



# Erasmus+ Programme

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

## **Inter-institutional 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**

<b>Name of the institution</b> (and department, where relevant)	<b>Erasmus code</b>	<b>Contact details<sup>1</sup></b> (email, phone)	<b>Website</b> (eg. of the course catalogue)
<b>Jagiellonian University in Kraków</b>  International Students Mobility Office	PL KRAKOW01	Monika Rząca, <b>Institutional Erasmus+ Coordinator</b>  Krzysztof Byrski, <b>Incoming students</b> e-mail: <a href="mailto:erasmus@adm.uj.edu.pl">erasmus@adm.uj.edu.pl</a>  Aleksandra Szklarzewicz, <b>Incoming students</b> e-mail: <a href="mailto:aleksandra.szklarzewicz@uj.edu.pl">aleksandra.szklarzewicz@uj.edu.pl</a>	<b>General University page:</b> <a href="http://www.uj.edu.pl/en">www.uj.edu.pl/en</a>  <a href="http://www.dmws.uj.edu.pl/en_GB/przylezd_zajacy-studenci/program-">http://www.dmws.uj.edu.pl/en_GB/przylezd_zajacy-studenci/program-</a>

<sup>1</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

International Relations Office		<p>Monika Rząca, <b>Outgoing students</b> e-mail: <a href="mailto:wozniak@adm.uj.edu.pl">wozniak@adm.uj.edu.pl</a></p> <p>Agata Wądołna, <b>Outgoing students</b> e-mail: <a href="mailto:agata.wadolna@uj.edu.pl">agata.wadolna@uj.edu.pl</a></p> <p>Address: Gołębia 24, 31-007 Kraków, Poland tel. +48 12 663 1004/ 1515 fax. +48 12 66315 45</p> <p>Dorota Maciejowska, <b>Incoming and Outgoing Staff Coordinator</b> <a href="mailto:dorota.maciejowska@uj.edu.pl">dorota.maciejowska@uj.edu.pl</a> tel. +48 12 663 1110 Address: ul. Czapskich 4, 31-315 Kraków, Poland</p> <p>Izabela Zawiska <b>Erasmus+ Agreements and Staff Mobilities Coordinator</b> <a href="mailto:izabela.zawiska@uj.edu.pl">izabela.zawiska@uj.edu.pl</a> tel. +48 12 663 30 13 Address: ul. Czapskich 4, 31-315 Kraków, Poland</p>	<p><a href="#">erasmus</a></p> <p><a href="http://www.erasmus.dwm.uj.edu.pl/teaching-and-training-staff">http://www.erasmus.dwm.uj.edu.pl/teaching-and-training-staff</a></p>
Faculty of Management and Social Communication		<p>Dr hab. Marta Najda-Janoszka, Erasmus+ Coordinator Łojasiewicza 4, 30-348 Kraków, Poland; <a href="mailto:eknajda@cyfrowet.pl">eknajda@cyfrowet.pl</a> Tel/fax +48 12 664 55 79</p>	<p><a href="http://www.wzks.uj.edu.pl/en_GB/">http://www.wzks.uj.edu.pl/en_GB/</a></p>
UNIVERSITA' "GIUSTINO FORTUNATO"	I BENEVEN 04	<p>Prof. Dr. PAOLO PALUMBO Erasmus Institutional Coordinator E-mail: <a href="mailto:p.palumbo@unifortunato.eu">p.palumbo@unifortunato.eu</a></p> <p>Viale Dalcogliano, 12 – 82100 Benevento E.mail: <a href="mailto:international@unifortunato.eu">international@unifortunato.eu</a> Telefono: 0824 316057 Fax: 0824 351887 Numero Verde: 800 71 95 95</p>	<p><a href="http://www.unifortunato.eu/corso-di-laurea/">http://www.unifortunato.eu/corso-di-laurea/</a></p>

## B. Mobility numbers<sup>2</sup> 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.]

<sup>2</sup> 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>)

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	Student Mobility for Traineeships *
					[total number of months of the study periods or average duration*]	
PL KRAKOW01	I BENEVEN 04	071	Engineering	1 <sup>st</sup> , 2 <sup>nd</sup>	2*6 =12	
		04	LAW			
			Economy			
			Business Administration (cv: law expert for Corporate, labour and public administration; Economics and Company Management			
		01	Education Science			
		03	Psychology			
I BENEVEN 04	PL KRAKOW01	071	Engineering	1 <sup>st</sup> , 2 <sup>nd</sup>	2*6 =12	
		04	LAW			
			Economy			
			Business Administration (cv: law expert for Corporate, labour and public administration; Economics and Company Management			
		01	Education Science			



