



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-20[21]² between programme countries [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)
WARSAW UNIVERSITY OF TECHNOLOGY, FACULTY OF ELECTRONICS AND INFORMATION TECHNOLOGY	PL WARSZAW 02	Faculty of Electronics and Information Technology International Coordinator: Wojciech Zabolotny, PhD phone: +48 22 234 77 17 e-mail : wzabolot@elka.pw.edu.pl International Office: Malgorzata Domanska, MSc phone: +48 22 234 57 75 fax.: +48 22 234 58 85 e-mail: m.domanska@elka.pw.edu.pl inter@elka.pw.edu.pl	http://www.elka.pw.edu.pl/eng/Studies/International-Students-Exchange/LLP-Erasmus-Programme

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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.

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

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UNIVERSITA' DEGLI STUDI DI MESSINA	I MESSINA 01	Institutional Coordinator Dott.ssa Grazia De Tuzza Settore Relazioni Internazionali Piazza Salvatore Pugliatti, 1 98122 Messina Italy Phone: +39 090 6768500/8531/8532/8506 Fax: +39 090 6768332 Email: relint@unime.it Departmental Coordinator: Prof. Antonio Puliafito Dept of Civil Eng., Informatics, Construction and Environmental Engineering (DICIEAMA) tel: +39 090 3977319 e-mail: antonio.puliafito@unime.it
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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]	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	Student Mobility for Traineeships *
					[total number of months of the study periods or average duration*]	
PL WARSAW 02	I MESSINA 01	061/0714	Information and Communication Technologies (ICTs) /Electronics and automation	1st	1x6=6	
I MESSINA 01	PL WARSAW 02	061/0714	Information and Communication Technologies (ICTs) /Electronics and automation	1st	1x6=6	

[*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements

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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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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 *
PL WARSZAW 02	I MESSINA 01				
I MESSINA 01	PL WARSZAW 02				

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]
PL WARSZAW 02		Polish	English	B1	B2
I MESSINA 01		Italian	English (for teachers and staff only)	B1	B2

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

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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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D. Additional requirements

PL WARSZAW 02: In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the International Office: inter@elka.pw.edu.pl

I MESSINA01: Our Institution 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/

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
PL WARSZAW 02	31 st May	30 th November
I MESSINA 01	Nomination deadline: May 15th Application Form: May 30 th	Nomination deadline: October 15 th Application Form: October 30 th

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

2. The receiving institution will send its decision within [5] 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. [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

[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

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

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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.]

Warsaw University of Technology, Faculty of Electronics and Information Technology:

<http://www.elka.pw.edu.pl/eng/Studies/International-Students-Exchange/LLP-Erasmus-Programme/Grading>

Università degli Studi di Messina

<http://relint.unime.it/en/internazionalizzazione/diploma-supplement/>

<http://relint.unime.it/files/2012/09/Tabella-di-Conversione-voti-con-il-sistema-ECTS-DM270-04.pdf>

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 WARSZAW 02	inter@elka.pw.edu.pl +48 22 234 5775	http://www.elka.pw.edu.pl/eng/Studies/International-Students-Exchange/LLP-Erasmus-Programme/Visa
I MESSINA 01	relint@unime.it	http://relint.unime.it/files/2012/09/Incoming-Erasmus-Handbook2.pdf (see Compulsory fulfillments-Italian immigration rules)

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 WARSZAW 02	inter@elka.pw.edu.pl +48 22 234 5775	http://www.elka.pw.edu.pl/eng/Studies/International-Students-Exchange/LLP-Erasmus-Programme/Insurance
I MESSINA 01	relint@unime.it	http://relint.unime.it/files/2012/09/Incoming-Erasmus-Handbook2.pdf (see Compulsory fulfillments-Italian immigration rules)

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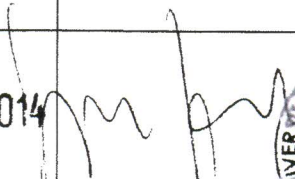
4. Housing

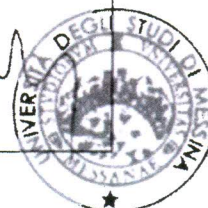
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
PL WARSZAW 02	inter@elka.pw.edu.pl +48 22 234 5775	http://www.elka.pw.edu.pl/eng/Studies/International-Students-Exchange/LLP-Erasmus-Programme/Accommodation
I MESSINA 01	relint@unime.it	http://relint.unime.it/en/mobilita-in-entrata/informazioni-utili/ (see Accommodation and meals)

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸
PL WARSZAW 02	Prof. Krzysztof Zaremba, Dean		
I MESSINA 01	Prof. Pietro Navarra, Rector	6 FEB. 2014	



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Scanned signatures are accepted

Handwritten initials and a signature at the bottom left of the page.