



## Erasmus+ Programme

Key Action 1  
– Mobility for learners and staff –  
Higher Education Student and Staff Mobility  
**Inter-institutional<sup>1</sup> agreement 2018-2021**  
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 <sup>2</sup> (email, phone)	Website (eg. of the course catalogue)
University of Białystok	PL BIALYST04	International Cooperation Office <a href="mailto:erasmus@uwb.edu.pl">erasmus@uwb.edu.pl</a> , <a href="mailto:incoming@uwb.edu.pl">incoming@uwb.edu.pl</a> Phone/Fax: +48 857457089 Erasmus Institutional Coordinator: <b>dr hab. Anna Piszcz, prof. UwB</b> <a href="mailto:piszcz@uwb.edu.pl">piszcz@uwb.edu.pl</a> Departmental Coordinator (Law/Criminology): <b>dr hab. Elżbieta Kuźelewska</b> Departmental Coordinator (Economic and Management): <b>dr Marek Kruk</b> <a href="mailto:marek.kruk@uwb.edu.pl">marek.kruk@uwb.edu.pl</a> <b>dr Paweł Piątkowski</b> <a href="mailto:erasmus_pl@wp.pl">erasmus_pl@wp.pl</a> Departmental Coordinator (International Relations): <b>dr hab. Mariusz Drozdowski</b> <a href="mailto:m.drozdowski@uwb.edu.pl">m.drozdowski@uwb.edu.pl</a> <b>dr Piotr Łozowski</b> <a href="mailto:p.lozowski@uwb.edu.pl">p.lozowski@uwb.edu.pl</a> Departmental Coordinator (Social Work): <b>dr Tomasz Prymak</b> <a href="mailto:t.prymak@uwb.edu.pl">t.prymak@uwb.edu.pl</a>	<a href="http://uwb.edu.pl/International-cooperation-office">http://uwb.edu.pl/International-cooperation-office</a>  (English version)
Universidad Rey Juan Carlos	E MADRID26	Institutional Coordinator: Abraham Duarte Muñoz Vice-rector for Digital Learning, Information Technologies, and International Relations. c/Tulipán s/n 28933 Móstoles (Madrid) e-mail: <a href="mailto:vice.relacionesinternacionales@urjc.es">vice.relacionesinternacionales@urjc.es</a>	<a href="http://www.urjc.es">http://www.urjc.es</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

## B. Mobility numbers<sup>3</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 Traineeshi ps *
PL BIALYST04	E MADRID26	0429	Criminology	1 <sup>st</sup> , 2 <sup>nd</sup>	2x5 months	
E MADRID26	PL BIALYST04	0429	Criminology	1 <sup>st</sup> , 2 <sup>nd</sup>	2x5 months	
PL BIALYST04	E MADRID26	0311	Economics	1 <sup>st</sup> , 2 <sup>nd</sup>	2x5 months	
E MADRID26	PL BIALYST04	0311	Economics	1 <sup>st</sup> , 2 <sup>nd</sup>	2x5 months	
PL BIALYST04	E MADRID26	0312	International Relations	1 <sup>st</sup> , 2 <sup>nd</sup>	2x5 months	
E MADRID26	PL BIALYST04	0312	International Relations	1 <sup>st</sup> , 2 <sup>nd</sup>	2x5 months	
PL BIALYST04	E MADRID26	0923	Social Work	1 <sup>st</sup> , 2 <sup>nd</sup>	2x5 months	
E MADRID26	PL BIALYST04	0923	Social Work	1 <sup>st</sup> , 2 <sup>nd</sup>	2x5 months	

[\*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 *
PL BIALYST04	E MADRID26	0429	Criminology	2x5 days	

<sup>3</sup> Mobility numbers can be given per sending/receiving institutions and per education field (optional\*:  
<http://www.ujs.unesco.org/Education/Pages/International-standard-classification-of-education.aspx>)

E MADRID26	PL BIALYST04	0429	Criminology	2x5 days	
PL BIALYST04	E MADRID26	0311	Economics	2x5 days	
E MADRID26	PL BIALYST04	0311	Economics	2x5 days	
PL BIALYST04	E MADRID26	0312	International Relations	2x5 days	
E MADRID26	PL BIALYST04	0312	International Relations	2x5 days	
PL BIALYST04	E MADRID26	0923	Social Work	2x5 days	
E MADRID26	PL BIALYST04	0923	Social Work	2x5 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>4</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL BIALYST04	E MADRID26	Polish for all programs	English for courses offered to exchange students	English B2	English B2
E MADRID 26	PL BIALYST04	Spanish	English	Exchange students who want to study in Spanish must have a B1 Spanish certificate. B2 in Spanish is desirable. B2 English level is compulsory for studies in English. For all Health studies that they have to treat with patients and for Second Cycle (Master) we require a B2 level Certificate in Spanish.	B2

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

<sup>4</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>

## D. Additional requirements

### PL BIALYST04

Local mentors will help incoming students with practical issues like opening a bank account, registration procedures etc.

