



Erasmus+ Programme

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

Inter-institutional agreement 2014-2020[21] 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

Name of the institution (and department, where relevant)	Erasmus code	Contact details ¹ (email, phone)	Website (eg. of the course catalogue)
University of Ljubljana Veterinary faculty	SI LJUBLJA01	Faculty coordinator: Name: Doc. Dr. Jože Starič Tel: 00386 1 4779 217 E-mail: joze.staric@vf.uni-lj.si	http://www.uni-lj.si/international_relations/ http://www.vf.uni-lj.si/vf/index.php/en/
Wroclaw University of Environmental and Life Sciences ul. C.K. Norwida 25 50-375 Wroclaw, Poland	PL WROCLAW04	Mrs. Jadwiga Bolechowska Erasmus Institutional Coordinator , International Relations Office, Incoming Students Tel. +48 71 320 5478 Fax: +48 71 320 5115 jadwiga.bolechowska@up.wroc.pl Krzysztof Kafarski International Relations Office Outgoing Students Tel. +48 71 320 5287 Fax: +48 71 320 5115 krzysztof.kafarski@up.wroc.pl	http://www.up.wroc.pl/studies_and_students/ https://www.student.up.wroc.pl/lista/

B. Mobility numbers² 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	Student Mobility for Traineeships *
					[total number of months of the study periods or average duration*]	
SI LJUBLJA01	PL WROCLAW04	12.4.	Veterinary medicine	1 st +2 nd or 3 rd	1	1
		12.4.	Veterinary medicine	1 st +2 nd or 3 rd	10 m	3 m
PL WROCLAW04	SI LJUBLJA01	12.4.	Veterinary medicine	1 st +2 nd or 3 rd	1	1
		12.4.	Veterinary medicine	1 st +2 nd or 3 rd	10 m	3 m

*Optional: subject area code & name and study cycle are 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 *	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training *
				[total number of days of teaching periods or average duration*]	
SI LJUBLJA01	PL WROCLAW04	12.4.	Veterinary medicine	1	1
		12.4.	Veterinary medicine	5	5
PL WROCLAW04	SI LJUBLJA01	12.4.	Veterinary medicine	1	1
		12.4.	Veterinary medicine	5	5

² 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 ³	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
SI LJUBLJA01		Slovene	English	B2	B2
PL WROCLAW04		English	Polish	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]

University of Ljubljana accepts students with disabilities after the consultations with Faculty International Offices.

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
SI LJUBLJA01	May 15	November 15
PL WROCLAW04	Nomination: 01 June Application: 01 July	Nomination: 01 November Application: 15 December

2. The receiving institution will send its decision within 8 weeks.

³ 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>

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.
4. Termination of the agreement

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

SI LJUBLJA01 - http://www.uni-lj.si/international_relations/

PL WROCLAW04 - http://www.up.wroc.pl/studies_and_students/9312/local_grades.html

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
SI LJUBLJA01	<i>Incoming:</i> intern.office@uni-lj.si Tel: 00 3861 2418592 <i>Outgoing</i> student.office@uni-lj.si Tel: 00 386 1 2418594	http://www.uni-lj.si/international_relations/
PL WROCLAW04	jadwiga.bolechowska@up.wroc.pl	http://www.up.wroc.pl/studies_and_students/

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
SI LJUBLJA01	<u>incoming</u> intern.office@uni- lj.si, Tel: 00 3861 2418592 <u>outgoing</u> student.office@uni- lj.si, Tel: 00 386 1 2418594	http://www.uni-lj.si/international relations/
PL WROCLAW04		http://www.up.wroc.pl/studies_and_students/

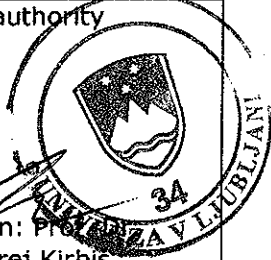
4. Housing

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
SI LJUBLJA01	Intern.Office@uni-lj.si Tel: 00 3861 2418592	http://www.uni-lj.si/international relations/
PL WROCLAW04	jadwiga.bolechowska@up.wroc.pl	http://www.up.wroc.pl/studies_and_students/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁴
SI LJUBLJA01	Dean of the Faculty by the Authorisation of the Rector PROF. DR. IVAN SVETLIK	14-11-2013	By authority  Dean: Prof. dr. Andrej Kirbis
PL WROCLAW04	Prof. Dr. hab. Alina Wieliczko Vice-Rector Vice-Rector for International Relations and Regional Cooperation	14.11.2013	Prorektor ds. współpracy z zagranicą i regionem <i>prof. dr. hab. Alina Wieliczko</i>

UNIwersytet PRZYRODniczy
we Wrocławiu
50-375 Wrocław, ul. Norwida 25/27

⁴ Scanned signatures are accepted



Erasmus+

*Information Sheet
for Erasmus Students and Coordinators*

Legal Name of Institution (in Polish and English)	Uniwersytet Przyrodniczy we Wrocławiu Wrocław University of Environmental and Life Sciences
ERASMUS CODE	PL WROCLAW04
Postal Address	ul. Norwida 25 50-375 Wrocław
Internet Address	http://www.up.wroc.pl/studies_and_students
Head of institution	Prof. Dr. hab. Roman Kołacz
Title	Rector

