

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

**Inter-institutional¹ agreement 2014-20[21]²
 between institutions from
 Programme and Partner Countries³
 KA107**

[Minimum requirements]⁴

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 of the organisation and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

A. Information about higher education institutions

Full name of the institution / country	Erasmus code or city ⁵	Contact details ⁶ (email, phone)	Website (eg. of the course catalogue)
University of Lodz	PL LODZ01	International Relation Office Poland, Lodz, 90-131 65Narutowicza Str. email: creditmobility@uni.lodz.pl Tel: + 48 42 635 40 37	www.iso.uni.lodz.pl

¹ Inter-institutional agreements can be signed by two or more higher education Institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Erasmus+ Programme Countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide.

⁴ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁵ Higher Education Institutions (HEI) from Erasmus+ Programme Countries should indicate their Erasmus code while Partner Country HEIs should mention the city where they are located.

⁶ Contact details to reach the senior officer in charge of this agreement.

		0413	Management and administration			
		0414	Marketing and advertising			

[*Optional: subject area code & name and study cycle are optional.]

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	Staff Mobility for Training *
				[total number of days of teaching periods or average duration *]	

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 or city]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁸	
				Student Mobility for Studies [Minimum]	Staff Mobility for Teaching [Minimum]

⁸For 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>

advance between the sending and receiving institutions or enterprises and the mobile participants.

- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.
- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The sending institution is obliged to verify if the grantee holds a valid health insurance for the period of the mobility. Costs for insurance will be covered by the grantee. See the information / insurance section for contact details.
- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

During and after mobility

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.
- Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
- Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

E. 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 including cultural preparation before mobility; the recognition tools used]

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

1. All incoming students are obliged to register through the online application system: www.enrolment.uni.lodz.pl

2. Every incoming student is entitled to courses to maximum 30 ECTS per semester.

In the event that the sides of the present agreement fail to perform any obligations resulting from it or breach its conditions, the other partner may terminate this agreement. In case of force majeure, a party that is faced with it, shall inform the other party without delay in writing, stating the nature, probable duration and foreseeable effects. Force majeure shall mean any unforeseeable exceptional situation or event beyond the parties' control, which prevents either of them from fulfilling any of their obligations under this agreement. Such situation cannot be the effect of error or negligence on their part and is impossible to overcome in spite of due diligence. The occurrence resulting from force majeure will not be considered as the breach of the agreement.

The partners attempt to resolve amicably disputes and misunderstandings that might arise during the project implementation. In case the rapport cannot be reached, Polish law and court of jurisdiction applies.

Any changes to the present agreement shall be made in writing and enter into force only if accepted and signed by both partners.

G. 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' guide⁹. 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.]

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

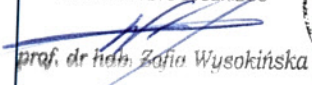
Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
PL LODZ01	International Students Office creditmobility@uni.lodz.pl +48 42 635 40 37	www.iso.uni.lodz.pl
ZUGDIDI	Quality Assurance	

⁹http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

	Service Centre mosiabella@gmail.com +995557342000	
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G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹⁰
PL LODZ01	Prof. Zofia Wysokińska Pro-rector in Charge of International Relations	14.10. 2015	PROREKTOR DS. WSPÓŁPRACY Z ZAGRANICĄ UNIWERSYTETU ŁÓDZKIEGO  prof. dr hab. Zofia Wysokińska
ZUGDIDI	Prof. Teona Khupenia The Rector	22.10 2015	T. Khupenia



Please put date
22.10.2015

¹⁰Scanned copies of signatures or digital signatures may be accepted depending on the national legislation