Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-2021²
due to 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

<table>
<thead>
<tr>
<th>Name of the institution (and department, where relevant)</th>
<th>Erasmus code</th>
<th>Contact details³ (email, phone)</th>
<th>Website (eg. of the course catalogue)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATENÉUM-Szkoła Wyższa w Gdańsku</td>
<td>PL GDANSK11</td>
<td><strong>Agnieszka Wrotek, Erasmus coordinator,</strong> International Relations Office, ul. 3 Maja 25A, 80-802 Gdańsk (Poland) Tel. +48 58 7220828, Fax: +48 58 7220880, e-mail: <a href="mailto:l@ateneum.edu.pl">l@ateneum.edu.pl</a>, <a href="http://www.ateneum.edu.pl/">http://www.ateneum.edu.pl/</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Małgorzata Godlew ska, PhD, Dean of Faculty of Neophilology, ul. 3-go Maja 25 A, 80-802 Gdańsk, Poland Tel. +48 58 7220815, Fax. +48 58 7220880, e-mail: <a href="mailto:m.godlewska@ateneum.edu.pl">m.godlewska@ateneum.edu.pl</a></td>
<td><a href="http://ateneum.edu.pl/studentse/ectscatalogue/">http://ateneum.edu.pl/studentse/ectscatalogue/</a></td>
</tr>
<tr>
<td>UNIVERSIDAD DE CÓRDOBA</td>
<td>E CORDOBA 01</td>
<td><strong>Institutional Coordinator:</strong> Antonio Ruiz Sánchez <strong>Director of the International Relations Office</strong> Avenida Medina Azahara, 5 - 14071-CÓRDOBA (España) Tfno. +34 957 212552</td>
<td>Faculty Coordinator: Juan de Dios Torralbo Caballero Vicedean for International Relations Facultad de Filosofía y Letras Plaza del Cardenal Salazar, 3-14071-CÓRDOBA (España) Tfno. +34 957 218752</td>
</tr>
</tbody>
</table>

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 Contact details to reach the senior officer in charge of this agreement and of its possible updates.
### Mobility numbers per 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.

<table>
<thead>
<tr>
<th>FROM [Erasmus code of the sending institution]</th>
<th>TO [Erasmus code of the receiving institution ]</th>
<th>Subject area code * [ISCED]</th>
<th>Subject area name *</th>
<th>Study cycle [short cycle, 1st, 2nd or 3rd] +</th>
<th>Number of student mobility periods [total number of months of the study periods or average duration*]</th>
</tr>
</thead>
<tbody>
<tr>
<td>PL</td>
<td>E</td>
<td>09.0</td>
<td>Languages and Philological sciences – English language (ISCED 97:222)</td>
<td>1ST</td>
<td>4x5=20</td>
</tr>
<tr>
<td>E</td>
<td>PL</td>
<td>09.0</td>
<td>Languages and Philological sciences – Spanish language (ISCED 97:222)</td>
<td>1ST</td>
<td>4x5=20</td>
</tr>
<tr>
<td>E</td>
<td>PL</td>
<td>09.0</td>
<td>Languages and Philological sciences – English language (ISCED 97:222)</td>
<td>1ST</td>
<td>4x5=20</td>
</tr>
<tr>
<td>E</td>
<td>PL</td>
<td>09.0</td>
<td>Languages and Philological sciences – Spanish language (ISCED 97:222)</td>
<td>1ST</td>
<td>4x5=20</td>
</tr>
</tbody>
</table>

(*) Level: 1 cycle = Undergraduate. 2 cycle = Postgraduate (neither Master, nor Doctoral studies)