		03	Psychology			
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*[\*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	I BENEVEN 04	071	Engineering	2 staff x 5 days (min. 8 hours)	To be determined; will be agreed on upon request if there is a mutual interest.
		04	LAW		
			Economy		
			Business Administration (cv: law expert for Corporate, labour and public administration; Economics and Company Management		
		01	Education Science		
		03	Psychology		
I BENEVEN 04	PL KRAKOW01	071	Engineering	[2 STAFF= 14 days]	To be determined; will be agreed on upon request if there is a mutual interest.
		04	LAW		
			Economy		
			Business Administration (cv: law expert for Corporate, labour and public administration; Economics and Company Management		

		01	Education Science		
		03	Psychology		

### 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>3</sup>	
				Student Mobility for Studies Minimum recommended level: B1	Staff Mobility for Teaching Minimum recommended level: B2
PL KRAKOW01		Polish	English	B1/ B2	B2
I BENEVEN 04		ITALIAN	ENGLISH	B1	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.]*

*Teaching mobility exchanges are subject to the individual acceptance at the appropriate Department*

### E. Calendar

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

<sup>3</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>

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
PL KRAKOW01	15 May	15 November
I BENEVEN 04	Deadline for Nomination and Application 30 <sup>th</sup> of August *C lasses Start and End Date: September 13 <sup>th</sup> - January 15 <sup>th</sup>	Deadline for Nomination and Application 30 <sup>th</sup> of December C lasses Start and End Date: January 30 <sup>th</sup> - June2 <sup>nd</sup>

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

**Academic Calendar of the JU:**

**[http://www.en.uj.edu.pl/en\\_GB/studying/academic-calendar](http://www.en.uj.edu.pl/en_GB/studying/academic-calendar)**

- The receiving institution will send its decision within 4 weeks.
- 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]

**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."]*

**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' guide<sup>4</sup>. 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
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<sup>4</sup> [http://ec.europa.eu/education/tools/docs/ects-guide\\_en.pdf](http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf)



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

### Grading system of UNIVERSITA' "GIUSTINO FORTUNATO"

30 cum laude	outstanding
30	excellent
29-28-27	very good to good
26-25-24-23	satisfactory to adequate
22-21 20-19	poor to barely adequate
18	minimum passing grade
<18	fail

## 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	<p>Monika Rząca, <b>Institutional Erasmus+ Coordinator</b></p> <p>Krzysztof Byrski, <b>Incoming students</b> e-mail: <a href="mailto:erasmus@adm.uj.edu.pl">erasmus@adm.uj.edu.pl</a></p> <p>Aleksandra Szklarzewicz, <b>Incoming students</b> e-mail: <a href="mailto:aleksandra.szklarzewicz@uj.edu.pl">aleksandra.szklarzewicz@uj.edu.pl</a></p> <p>Address: Gołębia 24, 31-007 Kraków, Poland tel. +48 12 663 1004/ 1515 fax. +48 12 66315 45</p> <p>Dorota Maciejowska, <b>Incoming and Outgoing Staff Coordinator</b> <a href="mailto:dorota.maciejowska@uj.edu.pl">dorota.maciejowska@uj.edu.pl</a> tel. +48 12 663 1110 Address: ul. Czapskich 4, 31-315 Kraków, Poland</p>	<p>Ministry of Foreign Affairs website:</p> <p><a href="http://www.msz.gov.pl/en/travel_to_poland/entering_poland/">http://www.msz.gov.pl/en/travel_to_poland/entering_poland/</a></p> <p><a href="http://www.msz.gov.pl/en/travel_to_poland/visa/">http://www.msz.gov.pl/en/travel_to_poland/visa/</a></p>

