



UNIwersYTET JAGIELLOŃSKI
W KRAKOWIE

DO-0130/116/2013

**Zarządzenie nr 116
Rektora Uniwersytetu Jagiellońskiego
z 15 listopada 2013 roku**

w sprawie: realizacji w Uniwersytecie Jagiellońskim programu Erasmus+

Na podstawie art. 66 ust. 2 ustawy z dnia 27 lipca 2005 roku – Prawo o szkolnictwie wyższym (t. j. Dz. U. z 2012 r., poz. 572, z późn. zm.) oraz na podstawie § 27 ust. 4 Statutu Uniwersytetu Jagiellońskiego, w związku z rozpoczęciem od roku akademickiego 2014/2015 programu Erasmus+ zarządzam, co następuje:

§ 1

Program edukacyjny Erasmus+, zwany dalej programem, będzie realizowany w Uniwersytecie Jagiellońskim od roku akademickiego 2014/2015 do roku akademickiego 2020/2021.

§ 2

1. Warunkiem udziału poszczególnych jednostek w programie jest podpisanie przez przedstawiciela prawnego uczelni lub przez upoważnione przez niego osoby stosownych umów międzyuczelnianych w języku angielskim.
2. Wzór umowy stanowi załącznik do niniejszego zarządzenia.

§ 3

Umowy, o których mowa w § 2, mogą być podpisywane jedynie przez dziekanów lub prodziekanów działających z upoważnienia Rektora na podstawie odpowiednich pełnomocnictw do samodzielnego dokonywania, w imieniu i na rzecz Uniwersytetu Jagiellońskiego w Krakowie, wszelkich czynności faktycznych i prawnych w zakresie działalności wydziałów, a w szczególności zawierania umów.

§ 4

1. Dziekani podpisujący umowy, o których mowa w § 2, zobowiązani są do końca lutego przekazać Prorektorowi ds. dydaktyki szczegółową informację dotyczącą planowanych kursów obcojęzycznych w kolejnym roku akademickim.
2. Wydziały są zobowiązane do ogłoszenia na swoich stronach internetowych, najpóźniej do końca maja, listy kursów w językach obcych, z których będą mogli korzystać studenci zagraniczni programu Erasmus+ w kolejnym roku akademickim.

§ 5

1. Koordynatorzy wydziałowi/institutowi programu Erasmus przesyłają do uczelni partnerskich umowy, uzupełnione i podpisane zgodnie z § 3.
2. Koordynatorzy wydziałowi/institutowi programu Erasmus przekazują jeden egzemplarz podpisanej dwustronnie umowy do Działu Współpracy Międzynarodowej, w celu rejestracji.
3. Kopie umów przechowuje wydziałowy/institutowy koordynator programu Erasmus.

§ 6

1. Obsługą studentów w programie Erasmus+ zajmuje się Biuro Obsługi Studentów Zagranicznych.
2. Obsługą kadry akademickiej i administracyjnej w programie Erasmus+ zajmuje się Dział Współpracy Międzynarodowej.

§ 7

Zarządzenie wchodzi w życie z dniem podpisania.

**Z up. Rektora UJ
Prorektor UJ ds. dydaktyki**

Prof. dr hab. Andrzej Mania



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-20[21]² 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

Name of the institution (and department, where relevant)	Erasmus code	Contact details ⁴ (email, phone)	Website (eg. of the course catalogue)
Jagiellonian University	PL KRAKOW01	Mirosław Klimkiewicz, Institutional Erasmus+ Coordinator Krzysztof Byrski, incoming students Monika Woźniak, outgoing students Gołębia 24, 31-007 Kraków, Poland e-mail: erasmus@adm.uj.edu.pl tel. +48 12 663 11 06/1546 fax. +48 12 66315 45	http://www.bosz.uj.edu.pl/enGB/programystudiow/programy-wymiany-studenckiej
Faculty/Institute Coordinator			
<i>Partner University</i>			

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

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.

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers⁵ per academic year

[Paragraph to be added, if the agreement is signed for more than one 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 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 *
PL KRAKOW01						

[*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 KRAKOW01				5 days (min. 8 hours)	

⁵ 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>)

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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL KRAKOW01		Polish	English	B1/ B2	B2

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

D. Additional requirements

[To be completed if necessary, other requirements may be added 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]

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

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 KRAKOW01	May 31	November 30

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

2. The receiving institution will send its decision **within 7 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. [It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines] – **Students can obtain their transcripts of records directly from the Jagiellonian University system USOSweb.**
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

⁶ 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>

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."]

F. Information

1. Grading systems of the institutions

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁷. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

Jagiellonian University grading scale related to ECTS grading system:

ECTS grade	Local grade	Local definition
F, X	2	Fail
E	3	Satisfactory
D	3,5	Satisfactory Plus
C	4	Good
B	4,5	Good Plus
A	5	Very Good

Partner University grading scale related to ECTS grading system:

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 KRAKOW01		Ministry of Foreign Affairs website: http://www.msz.gov.pl/en/travel_to_poland/entering_poland/ http://www.msz.gov.pl/en/travel_to_poland/visa/

⁷ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

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 KRAKOW01	phone: (+48 12) 663 1546 fax: (+48 12) 663 1545 email: erasmus@adm.uj.edu.pl	http://www.bosz.uj.edu.pl/en/przyjezdzejacy-studenci/program-erasmus

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 KRAKOW01	phone: (+48 12) 663 1546 fax: (+48 12) 663 1545 email: erasmus@adm.uj.edu.pl	http://www.bosz.uj.edu.pl/en/przyjezdzejacy-studenci/program-erasmus

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature⁸
PL KRAKOW01			

⁸ Scanned signatures are accepted