---

4 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)
<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>Subject area code</th>
<th>Subject area name</th>
<th>Number of staff mobility periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>PL</td>
<td>E</td>
<td>09.0</td>
<td>Languages and Philological sciences – English language (ISCED 97:222)</td>
<td>1X8HOURS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>09.0</td>
<td>Languages and Philological sciences – Spanish language (ISCED 97:222)</td>
<td>1X8HOURS</td>
</tr>
<tr>
<td>E</td>
<td>PL</td>
<td>09.0</td>
<td>Languages and Philological sciences – English language (ISCED 97:222)</td>
<td>1X8HOURS</td>
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<tr>
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<td></td>
<td>09.0</td>
<td>Languages and Philological sciences – Spanish language (ISCED 97:222)</td>
<td>1X8HOURS</td>
</tr>
</tbody>
</table>

C. – F. see Annex 1 and 2. These annexes are integral part of this agreement

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

<table>
<thead>
<tr>
<th>Institution</th>
<th>Name, function</th>
<th>Date</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ateneum-Szkola Wyzsha w Gdansku</td>
<td>Prof. Waldemar Tłokiński</td>
<td>2013-12-17</td>
<td>[Signature]</td>
</tr>
<tr>
<td></td>
<td>Rector of Ateneum-Szkolą Wyższa w Gdańsku</td>
<td></td>
<td>[Signature]</td>
</tr>
<tr>
<td>Universidad de Córdoba</td>
<td>Prof. Dr. Antonio Ruiz Sánchez</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E CORDOBA 01</td>
<td>Director of the International Relations Office</td>
<td></td>
<td>[Signature]</td>
</tr>
</tbody>
</table>

* Scanned signatures are accepted
Annex 1 to Erasmus+ Inter-Institutional Agreement
Institutional Factsheet: Universidad de Córdoba E CORDOBA 01

1. Institutional Information
1.1. Institutional details

<table>
<thead>
<tr>
<th>Name of the institution</th>
<th>Universidad de Córdoba</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erasmus Code</td>
<td>E CORDOBA01</td>
</tr>
<tr>
<td>EUC</td>
<td></td>
</tr>
<tr>
<td>Institution website</td>
<td>ww.uco.es</td>
</tr>
<tr>
<td>Online course catalogue</td>
<td><a href="http://www.uco.es/filosofialas/principal/movilidad-comun/international-students/courses-syllabi.html">http://www.uco.es/filosofialas/principal/movilidad-comun/international-students/courses-syllabi.html</a></td>
</tr>
</tbody>
</table>

1.2. Main contacts

<table>
<thead>
<tr>
<th>Contact person</th>
<th>Juan de Dios Torralbo Caballero</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsibility</td>
<td>Incoming/Outgoing /Agreements /Erasmus Coordinator</td>
</tr>
<tr>
<td>Contact details</td>
<td>Vicedean for International Relations</td>
</tr>
<tr>
<td></td>
<td>Facultad de Filosofía y Letras</td>
</tr>
<tr>
<td></td>
<td>Plaza del Cardenal Salazar, 3- 14071-CÓRDOBA (España)</td>
</tr>
<tr>
<td></td>
<td>Tfno. +34 957 218752</td>
</tr>
<tr>
<td></td>
<td>Fax: +34 957 218789</td>
</tr>
<tr>
<td></td>
<td>e-mail: <a href="mailto:torralbocaballero@uco.es">torralbocaballero@uco.es</a></td>
</tr>
</tbody>
</table>

2. Detailed requirements and additional information

C. Recommended language skills

The sending institution, following agreement with our 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:

<table>
<thead>
<tr>
<th>Type of mobility</th>
<th>Subject area</th>
<th>Language(s) of instruction</th>
<th>Recommended language of instruction level according to CEFR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Mobility for Studies</td>
<td></td>
<td>Spanish and English (History, Spanish and History of Art degrees taught only in Spanish)</td>
<td>A2-B1 in Spanish and/or English (no certificate needed)</td>
</tr>
<tr>
<td>Staff Mobility for Teaching</td>
<td></td>
<td>Spanish and English (History, Spanish and History of Art degrees taught only in Spanish)</td>
<td>A2-B1 in Spanish and/or English (no certificate needed)</td>
</tr>
</tbody>
</table>

D. Additional requirements
E. CORDOBA 01: INFRASTRUCTURES TO WELCOME STUDENTS AND STAFF WITH DISABILITIES.

- The subject areas taught in our Faculty are: English, Spanish, Translation (French & English), History and History of Art. If you have got an agreement with another Faculty of our University in another subject area you should contact the right Erasmus Coordinator to renew your agreement.
  See list in the following link: http://www.uco.es/internacional/extranjeros/contacta/tutoreserasmus_en.html.