Applicants with special needs will be contacted before the final approval of the acceptance. Final decision depends on extra services/ facilities available. Please contact International Cooperation Office in order to get more information.

### E MADRID26:

Nominations: <https://gestion2.urjc.es/movilidadincoming/>  
contact: [internacional.in@urjc.es](mailto:internacional.in@urjc.es)

<http://www.urjc.es/estudios/grado/>

Infrastructure to welcome students and staff with disabilities:  
<http://www.urjc.es/component/k2/1004-uad-discapacidad>

## 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 BIALYST04	June 30 <sup>th</sup>	November 30 <sup>th</sup>
E MADRID26 Nominations Applications	April 30 <sup>th</sup> May 15 <sup>th</sup>	October 15 <sup>th</sup> October 31 <sup>st</sup>

2. The receiving institution will send its decision within **six weeks**.
3. A Transcript of Records will be issued by the receiving institution no later than **four 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

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. 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 BIALYST04:

<http://uwb.edu.pl/grading-system> (English version)

In case of additional questions, please contact Erasmus Coordinator.

**E MADRID26:**

<http://www.urjc.es/internacional/erasmus-y-movilidad/252-erasmus#información-general>

Institutional grading system:

Numerical Mark	grading	ECTS
NP	NO PRESENTADO (NOT ATTENDANCE)	FX
0-4.9	SUSPENSO (SS)	FX
5.0-5.9	APROBADO (AP)	D
6.0-6.9	APROBADO (AP)	C
7.0-8.9	NOTABLE (NT)	B
9.0-10	SOBRESALIENTE (SB)	A
9.0-10	MAT. DE HONOR (MH)	A

ECTS Grade	%of successful students normally achieving the grade	Definition
A	10	EXCELLENT – outstanding performance with only minor errors
B	25	VERY GOOD – above the average standard but with some errors
C	30	GOOD – generally sound work with a number of notable errors
D	25	SATISFACTORY – fair but with significant shortcomings
E	10	SUFFICIENT – performance meets the minimum criteria
FX	-	FAIL – some more work required before the credit can be awarded
F	-	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 BIALYST04	<a href="mailto:incoming@uwb.edu.pl">incoming@uwb.edu.pl</a> +48 85 7457051, +48 85 7457089	<a href="http://uwb.edu.pl/international-cooperation-office">http://uwb.edu.pl/international-cooperation-office</a> (English version)
E MADRID26	<a href="mailto:Internacional.in@urjc.es">Internacional.in@urjc.es</a> +34 91 488 8308	<a href="http://www.urjc.es/internacional/erasmus-y-movilidad">http://www.urjc.es/internacional/erasmus-y-movilidad</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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
<b>PL BIALYST04</b>	<a href="mailto:incoming@uwb.edu.pl">incoming@uwb.edu.pl</a> +48 85 7457051, +48 85 7457089	<a href="http://uwb.edu.pl/international-cooperation-office">http://uwb.edu.pl/international-cooperation-office</a> (English version)
<b>E MADRID26</b>	<a href="mailto:Internacional.in@urjc.es">Internacional.in@urjc.es</a>  +34 91 488 8308	<a href="http://www.urjc.es/internacional/erasmus-y-movilidad">http://www.urjc.es/internacional/erasmus-y-movilidad</a>

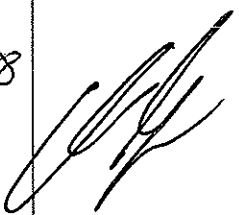
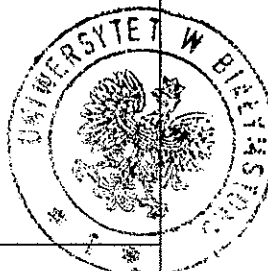

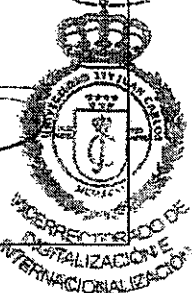
### **4. Housing**

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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
<b>PL BIALYST04</b>	<a href="mailto:incoming@uwb.edu.pl">incoming@uwb.edu.pl</a> +48 85 7457051, +48 85 7457089	<a href="http://uwb.edu.pl/international-cooperation-office">http://uwb.edu.pl/international-cooperation-office</a> (English version)
<b>E MADRID26</b>	<a href="mailto:Internacional.in@urjc.es">Internacional.in@urjc.es</a>  +34 91 488 8308	<a href="http://www.urjc.es/internacional/erasmus-y-movilidad">http://www.urjc.es/internacional/erasmus-y-movilidad</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>5</sup>
PL BIALYST04	<b>dr hab. Mariusz Popławski, prof. UwB</b> Vice-Rector for Development and International Cooperation	1.10.18	 
E MADRID 26	<b>Abraham Duarte Muñoz</b> Vice-rector for Digital learning, Information Technologies, and International Relations	25/09/2018	 

<sup>5</sup> Scanned signatures are accepted

