

Erasmus+ Programme

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

(KA107 – International Credit Mobility)

Inter-institutional¹ agreement 2021/2027² 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

Full name of the institution / country	Erasmus code	Contact details (email, phone)	Website
POLITECHNIKA ŚLĄSKA (Silesian University of Technology - SUT)	PL GLIWICE01	Ludwina Żukowska, PhD Institutional ERASMUS+ KA1 Coordinator ludwina.zukowska@polsl.pl Administrative: International Mobility Office Akademicka 2A, 44-100 Gliwice, Poland Phone: +48 32 237-2207 e-mail: mobility@polsl.pl	www.polsl.pl enrolment (incl. available courses in English): http://incoming.polsl.pl IMO web page (English): https://www.polsl.pl/rn3-1-dwz-swm/en/
Universidad Nacional Autónoma de Honduras (UNAH)	Tegucigalpa	Laura Caunter International Mobility Specialist laura.caunter@unah.edu.hn +50496312460	www.unah.edu.hn



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 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.

B. Mobility numbers per academic year

IMPORTANT:

Data given in tables below represent the both parties willingness of exchange scale only and the percentage of its realization is not guaranteed at the moment the agreement is signed – the final numbers of flows available and to be performed in particular year will depend on the scholarships budget awarded by the Polish ERASMUS+ National Agency separately for each academic year (results are expected in May/June each year). Partner institution will be informed by the SUT immediately about the call results and availability of grants.

As the SUT will be responsible for the project budget realization and for fulfilling all requirements stated in the contract and the ERASMUS+ Programme Guide, it has the right to decide on the grants distribution among all institutions from partner countries included in the application for the Erasmus+ exchange for particular academic year.

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area code* [ISCED 2013]	Subject area name*	Study cycle [short cycle, 1 st , 2 nd or 3 rd *]	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]
PL GLIWICE01	Tegucigalpa - UNAH		Architecture; Automatic Control, Electronics and Computer Science; Civil Engineering; Chemistry; Electrical Engineering; Mining, Safety Engineering and Industrial Automation; Biomedical Engineering; Energy and Environmental Engineering; Materials Engineering; Applied Mathematics; Mechanical Engineering; Organization and Management; Transport and Aviation Engineering; Education and Communication; Physics		flows tbc depending on grants availability basis	---
		depending on eligibility for particular region & country				---
Tegucigalpa - UNAH	PL GLIWICE01		Architecture; Automatic Control, Electronics and Computer Science; Civil Engineering; Chemistry; Electrical Engineering; Mining, Safety Engineering and Industrial Automation; Biomedical Engineering; Energy and Environmental Engineering; Materials Engineering; Applied Mathematics; Mechanical Engineering; Organization and Management; Transport and Aviation Engineering; Education and Communication; Physics		flows tbc depending on grants availability basis	---
					flows tbc depending on grants availability basis	---

[*Optional: subject 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 or city of the sending institution]	TO [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* [total number of days of the training or job shadowing]
PL GLIWICE01	Tegucigalpa - UNAH	To be defined	To be defined	flows tbc depending on grants availability basis	flows tbc depending on grants availability basis
Tegucigalpa - UNAH	PL GLIWICE01	To be defined	To be defined	flows tbc depending on grants availability basis	flows tbc depending on grants availability basis

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 or city]	Optional: Subject area	Main language of instruction for exchange students	Additional language of instruction for exchange students	Recommended language of instruction level ⁴	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL GLIWICE01		English		min. B1 for 1 st cycle B2 for 2 nd /3 rd cycles	min. B2 but C1 recommended
Tegucigalpa -		Spanish		B1	B1

⁴ See Common European Framework of Reference for Languages

UNAH					
------	--	--	--	--	--

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: http://eacea.ec.europa.eu/funding/2014/call_the_charter_en.php

The higher education institution(s) located in a **partner country** of Erasmus+ must agree on and respect the following set of principles and requirements:

- 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 study 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.
- 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.

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

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

[To be completed if necessary. Other requirements may be agreed on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff including cultural preparation before mobility; the recognition tools used]

Tasks division between the SUT and the HEI in partner country will be set up as soon as the contract to be signed between Polish ERASMUS+ National Agency and the SUT is awarded and the details of it are known.

