiving institution [Erasmus code or city]	Autumn term* [month]	Spring term* [month]
PL GDANSK11	15th OF AUGUST	15th OF DECEMBER
CAIRO UNIVERSITY	15th OF AUGUST	15th OF DECEMBER

2. The receiving institution will send its decision within 4 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.
4. Termination of the agreement

This agreement can be terminated at any time by mutual consent. 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 of one given year will only take effect as of 1 September of the next year. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

G. Information

1. Grading systems of the institutions

At 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 plus	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/>

At CAIRO UNIVERSITY

Faculty of Graduate Studies for Education - Cairo University uses the following grading system.

Grades are given from 0 to 4.

Excellent	90%+	96.6-100	A+	4
		93.33-96.65	A	3.66
		90-93.32	A-	3.33
Very good	80% → 90%	86.66-89.99	B+	3
		83.33-86.65	B	2.66
		80-83.32	B-	2.33
Good	70% → 80%	76.66-79.9	C+	2
		73.33-76.65	C	1.66
		70-73.32	C-	1.33
Satisfactory	60% → 70%	60-69	D	1
Unsatisfactory (fail)	60% -	59	F	0

More information : <http://iesredu.com/>

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 or city]	Contact details (email, phone)	Website for information
PL GDANSK11	ir@ateneum.edu.pl +48587220828	http://ateneum.edu.pl/students/erasmus-en-gb
CAIRO UNIVERSITY	gesmat@cu.edu.eg +20235715886	http://cu.edu.eg

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 or city]	Contact details (email, phone)	Website for information
PL GDANSK11	ir@ateneum.edu.pl +48587220828	http://ateneum.edu.pl/students/erasmus-en-gb
CAIRO UNIVERSITY	gesmat@cu.edu.eg +20235715886	http://cu.edu.eg

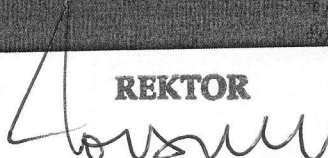
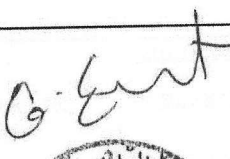
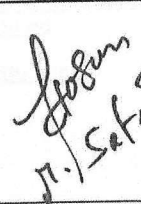

4. Housing

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 or city]	Contact details (email, phone)	Website for information
PL GDANSK11	ir@ateneum.edu.pl +48587220828	http://ateneum.edu.pl/students/erasmus-en-gb
CAIRO UNIVERSITY	gesmat@cu.edu.eg +20235715886	http://cu.edu.eg

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ²
PL GDANSK11	prof. zw. dr hab. Waldemar Tłokiński – Rector of Ateneum-Szkoła Wyższa w Gdańsku	22/09/2015	 REKTOR Prof. zw. dr hab. Waldemar Tłokiński
CAIRO UNIVERSITY	Prof. Dr. Gamal Esmat Cairo University Vice-President for Postgraduates and Researches	22/09/2015	  

WYŻSZA SZKOŁA WYŻSZA
Gdańsk, ul. 3 Maja 25A
tel. 58 722 08 80

² Scanned copies of signatures or digital signatures may be accepted depending on the national legislation.