



# Erasmus+ Programme



## Inter-institutional agreement 2014/15 - 2020/21<sup>1</sup>

Higher Education Student and Staff Mobility - Mobility for learners and staff

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. This inter-institutional agreement will come into effect only if both institutions are holders of a valid Erasmus Charter for Higher Education and 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

At Szczecin University all Erasmus agreements at Szczecin University are signed and handled on a faculty or departmental level. Faculties and departments are responsible for its own Erasmus agreements and exchanges. Incoming exchange students can only study courses within the **partner faculty** unless otherwise agreed.

Name of the institution (and department, where relevant)	Erasmus code	Contact details (email, phone)	Website (eg. of the course catalogue)
University of Szczecin  <i>Faculty of Economics and Management of the University of Szczecin</i>	PL SZCZECI01	<b>Erasmus Institutional Coordinator:</b> Paulina Judycka, International Office, al. Papieża Jana Pawła II 31, 70-453 Szczecin, tel +48 91 444 1058, fax +48 91 444 1184, e-mail : <a href="mailto:dwz@univ.szczecin.pl">dwz@univ.szczecin.pl</a>  <b>Faculty Coordinator:</b> dr Malgorzata Guzowska ul. Mickiewicza 64, 71-101 Szczecin, Poland tel : +48 91 444 1966, fax : +48 91 444 2130, e-mail : <a href="mailto:mguzowska@wneiz.pl">mguzowska@wneiz.pl</a>	<a href="http://www.univ.szczecin.pl">http://www.univ.szczecin.pl</a>  <a href="http://www.dsm.usz.edu.pl/study-information">http://www.dsm.usz.edu.pl/study-information</a>  <a href="http://www.wneiz.pl/index.php">http://www.wneiz.pl/index.php</a>
Università degli Studi di Messina	I MESSINA01	<b>Institutional Erasmus Coordinator</b> Dott.ssa Grazia De Tuzza Settore Relazioni Internazionali - Piazza S. Pugliatti, 1 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>  <b>Erasmus Departmental Coordinator</b> Prof. Giovanni Moschella	<a href="http://relint.unime.it/en/mobilita-in-entrata/">http://relint.unime.it/en/mobilita-in-entrata/</a>  <a href="http://www.unime.it/dipartimenti/disgesi">http://www.unime.it/dipartimenti/disgesi</a>

<sup>1</sup> Please enter the agreed period of validity of this agreement.



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		Dept. of Giuridical Sciences and History of the Institutions e-mail: moschel@unime.it	
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## B. Mobility numbers<sup>2</sup> per academic year

### Student mobility for Studies (SMS)

FROM	TO	Subject area ISCED	Subject area name	Study cycle 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup>	Total number of students/months
PL SZCZECIO1	I MESSINA01	0311	Economics	1 <sup>st</sup> 2 <sup>nd</sup>	3 stud/15 months
		0412	Finance, banking and insurance	1 <sup>st</sup> 2 <sup>nd</sup>	2 stud/10 months
		0413	Management and administration	1 <sup>st</sup> 2 <sup>nd</sup>	3 stud/15 months
		0414	Marketing and advertising	1 <sup>st</sup> 2 <sup>nd</sup>	2 stud/10 months
		0488	Business IT	1 <sup>st</sup> 2 <sup>nd</sup>	2 stud/10 months
I MESSINA01	PL SZCZECIO1	0311	Economics	1 <sup>st</sup> 2 <sup>nd</sup>	3 stud/15 months
		04	Business, administration and Law	1 <sup>st</sup> 2 <sup>nd</sup>	2 stud/10 months
		0413	Management and administration	1 <sup>st</sup> 2 <sup>nd</sup>	3 stud/15 months
		0414	Marketing and advertising	1 <sup>st</sup> 2 <sup>nd</sup>	2 stud/10 months
		0488	Business IT	1 <sup>st</sup> 2 <sup>nd</sup>	2 stud/10 months

### Staff mobility for Teaching (STA)

FROM	TO	Subject area ISCED	Subject area name	Total number of staff mobility/days
PL SZCZECIO1	I MESSINA01	0311	Economics	1/ 5 days