Erasmus Institutional Coordinator Contact person 1 (incoming students)	Ms. Jadwiga Bolechowska jadwiga.bolechowska@up.wroc.pl
Address	International Relations Office ul. Norwida 25 50-375 Wrocław
Telephone	+48 71 3205 478
Fax	+48 71 3205 115

International Relations Officer Contact person 2 (outgoing students)	Ms. Anna Posadowska-Malarz anna.posadowska-malarz@up.wroc.pl
Address	International Relations Office ul. Norwida 25 50-375 Wrocław
Telephone	+48 71 3205 287
Fax	+48 71 3205 115



**ERASMUS+ - Information Sheet
for Erasmus Students and Coordinators**

<p><u>DEPARTMENTAL COORDINATORS:</u></p> <p>The departmental coordinators are responsible for:</p> <ol style="list-style-type: none">1. Signing the Application Forms, Learning Agreements and Changes to Learning Agreements of incoming students.2. Providing the students with timetables of the courses for each semester.	<p>Faculty of Biology and Animal Science: Dr. Barbara Krol barbara.krol@up.wroc.pl</p> <p>Faculty of Environmental Engineering and Geodesy: Dr. Hanna Houszka hanna.houszka@up.wroc.pl</p> <p>Faculty of Food Science: Dr. Malgorzata Korzeniowska malgorzata.korzeniowska@up.wroc.pl</p> <p>Faculty of Life Sciences and Technology: Prof. Cezary Kabala cezary.kabala@up.wroc.pl</p> <p>Faculty of Veterinary Medicine: Dr. Robert Karczmarczyk robert.karczmarczyk@up.wroc.pl Contact person: Ms. Agnieszka Ferfecka vet.studies@up.wroc.pl</p>
<p>Info about admission</p>	<p>http://www.up.wroc.pl/studies_and_students/9301/admission_requirements.html</p>
<p>Application deadlines</p>	<p>1st semester and full academic year: 1st July 2nd semester: 15th December</p>
<p>Application Procedure</p>	<p>Online procedure – http://www.up.wroc.pl/students/9301/admission_requirements.html</p> <p>Application Form</p> <ol style="list-style-type: none">1. Learning Agreement2. Photo3. Proof of English certificate



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Academic calendar 2015/2016	Generally, the academic year starts on 1st October and finishes in the middle of June. The first semester finishes around 20th January . The exam session is held until the middle of February. The second semester usually starts around 20th February and finishes in the middle of June . The exam session is held until the end of June. Re-sitting is possible in September, the date depends on the agreement between the lecturer and the student. http://www.up.wroc.pl/studies_and_students/
Acceptance	The <u>scanned documents</u> (Learning Agreement) duly signed and stamped by the home institution should be submitted on-line. After the acceptance, the LA is sent back (as a scanned copy or the original if requested by the sending institution) to the home institution of the candidate student.
Changes to "Learning Agreement"	The form " Changes to Learning Agreement " has to be completed by the student not later than 30 days after arrival . It has to be signed by the student, the departmental coordinator and the institutional coordinator at the host institution. The institutional coordinator sends a <u>scanned document</u> (or the original if requested by the sending institution) for approval to the sending institution, which should be sent back(scan via e-mail) duly signed by the respective coordinator(s) of the sending institution.
ECTS	WUELS uses ECTS credits - 60 ECTS for full academic year - 30 ECTS for one semester
Study Programs/Courses	https://www.student.up.wroc.pl/lista/
Language of Instruction	Erasmus students are offered courses in English. A course taught in English will be available if at least 6 international students are enrolled. If less than 6 students sign up for the group, the course will be available in Polish, but the students will be provided with individual support of the teachers (tutorials) in English.



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Proof of English certificate	<p>The command of English at level B2 (CEFR) is required.</p> <p>The student should submit an adequate certificate issued by the home institution certifying that the student is able to communicate, read literature and follow lectures taught in the English language.</p>
Polish language course	<p>Lessons of Polish language are offered to interested students at the beginning of each semester. They are taught once a week throughout the semester. The lessons are at beginners level, so that the students pick up some Polish necessary for survival. Generally, no ECTS credits are allocated for Polish lessons.</p>
Accommodation	<p>Our university offers accommodation in 2 dormitories. More info and Application Forms are available in the electronic registration system. http://www.up.wroc.pl/students/9869/housing.html</p>
Arrival	<p>The students are requested to check-in at the dormitories not earlier than one week before the beginning of the academic year.</p> <p>No picking up from the airport or train stations is offered by the International Relations Office due to a large number of incoming students and different dates and time of arrivals.</p>
ERASMUS STUDENT NETWORK ESN	<p>Our students, associated in the ESN offer help to all incoming students, both before arrival and afterwards. Contact: Ms. Jolanta Suszek president.upwroclaw@esn.pl</p>
Beginning of the academic year	<p>All Erasmus students are informed by the institutional coordinator about the first meeting with their departmental coordinators, responsible for the courses and timetables.</p>
Medical Insurance	<p>It is necessary for all the Erasmus students to have a valid Health Insurance Card issued in their home country. Non-EU students have to purchase the Health Insurance (valid for EU countries for the entire period of study in Poland) in their home country. The insurance must cover medical assistance and hospitalisation, including repatriation that will cover the expenses incurred abroad. The students should have the Insurance Policy accessible at any time during the entire exchange period.</p>