We will accept students ONLY within these 5 subject areas;

- But, subject areas are not binding; the incoming students can choose up to 2 courses (semester students) and 4 courses (full year student) from another subject area (even one taught in another Faculty of the University);

- Number of students and duration are not binding. For example: 1 student 10 months is a full year student, but it is possible to divide it into 2 students for 1 semester / 5 months each;

- Incoming semester students cannot take annual courses;

- Incoming students will go by the rules of your institution in terms of minimum and maximum of credits which will be validated; but, they will be evaluated as a regular student in our University through continuous assessment;

- Let us insist on the fact that we accept all your selected students in a specific field, based on the fact that they have sufficient proficiency in the Spanish to follow lectures and write academic papers in what is a foreign language for them. A free language course is offered at the beginning of each semester, to strengthen their language skills.

E. Calendar

1. Nomination Deadlines: Applications/information on students nominated must reach our institution by:

<table>
<thead>
<tr>
<th>Autumn term (please specify)</th>
<th>NOMINATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Autumn Semester/Full Year:</td>
</tr>
<tr>
<td></td>
<td>1st May</td>
</tr>
<tr>
<td>SEND TO: <a href="mailto:internacional_ffl@uco.es">internacional_ffl@uco.es</a></td>
<td></td>
</tr>
<tr>
<td>APPLICATION:</td>
<td>Autumn Semester/Full Year: 30 June</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring term (please specify)</th>
<th>NOMINATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Spring Semester:</td>
</tr>
<tr>
<td></td>
<td>30th November</td>
</tr>
<tr>
<td>SEND TO: <a href="mailto:internacional_ffl@uco.es">internacional_ffl@uco.es</a></td>
<td></td>
</tr>
<tr>
<td>APPLICATION:</td>
<td>Spring Semester: 31st December</td>
</tr>
</tbody>
</table>

2. Decision Response: As receiving institution E CORDOBA01 will send its decision within 12 weeks.
3. Transcripts of Records: A Transcript of Records will be issued by the receiving institution E CORDOBA01 no later than five weeks after the assessment period has finished
4. Termination of Agreement: A unilateral decision to discontinue the exchanges notified to the other party by 1 November 20XX will only take effect as of 1 September 20XX+1. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."
F. Additional information

a. Grading system:

http://www.uco.es/internacional/extranjeros/erasmus/documentos/EquivalenceMarksECTS.pdf

b. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, 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:

<table>
<thead>
<tr>
<th>Contact person</th>
<th>Juan de Dios Torralbo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsibility</td>
<td>Vicedean For International Relations (Faculty of Philosophy and Letters)</td>
</tr>
<tr>
<td>Contact details</td>
<td><a href="mailto:internacional_ffl@uco.es">internacional_ffl@uco.es</a></td>
</tr>
<tr>
<td></td>
<td>Tlf: +34 957 21 87 52</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.uco.es/internacional/extranjeros/visados/index_en.html">http://www.uco.es/internacional/extranjeros/visados/index_en.html</a></td>
</tr>
</tbody>
</table>

c. Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education. http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