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

PL GLIWICE01:

- students' transcript of records for previous semesters of study completed before the exchange shall be submitted as obligatory form with regular application
- for students in the field of architecture: portfolio of projects is recommended
- LA shall cover academic activities for 30 ECTS per semester; not less than 20 ECTS in case of justified problems with setting up study programme)
- missing classes = no entry to exams session (unless a notice on serious reason of absence is sent to the academic coordinator at particular faculty and to International Mobility Office)

PARTNER INSTITUTION:

.....

F. Calendar

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

Receiving institution	Autumn term*	Spring term*	Summer Term*
PL GLIWICE01	15 th May (flexible)	15 th November (flexible)	N/A
Tegucigalpa - UNAH	15th July	5th November	15th March

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

2. The receiving institution shall send its decision within [4] weeks.
3. A Transcript of Records shall be issued by the receiving institution no later than [usually 4, not more than 6] 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]*

In case of the re-exams session taken by student at receiving institution, transcript of records may be issued and sent to students home institution in parts or in one document after the closing dates of completing particular semesters, i.e.:

for PL GLIWICE01:

Winter Semester (WS) – end of February

Summer Semester (SS) – end of September

For UNAH:

I Trimester – end of June

II Trimester – end of September

III Trimester – end of January

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."]

G. Information

1. Grading systems of the institutions

PL GLIWICE01:

ECTS scale	Meaning	Grade
A	Excellent	5,0
B	Very good	4,5
C	Good	4,0
D	Satisfactory	3,5
E	Sufficient	3,0
F	Failed	2,0

Study regulations at PL GLIWICE01:

<https://www.polsl.pl/rd1-cos/wp-content/uploads/sites/642/2021/02/studreg.pdf>

ECTS scale	Meaning	Grade
A	Excellent	95-100%
B	Very Good	90-94%
C	Good	80-89%

D	Sufficient	65-79%
F	Insufficient	0-64%

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
PL GLIWICE01	<u>Kamila Tokarczyk</u> International Mobility Office Akademicka 2A St., 44-100 Gliwice, Poland tel.: +48 32 237-2207 e-mail: mobility@polsl.pl	Web page (English): https://incoming.polsl.pl/contents/content/69-visa
Tegucigalpa - UNAH	Laura Caunter International Mobility Specialist laura.caunter@unah.edu.hn +50496312460	vri.unah.edu.hn

3. Insurance

The sending and receiving institutions will provide information 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
PL GLIWICE01	<u>Kamila Tokarczyk</u> International Mobility Office Akademicka 2A St., 44-100 Gliwice, Poland tel.: +48 32 237-2207 e-mail: mobility@polsl.pl	IMO web page (English): https://www.polsl.pl/rn3-1-dwz-swm/en/how-to-apply/ for the non-UE citizens (exchange students and staff) an individual insurance policy is obligatory
Tegucigalpa - UNAH	Laura Caunter International Mobility Specialist laura.caunter@unah.edu.hn +50496312460	vri.unah.edu.hn

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
PL GLIWICE01	Kamila Tokarczyk International Mobility Office Akademicka 2A St., 44-100 Gliwice, Poland tel.: +48 32 237-2207 e-mail: mobility@polsl.pl	IMO web page (English): https://www.polsl.pl/rn3-1-dwz-swm/en/dormitories/
Tegucigalpa – UNAH	Laura Caunter International Mobility Specialist laura.caunter@unah.edu.hn +50496312460	vri.unah.edu.hn

5. Other information

**PL GLIWICE01:
interesting links:**

- enrolment platform for nominated exchange students: <http://incoming.polsl.pl>
- information devoted to international exchange students: <https://www.polsl.pl/rn3-1-dwz-swm/en/>
- info about town and region: <https://gliwice.eu/en>, www.youtube.com/watch?v=iJ4cK1g_IB4
- ESO SUT Gliwice (Erasmus Students Network dealing with international exchange students) activities: www.facebook.com/erasmusgliwice

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
PL GLIWICE01	Prof. Marek Pawełczyk DSc PhD Vice Rector for Science and Development		 VICE RECTOR for Science and Development Professor Marek Pawełczyk PhD, DSc
Tegucigalpa – UNAH	Dr. Francisco Herrera Rector	Julio/27/2021	