



Erasmus+ Programme



Inter-institutional agreement 2014/15 - 2020/21¹

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 Faculty of Economics and Management of the University of Szczecin	PL SZCZECI01	Erasmus Institutional Coordinator: 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 : dwz@univ.szczecin.pl Faculty Coordinator: dr Malgorzata Guzowska ul. Mickiewicza 64, 71-101 Szczecin, Poland tel : +48 91 444 1966, fax : +48 91 444 2130, e-mail : mquzowska@wneiz.pl	http://www.univ.szczecin.pl http://www.dsm.usz.edu.pl/study-information http://www.wneiz.pl/index.php
University of Algarve	P FARO02	Sofia Nunes , E.U. Programmes Coordinator mobilidade@ualg.pt +351 289 800 003	www.ualg.pt

¹ Please enter the agreed period of validity of this agreement.

B. Mobility numbers² per academic year

Student mobility for Studies (SMS)

FROM	TO	Subject area ISCED	Subject area name	Study cycle 1 st , 2 nd or 3 rd	Total number of students/months
PL SZCZECI01	P FARO02	0311	Economics	1 st 2 nd	3 stud/15 months
		0413	Management and administration	1 st 2 nd	3 stud/15 months
		0414	Marketing and advertising	1 st 2 nd	2 stud/10 months
P FARO02	PL SZCZECI01	0311	Economics	1 st 2 nd	3 stud/15 months
		0413	Management and administration	1 st 2 nd	3 stud/15 months
		0414	Marketing and advertising	1 st 2 nd	2 stud/10 months

Staff mobility for Teaching (STA)

FROM	TO	Subject area ISCED	Subject area name	Total number of staff mobility/days
PL SZCZECI01	P FARO02	0311	Economics	1/ 5 days
		0413	Management and administration	1/ 5 days
		0414	Marketing and advertising	1/ 5 days
P FARO02	PL SZCZECI01	0311	Economics	1/ 5 days
		0413	Management and administration	1/ 5 days
		0414	Marketing and advertising	1/ 5 days

² 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>



Staff mobility for Training (STT)

FROM	TO	Subject area ISCED	Subject area name	Total number of staff mobility/days
PL SZCZECIO1	P FARO02	0311	Economics	1/ 5 days
P FARO02	PL SZCZECIO1	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 ³	
				Student Mobility for Studies	Staff Mobility for Teaching
PL SZCZECIO1		English	Polish German	<i>English B1</i> <i>Polish B1</i> <i>German B1</i>	<i>English B2</i> <i>Polish B2</i> <i>German B2</i>
P FARO02		Portuguese	English	B1 English	B2 English

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.

P FARO02: Students and staff with disabilities are welcome to the University of Algarve in charge of this agreement. 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.

³ 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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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 SZCZECI01	Nomination: no later than 30 April, application no later than 31 st May	Nomination: no later than 30 November, application no later than 31 st December
P FARO02	31 st May	31 st October

2. The receiving institution will send its decision within 8 weeks after deadline.

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 or changes in the data set above should be made by written notification before **September 1st** 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 SZCZECI01:

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

P FARO02: Description of the Institution's grading system

The result achieved in a course unit whether through continuous assessment or in an examination, is generally expressed in a 0 to 20 grading scale.

The lowest passing grade is 10.

ECTS credits:

1 full academic year = 60 credits

1 semester = 30 credits

1 trimester = 20 credits

ECTS grading scale:

ECTS scale	% of the 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 errors
D	25	SATISFACTORY - fair but with significant shortcomings
E	10	SUFFICIENT - performance meets the minimum criteria
FX	-	FAIL - some work required before the criteria 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 SZCZECI01	dwz@univ.szczecin.pl phone: +48 91 444 1058	Ministry of Foreign Affairs: http://www.msz.gov.pl/en/travel_to_poland/visa/visa
P FAR002	mobilidade@ualg.pt +351 289 800 003	http://www.ualg.pt/home/en/content/coming-0

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: http://dsm.usz.edu.pl/practical-information/health-insurance
P FARO02	mobilidade@ualg.pt +351 289 800 003	http://www.ualg.pt/home/en/content/insurance-0

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:


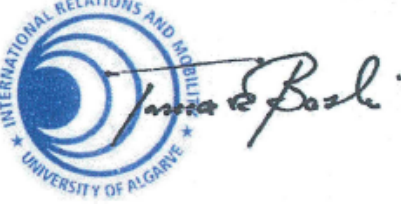
Institution [Erasmus code]	Contact details (email, phone)	Website for information
PL SZCZECI01	dwz@univ.szczecin.pl phone: +48 91 444 1058	http://dsm.usz.edu.pl/practical-information/accommodation
P FARO02	mobilidade@ualg.pt +351 289 800 003	http://www.ualg.pt/home/en/content/accommodation-0



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G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁴
University of Szczecin Faculty of Economics and Management PL SZCZECI01	Malgorzata Guzowska, PhD Erasmus Coordinator	07/04/2014	
P FAR002	Prof. Doutor Tomasz Boski, Vice-rector	07/04/2014	

⁴Scanned signatures are accepted