<table>
<thead>
<tr>
<th>Contact person</th>
<th>Juan de Dios Torralbo</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>Contact details</td>
<td><a href="mailto:internacional_ffl@uco.es">internacional_ffl@uco.es</a></td>
</tr>
<tr>
<td></td>
<td>Tlf: +34 957 21 87 52</td>
</tr>
<tr>
<td>Website</td>
<td><a href="https://www.uco.es/servicios/sega/informaciongeneral/seguro-comple">https://www.uco.es/servicios/sega/informaciongeneral/seguro-comple</a> (Students need both EHIC and Travel/accident Insurance) information to be sent within Welcome email.</td>
</tr>
</tbody>
</table>

d. Housing

Our institution will guide incoming student/staff 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:

<table>
<thead>
<tr>
<th>Contact person</th>
<th>Juan de Dios Torralbo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsibility</td>
<td>Vicedean For International Relations (Faculty of Philosophy and Letters)</td>
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<tr>
<td>Contact details</td>
<td><a href="mailto:internacional_ffl@uco.es">internacional_ffl@uco.es</a></td>
</tr>
<tr>
<td></td>
<td>Tlf: +34 957 21 87 52</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.uco.es/internacional/extranjeros/alojamiento/index_en.html">http://www.uco.es/internacional/extranjeros/alojamiento/index_en.html</a></td>
</tr>
</tbody>
</table>

Academic year 2013-2014
Annex 2 to Erasmus+ Inter-Institutional Agreement
Institutional Factsheet: Ateneum-Szkola Wyzsa w Gdasku PL GDANSK 11

1. Institutional Information

1.1 Institutional details

<table>
<thead>
<tr>
<th>Name of the institution</th>
<th>Ateneum-Szkola Wyzsa w Gdasku</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erasmus Code</td>
<td>PL GDANSK 11</td>
</tr>
<tr>
<td>EUC</td>
<td></td>
</tr>
<tr>
<td>Institution website</td>
<td><a href="http://www.ateneum.edu.pl">www.ateneum.edu.pl</a></td>
</tr>
<tr>
<td>Online course catalogue</td>
<td><a href="http://ateneum.edu.pl/students/ects-catalogue/">http://ateneum.edu.pl/students/ects-catalogue/</a></td>
</tr>
</tbody>
</table>

1.2 Main contacts

<table>
<thead>
<tr>
<th>Contact person</th>
<th>Agnieszka Wrotek</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsibility</td>
<td>Incoming/Outgoing /Agreements /Erasmus Coordinator</td>
</tr>
<tr>
<td>Contact details</td>
<td>International Relations Specialist</td>
</tr>
<tr>
<td></td>
<td>Ul. 3 Maja 25A, 80-802 Gdansk (Polska)</td>
</tr>
<tr>
<td></td>
<td>Tel. +48 58 7220828</td>
</tr>
<tr>
<td></td>
<td>Fax. +48 58 7220880</td>
</tr>
<tr>
<td></td>
<td>e-mail : <a href="mailto:a.wrotek@ateneum.edu.pl">a.wrotek@ateneum.edu.pl</a></td>
</tr>
</tbody>
</table>

2. Detailed requirements and additional information

C. Recommended language skills

The sending institution, following agreement with our 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:

<table>
<thead>
<tr>
<th>Type of mobility</th>
<th>Subject area</th>
<th>Language(s) of instruction</th>
<th>Recommended language of instruction level according to CEFR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Mobility for Studies</td>
<td></td>
<td>Polish/ English/ Spanish</td>
<td>B1 Polish generally recommended unless some other specific level required for a special program (no certificate needed)</td>
</tr>
<tr>
<td>Staff Mobility for Teaching</td>
<td></td>
<td>Polish/ English/ Spanish</td>
<td>B1 Polish generally recommended unless some other specific level required for a special program (no certificate needed)</td>
</tr>
</tbody>
</table>

D. Additional requirements

Students' application: All students interested in studying at ATENEUM-Szkola Wyzsa w Gdasku are asked to submit an application form, which can be found on the website: http://ateneum.edu.pl/students/erasmus-en-gb/. The following documents must be enclosed and send by airmail to ATENEUM, together with the printed and signed application form:
- Learning Agreement containing planned course units in our institution. The Learning Agreement may be modified after arrival and discussion with the academic coordinator,
- the Transcripts of Records obtained in previous years of study at home university,
- copy of passport or ID,
- copy of the certificate of completion of secondary school.