	Izabela Zawiska <b>Erasmus+ Agreements and Staff Mobilities Coordinator</b> <a href="mailto:izabela.zawiska@uj.edu.pl">izabela.zawiska@uj.edu.pl</a> tel. +48 12 663 30 13 Address: ul. Czapskich 4, 31-315 Kraków, Poland	
I BENEVEN 04	<b>Prof. PAOLO PALUMBO</b> E-mail: <a href="mailto:p.palumbo@unifortunato.eu">p.palumbo@unifortunato.eu</a>	<a href="http://www.unifortunato.eu/servizi/relazioni-internazionali/">http://www.unifortunato.eu/servizi/relazioni-internazionali/</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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
PL KRAKOW01	<p>Monika Rząca, <b>Institutional Erasmus+ Coordinator</b></p> <p>Krzysztof Byrski, <b>Incoming students</b> e-mail: <a href="mailto:erasmus@adm.uj.edu.pl">erasmus@adm.uj.edu.pl</a></p> <p>Aleksandra Szklarzewicz, <b>Incoming students</b> e-mail: <a href="mailto:aleksandra.szklarzewicz@uj.edu.pl">aleksandra.szklarzewicz@uj.edu.pl</a></p> <p>Address: Gołębia 24, 31-007 Kraków, Poland tel. +48 12 663 1004/ 1515 fax. +48 12 66315 45</p> <p>Dorota Maciejowska, <b>Incoming and Outgoing Staff Coordinator</b> <a href="mailto:dorota.maciejowska@uj.edu.pl">dorota.maciejowska@uj.edu.pl</a> tel. +48 12 663 1110 Address: ul. Czapskich 4, 31-315 Kraków, Poland</p> <p>Izabela Zawiska <b>Erasmus+ Agreements and Staff Mobilities Coordinator</b> <a href="mailto:izabela.zawiska@uj.edu.pl">izabela.zawiska@uj.edu.pl</a></p>	<p><a href="http://www.dmws.uj.edu.pl/en_GB/przwyjezdajacy-studenci/program-erasmus">http://www.dmws.uj.edu.pl/en_GB/przwyjezdajacy-studenci/program-erasmus</a></p> <p><a href="http://www.erasmus.dwm.uj.edu.pl/teaching-and-training-staff">http://www.erasmus.dwm.uj.edu.pl/teaching-and-training-staff</a></p>



	tel. +48 12 663 30 13 Address: ul. Czapskich 4, 31-315 Kraków, Poland	
I BENEVEN 04	<b>Prof. PAOLO PALUMBO</b> E-mail: p.palumbo@unifortunato.eu	<a href="http://www.unifortunato.eu/servizi/relazioni-internazionali/">http://www.unifortunato.eu/servizi/relazioni-internazionali/</a>

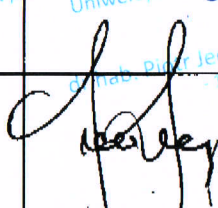
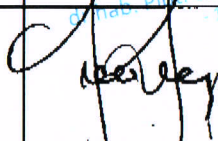
#### 4. Housing

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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
PL KRAKOW01	<p>Marta Ganobis-Bednarska, <b>Institutional Erasmus+ Coordinator</b></p> <p>Krzysztof Byrski, <b>Incoming students</b> e-mail: <a href="mailto:erasmus@adm.uj.edu.pl">erasmus@adm.uj.edu.pl</a></p> <p>Aleksandra Szklarzewicz, <b>Incoming students</b> e-mail: <a href="mailto:aleksandra.szklarzewicz@uj.edu.pl">aleksandra.szklarzewicz@uj.edu.pl</a></p> <p>Address: Gołębia 24, 31-007 Kraków, Poland tel. +48 12 663 1004/ 1515 fax. +48 12 66315 45</p> <p>Dorota Maciejowska, <b>Incoming and Outgoing Staff Coordinator</b> <a href="mailto:dorota.maciejowska@uj.edu.pl">dorota.maciejowska@uj.edu.pl</a> tel. +48 12 663 1110 Address: ul. Czapskich 4, 31-315 Kraków, Poland</p> <p>Izabela Zawiska <b>Erasmus+ Agreements and Staff Mobilities Coordinator</b> <a href="mailto:izabela.zawiska@uj.edu.pl">izabela.zawiska@uj.edu.pl</a> tel. +48 12 663 30 13 Address: ul. Czapskich 4, 31-315 Kraków, Poland</p>	<p><a href="http://www.dmws.uj.edu.pl/en_GB/przwyjezdajacy-studenci/program-erasmus">http://www.dmws.uj.edu.pl/en_GB/przwyjezdajacy-studenci/program-erasmus</a></p> <p><a href="http://www.erasmus.dwm.uj.edu.pl/teaching-and-training-staff">http://www.erasmus.dwm.uj.edu.pl/teaching-and-training-staff</a></p>
I BENEVEN 04	<b>Prof. PAOLO PALUMBO</b> E-mail: p.palumbo@unifortunato.eu	<a href="http://www.unifortunato.eu/servizi/relazioni-internazionali/">http://www.unifortunato.eu/servizi/relazioni-internazionali/</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>a</sup>
PL KRAKOW01	Prof. Piotr Jedynak Dean of the Faculty of Management and Social Communication		 Dziekan Wydziału Zarządzania i Komunikacji Społecznej Uniwersytetu Jagiellońskiego prof. Piotr Jedynak, prof. UJ
I BENEVEN 04	Prof. Dott. Paolo Palumbo Erasmus Institutional Coordinator	24/09/18	 UNIVERSITÀ TELEMATICA E INFORMATICA

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