



Erasmus+ Programme

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

Inter-institutional¹ agreement 2015-20[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)
University of Lodz Faculty of Mathematics and Computer Science, University of Lodz	PL LODZ01	Institutional Erasmus Coordinator: Prof. Eleonora Bielawska-Batorowicz ebator@uni.lodz.pl Faculty Coordinator: Dr Anna Łazińska, Faculty of Mathematics and Computer Science, University of Lodz, ul. Banacha 22, 90-238 Łódź,	www.iso.uni.lodz.pl http://erasmus.math.uni.lodz.pl

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.

		tel. +48 42 635 5910 fax. +48 42 635 4266 lazinska@math.uni.lodz.pl Administrative contact: International Relations Office Poland, Lodz, 90-131 65 Narutowicza Str. email: bwz@uni.lodz.pl (agreements and outgoing students) iso@uni.lodz.pl (incoming students) Tel: + 48 42 635 4037 Fax: + 48 42 635 4789	
UNIVERSITY OF PALERMO	I PALERMO01	Institutional Coordinator Prof. Ada Maria Florena <i>Vice-Rector for International Mobility</i> Dr. A.M. Adriana Ragonese <i>Head of UOA International Mobility and of the Erasmus Office</i> Piazza Marina, 61 – 90133 Palermo ITALY Tel. +39 091 238 93740 Email: relinter@unipa.it Departmental Coordinator Prof. Marinella Sciortino Email: marinella.sciortino@unipa.it	http://offweb.unipa.it/ http://portale.unipa.it/internationalstudents/EducationalOffer/
[...]			

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	TO	Subject area	Subject area	Study cycle	Number of student mobility periods
[Erasmus]	[Erasmus]				

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>)

code of the sending institution]	code of the receiving institution]	code * [ISCED]	name *	[short cycle, 1 st , 2 nd or 3 rd] *	Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
PL LODZ01	I PALERMO01	0541	Mathematics	1 st , 2 nd , 3 rd	2x4,5 months	
		061	Information and Communication Technologies (ICTs)	1 st , 2 nd , 3 rd	2x4,5 months	
I PALERMO01	PL LODZ01	0541	Mathematics	1 st , 2 nd , 3 rd	2x6 months	
		061	Information and Communication Technologies (ICTs)	1 st , 2 nd , 3 rd	4x6 months	

[*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 [total number of days of teaching periods or average duration *]	
				Staff Mobility for Teaching	Staff Mobility for Training *
PL LODZ01	I PALERMO01	0541	Mathematics	2x 5 days	
		061	Information and Communication Technologies (ICTs)	2x 5 days	
I PALERMO01	PL LODZ01	0541	Mathematics	1 x 7 days	
		061	Information and Communication Technologies (ICTs)	1 x 7 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]	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 LODZ01		English	Polish	English B1 (no certificate required)	English B2 (no certificate required)
I PALERMO01		Italian		Italian/English B1 (no certificate required)	English B2 (no certificate required)

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]

PL LODZ01: UL welcomes students with disabilities. While sending the nomination letter, please inform the International Students Office (10 months prior to arrival) about students with disabilities in order to provide the proper support to these students. The University of Lodz has the infrastructure to welcome students with some types of disabilities.

Additional requirements at I PALERMO01

The University of Palermo has the infrastructure to welcome students and staff with disabilities. See table below for contact details.

Institution [Erasmus code]	Contact details (email, phone)	Website for information
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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>

I PALERMO01	giulia.ingrassia@unipa.it +39 091 23862419	http://cud.unipa.it
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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 LODZ01	30 th June	15 th December
I PALERMO01	30 th JUNE	30 th OCTOBER

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

2. PL LODZ01: The receiving institution will send its conditional decision within [4] 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]*
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' 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.]

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

Grading system at the University of Lodz <http://iso.uni.lodz.pl/erasmus/ects-system>

Grading system at the University of Palermo I PALERMO01:

Examinations are graded according to a scale ranging from 0 to 30, with 18 as a pass mark. A "cum laude" may be added to the highest grade (30; 30 e lode) as a mention of special distinction. All examination results are used to calculate the overall degree mark on a scale of 0 – 110. The final result is based on exam results plus the presentation of a project or dissertation in front of a Board of Examiners. The pass mark is 66 and students who obtain full marks of 110 may also be awarded 'summa cum laude' (110 e lode).

Statistical distribution of grades according to the descriptions in the ECTS users' guide will be available at: <http://portale.unipa.it/amministrazione/area2/uoa06/grading-systems/>

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 LODZ01	iso@uni.lodz.pl ;	www.iso.uni.lodz.pl
I PALERMO01	studentistranieri.cot@unipa.it +3909123865500	http://portale.unipa.it/strutture/cot/Sportelli_e_Servizi/Sportello_Accoglienza_Studenti_Stranieri/index.html

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
University of Lodz PL LODZ01	iso@uni.lodz.pl ;	www.iso.uni.lodz.pl
I PALERMO01	UO - Polizze e denunce assicurative e-mail: stella.neri@unipa.it	http://portale.unipa.it/amministrazione/area5/set40/polizze/

	Tel: +39 091 238 90809	
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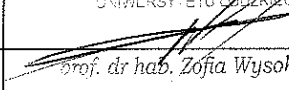


4. Housing

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 LODZ01	iso@uni.lodz.pl;	www.iso.uni.lodz.pl
I PALERMO01	CASAUNIPA - Servizio Alloggi Viale delle Scienze - Ed. "3" Segreteria Studenti - 90128 Palermo Tel. 091.23890905 email: servizioalloggi@unipa.it	http://portale.unipa.it/amministrazione/area1/ssp10/CASAUNIPA.html

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸
PL LODZ01	Prof. Zofia Wysokińska Pro-rector in Charge of International Relations	23.03.2016	 PROREKTOR DS. WSPÓLPRACY Z ZAGRANICĄ UNIWERSYTETU ŁÓDZKIEGO 
I PALERMO01	Università degli Studi di Palermo Prof. Ada Maria Florena Pro - Rector for International relations	01.04.2016	 

⁸ Scanned signatures are accepted