The deadline for the winter semester is 31 of August.

**For staff mobility**, the "Teaching assignment programme" or "working programme" form duly filled in and signed by home university should be sent to ATENENUM.

**E. Calendar**

1. **Nomination Deadlines:** Applications/information on students nominated must reach our institution by:

<table>
<thead>
<tr>
<th>Autumn term (please specify)</th>
<th>NOMINATION: 15th of August</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Send to: <a href="mailto:ir@ateneum.edu.pl">ir@ateneum.edu.pl</a></td>
</tr>
<tr>
<td></td>
<td>APPLICATION: 31st of August</td>
</tr>
<tr>
<td></td>
<td>Send by airmail to:</td>
</tr>
<tr>
<td></td>
<td>Ateneum-Szkola Wyzsza w Gdansku</td>
</tr>
<tr>
<td></td>
<td>Ul. 3 Maja 25A, 80-802 Gdansk, Polska</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring term (please specify)</th>
<th>NOMINATION: 15th of December</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Send to: <a href="mailto:ir@ateneum.edu.pl">ir@ateneum.edu.pl</a></td>
</tr>
<tr>
<td></td>
<td>APPLICATION: 31st of December</td>
</tr>
<tr>
<td></td>
<td>Send by airmail to:</td>
</tr>
<tr>
<td></td>
<td>Ateneum-Szkola Wyzsza w Gdansku</td>
</tr>
<tr>
<td></td>
<td>Ul. 3 Maja 25A, 80-802 Gdansk, Polska</td>
</tr>
</tbody>
</table>

2. **Decision Response**: As receiving institution PL GDANSK 11 will send its decision within 12 weeks.
3. **Transcripts of Records**: A Transcript of Records will be issued by the receiving institution PL GDANSK 11 no later than five weeks after the assessment period has finished.
4. **Termination of Agreement**: A unilateral decision to discontinue the exchanges notified to the other party by 1 November 20XX will only take effect as of 1 September 20XX+1. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."

**F. Additional information**

**a. Grading system**: At Ateneum-Szkola Wyzsza w Gdansku is used the following grading system.

<table>
<thead>
<tr>
<th>Grades</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.0</td>
<td>Unsatisfactory (fail)</td>
</tr>
<tr>
<td>3.0</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>3.5</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>4.0</td>
<td>Good</td>
</tr>
<tr>
<td>4.5</td>
<td>Good plus</td>
</tr>
<tr>
<td>5.0</td>
<td>Very good</td>
</tr>
</tbody>
</table>

Grades are given from 2 to 5.
b. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, 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:

<table>
<thead>
<tr>
<th>Contact person</th>
<th>Agnieszka Wrotek</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsibility</td>
<td>International Relations Specialist</td>
</tr>
</tbody>
</table>
| Contact details | Tel. +48 58 7220828  
Fax. +48 58 7220880  
e-mail: a.wrotek@ateneum.edu.pl |
| Website        | http://ateneum.edu.pl/students/erasmus-en-gb/ |

c. Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education. http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

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<th>Agnieszka Wrotek</th>
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<td>Responsibility</td>
<td>International Relations Specialist</td>
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</tbody>
</table>
| Contact details | Tel. +48 58 7220828  
Fax. +48 58 7220880  
e-mail: a.wrotek@ateneum.edu.pl |
| Website        | http://ateneum.edu.pl/students/erasmus-en-gb/ |

d. Housing

Our institution will guide incoming student/staff 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:

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<th>Agnieszka Wrotek</th>
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</tbody>
</table>
| Contact details | Tel. +48 58 7220828  
Fax. +48 58 7220880  
e-mail: a.wrotek@ateneum.edu.pl |
| Website        | http://ateneum.edu.pl/students/erasmus-en-gb/ |

Academic year 2013-2014