



# Erasmus+ Programme

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

### Inter-institutional agreement 2014-2021 between programme countries

#### [Minimum requirements]

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 <sup>1</sup> (email, phone)	Website (eg. of the course catalogue)
Universita di Messina	I MESSINA01	Institutional Coordinator: Dott.ssa Grazia De Tuzza Settore Relazioni Internazionali - Piazza S.Pugliatti, 1 I- 98122 Messina Italy Phone: +39 090 6768531 +39 090 6768532 Fax: +39 090 6768332 Email: <a href="mailto:relint@unime.it">relint@unime.it</a>	<a href="http://www.unime.it">www.unime.it</a>
Siedlce University of Natural Sciences and Humanities	PL SIEDLCE01	Prof. dr hab. Kazimierz Jankowski (Vice Rector for Research) Siedlce University of Natural Sciences and Humanities, ul. Konarskiego 2, 08-110 Siedlce, Poland <a href="mailto:reknauka@uph.edu.pl">reknauka@uph.edu.pl</a>  Erasmus Institutional Coordinator mgr Danuta Olejnik  Office for Research and Cooperation	<a href="http://www.uph.edu.pl/wspolprac-aca-miedzynarodowa/ects-course-catalogue">http://www.uph.edu.pl/wspolprac-aca-miedzynarodowa/ects-course-catalogue</a>  <a href="http://www.uph.edu.pl/en/">http://www.uph.edu.pl/en/</a>

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

		tel.: +48 25 643 19 61 fax: +48 25 644 20 45 seattle@uph.edu.pl	
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## B. Mobility numbers<sup>2</sup> 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 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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]*	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
I MESSINA01	PL SIEDLCE01	340	Business and Administration	1 <sup>st</sup> , 2 <sup>nd</sup>	2x5	
		461	Mathematics	1 <sup>st</sup> , 2 <sup>nd</sup>	3x5	
PL SIEDLCE01	I MESSINA01	340	Business and Administration	1 <sup>st</sup> , 2 <sup>nd</sup>	2x5	
		461	Mathematics	1 <sup>st</sup> , 2 <sup>nd</sup>	3x5	

[\*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 *
I MESSINA01	PL SIEDLCE01	340	Business and Administration	1 staff * 5 days	

<sup>2</sup> 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>)

		461	Mathematics	1 staff * 5 days	
PL SIEDLCE01	I MESSINA01	340	Business and Administration	1 staff * 5 days	
		461	Mathematics	1 staff * 5 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 <sup>3</sup>	
				Student Mobility for Studies Minimum recommended level: B1	Staff Mobility for Teaching Minimum recommended level: B2
I MESSINA01	342	Italian	English	B1	B2
	461	Italian	English	B1	B2
PL SIEDLCE01	342	Polish	English	B1	B2
	461	Polish	English	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

**I MESSINA01** The University of Messina welcomes students and staff with disabilities. For questions regarding services to students in need of individual arrangements in connection with studies and/or examinations, please see the following link: [http://www.unime.it/sezione\\_disabili/](http://www.unime.it/sezione_disabili/)

**PL SIEDLCE01:** Siedlce University of Natural Sciences and Humanities has the infrastructure to host students and staff with disabilities, <http://www.uph.edu.pl/en/students/disabled-students>

### E. Calendar

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

<sup>3</sup> 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>

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
I MESSINA01	Nomination deadline: May 15th Application Form: May 30 <sup>th</sup>	Nomination deadline: October 15 <sup>th</sup> Application Form: October 30 <sup>th</sup>
PL SIEDLCE01	30 June	15 November

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

- The receiving institution will send its decision within **2** weeks.
- A Transcript of Records will be issued by the receiving institution no later than 2 weeks after the assessment period has finished at the receiving HEI.
- Termination of the agreement

This inter-institutional agreement may be modified or terminated by an exchange of letters. However, in the event of unilateral termination, a notice of at least one academic year shall be given. Neither the European Union nor the National Agencies can be held responsible in case of a conflict.

## F. Information

### 1. Grading systems of the institutions

**I MESSINA01:** <http://relint.unime.it/en/internazionalizzazione/diploma-supplement/>  
<http://relint.unime.it/files/2012/09/Tabelle-di-Conversione-voti-con-il-sistema-ECTS-DM270-04.pdf>

**PL SIEDLCE01:** <http://www.uph.edu.pl/wspolpraca-miedzynarodowa/ects-grading-scale>

### 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
I MESSINA01	<a href="mailto:relint@unime.it">relint@unime.it</a>	<a href="http://relint.unime.it/files/2012/09/Incoming-Erasmus-Handbook2.pdf">http://relint.unime.it/files/2012/09/Incoming-Erasmus-Handbook2.pdf</a> (see Compulsory fulfillments-Italian immigration rules)
PL SIEDLCE01	Erasmus Institutional Coordinator mgr Danuta Olejnik tel.: +48 25 643 19 6 fax: +48 25 644 20 45 <a href="mailto:seattle@uph.edu.pl">seattle@uph.edu.pl</a>	<a href="http://www.msz.gov.pl/en/travel-to-poland/visa">http://www.msz.gov.pl/en/travel-to-poland/visa</a>

### 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
I MESSINA01	<a href="mailto:relint@unime.it">relint@unime.it</a>	<a href="http://relint.unime.it/en/mobilita-in-entrata/informazioni-utili/">http://relint.unime.it/en/mobilita-in-entrata/informazioni-utili/</a> (see Health insurance)
PL SIEDLCE01	Erasmus Institutional Coordinator mgr Danuta Olejnik tel.: +48 25 643 19 6 fax: +48 25 644 20 45 <a href="mailto:seattle@uph.edu.pl">seattle@uph.edu.pl</a>	<a href="http://www.piu.org.pl/insurance-in-poland-288">http://www.piu.org.pl/insurance-in-poland-288</a>



#### 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
I MESSINA01	<a href="mailto:relint@unime.it">relint@unime.it</a>	<a href="http://relint.unime.it/en/mobilita-in-entrata/informazioni-utili/">http://relint.unime.it/en/mobilita-in-entrata/informazioni-utili/</a> (see Accommodation and meals)
PL SIEDLCE01	Erasmus Institutional Coordinator mgr Danuta Olejnik tel.: +48 25 643 19 6 fax: +48 25 644 20 45 <a href="mailto:seattle@uph.edu.pl">seattle@uph.edu.pl</a>	<a href="http://www.uph.edu.pl/en/candidates/residential-halls">http://www.uph.edu.pl/en/candidates/residential-halls</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>4</sup>
I MESSINA01	Prof. Pietro Navarra Rector	30 GEN. 2014	
PL SIEDLCE01	Prof. dr hab. Kazimierz Jankowski Vice Rector for Research <a href="mailto:rek nauka@uph.edu.pl">rek nauka@uph.edu.pl</a>		 Prorektor ds. Nauki



*Prof. dr hab. Kazimierz Jankowski*

<sup>4</sup> Scanned signatures are accepted

*Handwritten initials or signature*