<sup>2</sup> Mobility numbers can be given per sending/receiving institutions and per education field:  
<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>



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		0412	Finance, banking and insurance	1/ 5 days
		0413	Management and administration	1/ 5 days
		0414	Marketing and advertising	1/ 5 days
		0488	Business IT	1/ 5 days
<b>I MESSINA01</b>	<b>PL SZCZECI01</b>	0311	Economics	1/ 5 days
		04	Business, administration and Law	1/ 5 days
		0413	Management and administration	1/ 5 days
		0414	Marketing and advertising	1/ 5 days
		0488	Business IT	1/ 5 days

## Staff mobility for Training (STT)

FROM	TO	Subject area ISCED	Subject area name	Total number of staff mobility/days
<b>PL SZCZECI01</b>	<b>I MESSINA01</b>	0311	Economics	1/ 5 days
<b>I MESSINA01</b>	<b>PL SZCZECI01</b>	0311	Economics	1/ 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	Subject area ISCED	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>3</sup>	
				Student Mobility for Studies	Staff Mobility for Teaching
<b>PL SZCZECI01</b>		English	Polish	<i>English B1</i>	<i>English B2</i>
			German	<i>Polish B1</i>	<i>Polish B2</i>
				<i>German B1</i>	<i>German B2</i>

<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>



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<b>I MESSINA01</b>		Italian		B1	B2
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## D. Additional requirements

### PL SZCZECIO1:

Students and staff with disabilities are welcome to the Faculty of Economics and Management in charge of this agreement at Szczecin University. Arrangements for the exchange have to be agreed on before nomination. The sending institution is responsible for covering all extra costs in connection with the exchange.

### 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/)

## E. Calendar

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

Receiving institution Erasmus code	Autumn term month	Spring term month
<b>PL SZCZECIO1</b>	Nomination: no later than 30 April, application no later than 31 <sup>th</sup> May	Nomination: no later than 30 November, application no later than 31 <sup>st</sup> December
<b>I MESSINA01</b>	Nomination deadline: May 15 <sup>th</sup> Application Form: May 30 <sup>th</sup>	Nomination deadline: October 15 <sup>th</sup> Application Form: October 30 <sup>th</sup>

- The receiving institution will send its decision within 8 weeks after deadline.
- 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.
- Termination of the Agreement or changes in the data set above should be made by written notification before **January 1<sup>st</sup>** for the following academic year. 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 SZCZECIO1:

Grading Scale at University of Szczecin, Faculty of Economics and Management . The following scale is used for all types of evaluations/examinations:

5	VERY GOOD	outstanding performance with only minor
4+	BETTER THAN GOOD	above the average standard but with some errors
4	GOOD	generally sound work with a number of notable errors
3+	SATISFACTORY	performance meets the minimum criteria
3	SUFFICIENT	performance meets the minimum criteria
2	FAIL	performance does not meet the minimum criteria



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## 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>

## 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 SZCZECI01	dwz@univ.szczecin.pl phone: +48 91 444 1058	Ministry of Foreign Affairs: <a href="http://www.msz.gov.pl/en/travel_to_poland/visa/visa">http://www.msz.gov.pl/en/travel_to_poland/visa/visa</a>
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)

## 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 SZCZECI01	dwz@univ.szczecin.pl phone: +48 91 444 1058	Student insurance: <a href="http://dsm.usz.edu.pl/practical-information/health-insurance">http://dsm.usz.edu.pl/practical-information/health-insurance</a>
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)



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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 SZCZECI01	dwz@univ.szczecin.pl phone:+48 91 444 1058	<a href="http://dsm.usz.edu.pl/practical-information/accommodation">http://dsm.usz.edu.pl/practical-information/accommodation</a>
I MESSINA01	relint@unime.it	<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)

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>4</sup>
University of Szczecin Faculty of Economics and Management PL SZCZECI01	Malgorzata Guzowska, PhD Erasmus Coordinator	20.03.2014	
I MESSINA01	Prof. Pietro Navarra Rector	19 MAR. 2014	

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

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