Erasmus+ Programme

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

Inter-institutional[1] agreement 2017-2021 between institutions from programme and partner countries

The institutions named below <u>agree to cooperate</u> 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 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. <u>Information about the higher education institutions</u>

Full name of the institution / country	Erasmus code or city[2]	Name of the contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
Bialystok University of Technology **Poland**	**PL BIALYST01**	Małgorzata Malinowska-Czuprys	**Institutional Coordinator** International Relations Office 45A Wiejska St, 15-351 Bialystok, Poland <u>m.malinowska@pb.edu.pl</u> <u>tel. 0048857469661</u>	<u>www.pb.edu.pl</u> <u>iro.pb.edu.pl</u> **Application:** http://iro.pb.edu.pl/pl/aapplication **Courses:** www.elam.pb.edu.pl http://iro.pb.edu.pl/pl/course **Faculty coordinators:** http://iro.pb.edu.pl/pl/Faculty erasmus
University of Pristina, Kosovska Mitrovica	**Kosovska Mitrovica**	Valentina Draškić	**Institutional Coordinator** International Relations Office Filipa Visnjica nn,	<u>https://en.pr.ac.rs/</u> <u>http://pmf.pr.ac.rs/srb/</u>

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[1] Inter-institutional agreements can be signed by two or more higher education institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.

[2] Higher Education Institutions (HEI) from Erasmus+ programme countries should indicate their Erasmus code while Partner Countries HEI should mention the city where they are located.

Kosovo UNSCR1244			38220 Kosovska Mitrovica, Kosovo UNSCR1244 valentina.draskic@pr.ac.rs +38128422340	
		Stefan Panić	Stefan Panić Head of Department for Informatics stefan.panic@pr.ac.rs	

B. Mobility numbers[3] per academic year

FROM [Erasmus code or city of the sending institution]	TO[7] [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Study cycle [short cycle, 1st, 2nd or 3rd]*	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]
Kosovska Mitrovica	PL BIALYST01	073	Architecture and construction	1st or 2nd	5 students x 5 months (25 months)	–
		052	Environment	1st or 2nd		
		061	Information and Communication Technologies (ICTs)	1st or 2nd		
		041	Business and administration	1st or 2nd		
		071	Engineering and engineering trades	1st or 2nd		
PL BIALYST01	Kosovska Mitrovica	073	Architecture and construction	1st or 2nd	5 students x 5	–
		052	Environment	1st or 2nd		
		061	Information and Communication Technologies	1st or 2nd		

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[3] 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)

			(ICTs)		months (25 months)	
		041	Business and administration	1st or 2nd		
		071	Engineering and engineering trades	1st or 2nd		

FROM[7] [Erasmus code or city of the sending institution]	TO[7] [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of the teaching periods or average duration*]	Staff Mobility for Training *
Kosovska Mitrovica	PL BIALYST01	073	Architecture and construction	5 x 5 days Number of teaching: minimum 8h	2 x 5 days
		052	Environment		
		061	Information and Communication Technologies (ICTs)		
		041	Business and administration		
		071	Engineering and engineering trades		
PL BIALYST01	Kosovska Mitrovica	073	Architecture and construction	5 x 5 days Number of teaching: minimum 8h	2 x 5 days
		052	Environment		
		061	Information and Communication Technologies (ICTs)		
		041	Business and administration		
		071	Engineering and engineering trades		

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	Optional: Subject	Main language	Additional language	Recommended language of instruction level[4]

[Erasmus code or city]	area	of instruc-tion	of instruc-tion	Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
Kosovska Mitrovica	To be defined	Serbian	English	B1 Serbian B1 English	B2 Serbian B2 English
PL BIALYST01	To be defined	Polish	English	B1 English B1 Polish	B2 English B2 Polish

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[5]** 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

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.

- 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.

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[5] Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.

- 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. Any additional requirements

For admission to **PL BIALYST01**:

- Our students – mentors help incoming international students at the beginning of their stay in Poland
- Address to apply for a mentor: pb@esn.pl
- Students choose subjects from ELAM: www.elam.pb.edu.pl
- Students choose maximum 30 ECTS per semester

For admission to **Kosovska Mitrovica**

- Students choose maximum 30 ECTS per semester
- Our students and professors help incoming international students at the beginning and during they stay in Kosovska Mitrovica

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 BIALYST01	July 15	December 31
Kosovska Mitrovica	30 April	30 October

2. The receiving institution will send its decision within **3** 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

Either party terminates the Agreement by written notice submitted at least one academic year in advance of the next academic year. Termination would not affect students already engaged in the Agreement.

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

ECTS grade		Local grade at **BIALYSTOK UNIVERSITY OF TECHNOLOGY**
A	excellent	5.0
B	very good	4.5
C	good	4.0
D	satisfactory	3.5
E	sufficient	3.0
FX	fail	2.0
F	fail	2.0

Kosovska Mitrovica Marks	Approximate Equivalent	ECTS Grading Scale
10	excellent	A
9	very good	B
8	good	C
7	satisfactory	D
6	sufficient	E
5	fail	F / FX

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 (e-mail, phone)	Website for information
Kosovska Mitrovica	valentina.draskic@pr.ac.rs	https://en.pr.ac.rs/students/
PL BIALYST01	NOT REQIRED for EU citizens for Non-EU citizens, please contact: k.kochaniak@pb.edu.pl +48 (85) 746 9662	http://iro.pb.edu.pl/pl/befo re

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 (e-mail, phone)	Website for information
Kosovska Mitrovica	valentina.draskic@pr.ac.rs	
PL BIALYST01	k.kochaniak@pb.edu.pl +48 (85) 746 9662	http://iro.pb.edu.pl/pl/before

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 (e-mail, phone)	Website for information
Kosovska Mitrovica	valentina.draskic@pr.ac.rs	https://en.pr.ac.rs/students/
PL BIALYST01	Students : erasmus.pb@esn.pl pb@esn.pl Staff : k.kochaniak@pb.edu.pl +48 (85) 746 9662	http://iro.pb.edu.pl/pl/Accommodation

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
Kosovska Mitrovica	Rector Professor Rade Grbić, DSc(Med)	УНИВЕРЗИТЕТ У ПРИШТИНИ Бр. 18-5/1 08/01/2018 год. ПРИШТИНА	
PL BIALYST01	Vice Rector for Education and International Cooperation Assoc. Prof. Marta Kosior-Kazberuk, DSc, PhD, Eng.	2018 -01- 1 1	VICE-RECTOR for Education and International Cooperation Prof. Marta Kosior-Kazberuk, DSc, PhD, Eng.