

Erasmus+

Erasmus+ Programme Inter-institutional agreement
Key Action 1 : Learning mobility for higher education students and staff
between EU Member States and third countries associated to the Programme and third countries not associated to the
Programme 2022-2023 / 2023-2024
(connected with the UG's agreement with the National Agency no. 2022-1-PL01-KA171-HED-000073527)

1. Information about the higher education institutions

Name of the institution (and department where relevant) / country	Erasmus code and city ¹	Contact details ² (email, phone)	Websites
UNIVERSITY OF GDANSK/POLAND	PL GDANSK01	<p>Erasmus Faculty Coordinator: Wydział Filologiczny, Instytut Studiów Klasycznych i Sławistyki, Gdańsk, Wita Stwosza 51, <i>dr hab. Dušan-Vladislav Paždžerski</i>, dvp@ug.edu.pl</p> <p>Administrative contact: Ewa Chmurzyńska Katarzyna Flis (Erasmus Exchange Office) (erasmus@ug.edu.pl) PL 80-309 Gdańsk, ul. Bazynskiego 8 phone: +48 58 523 24 42</p>	<p>General: http://en.ug.edu.pl/</p> <p>Faculty/faculties: Course catalogue: http://en.ug.edu.pl/</p>
Fakultet za crnogorski jezik i knjizevnost (Faculty for Montenegrin Language and Literature) MONTENEGRO	E10134371 Cetinje	<p>Erasmus Faculty Coordinator: <i>Fakultet za crnogorski jezik i knjizevnost / FCJK</i> <i>Baja Pivljanina 134, 81250 Cetinje, Montenegro</i> Ph.D. Milan Marković, Vice-Dean for Science and International Cooperation milan.markovic@fcjk.me</p> <p>Administrative contact: Ivana Rondović ivana.vulic@fcjk.me Office for International Cooperation Baja Pivljanina 134, 81250 Cetinje, Montenegro +382 41 241 243</p>	<p>http://www.fcjk.me/</p>

The institutions³ named above agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. This agreement is valid for the Erasmus+ call years 2022- 2024 in KA131 & KA171
The institutions commit to sound and transparent management of funds allocated to them through Erasmus+ and to respect the quality

¹ Higher education institutions (HEIs) from EU Member States or third countries associated to the Programme should indicate their Erasmus code; HEIs from third countries not associated to the Programme should mention the city where they are located.

² Contact details to reach the senior officer in charge of this agreement and of its possible updates.

³ Inter-institutional agreements can be bilateral or multilateral in the case of mobility consortia:

- Bilateral agreements are for cooperation between one higher education institution located in an EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme
- Multilateral agreements are for cooperation between a mobility consortium of higher education institutions located in one single EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme.

requirements of the Programme, outlined in the [Erasmus Charter for Higher Education](#)⁴ and in this agreement. The institutions agree on exchanging their mobility-related data according to the [principles of GDPR](#)⁵ and in line with the technical standards of the [European Student Card Initiative](#)⁶, when this becomes available for international mobility involving third countries not associated to the Programme.

Sending institutions located in EU/EEA countries have to ensure compliance with the provisions of art. 46 GDPR for all participants' personal data exchanged in the context of their mobility with institutions from non-EU/EEA countries without an adequacy decision, on the condition that enforceable data subject rights and effective legal remedies for data subjects are available in the respective third country. The participants should be informed in a transparent manner about the level of protection of their personal data, if this is different from the one where the sending institution is located

2. Mobility numbers during academic years 2022/23 and 2023/24

The partners agree to update the mobility data, whenever possible, by no later than the end of January in the preceding academic year formally via an amendment of the inter-institutional agreement.

Number of student and staff mobility periods

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area code [ISCED] ⁷	Subject area name	Study cycle [1 st , 2 nd or 3 rd]	Total number of Student Mobility for Studies / Total number of months
E10134371	PL GDANSK01	0232	Literature and linguistics	1 st and 2 nd cycle	1 student /5 months
PL GDANSK01	E10134371	0232	Literature and linguistics	1 st and 2 nd cycle	1 student /5 months

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area code [ISCED]	Subject area name	Total Number of staff mobility/Total number of days ⁸	
				Staff Mobility for Teaching	Staff Mobility for Training
PL GDANSK01	E10134371	0232	Literature and linguistics	1 staff/5 days	0/0
E10134371	PL GDANSK01	0232	Literature and linguistics	1 staff/5 days	0/0

⁴ https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en

⁵ https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr_en

⁶ https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en

⁷ <https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>

⁸ Mobility days excluding travel time

3. 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 skills⁹ at the start of the mobility period (see also section 5 "Preparation and Support").

Receiving institution [Erasmus code or city]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies [Minimum recommended level in at least one of the languages: B1]	Staff Mobility for Teaching/Staff Mobility for Training [Minimum recommended level in at least one of the languages for teaching: B2]
PL GDANSK01	Literature and linguistics	Serbian/Montenegrin	English	B1	C1
E10134371	Literature and linguistics	Serbian/Montenegrin	English	B1	C1

For more details on the language of instruction recommendations, see the course catalogue of each institution. The links to the course catalogue are provided in the first section.

4. Partnership arrangements: fees and organisational support funds

In accordance with the Erasmus Charter for Higher Education, partners commit to charge no additional fees to students:

- In connection with the organisation or administration of their Erasmus+ mobility period. Any violation to this rule by the partners shall be brought to the attention of the National Agency and may lead to the termination of the participation in the project linked to this inter-institutional agreement, if no corrective measures are taken.
- For tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

⁹ For an easier and consistent understanding of language requirements, it is recommended to use the Common European Framework of Reference for Languages (CEFR): <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

Partners agree on the following use and repartition of organisational support funds including a list of objectives that both partners consider a priority:

OS Use and Repartition	Priority Objectives
Not applicable	

5. Outreach and Selection of participants: calendar, application procedure and requirements

- Partners commit to doing outreach to participants with fewer opportunities to encourage their participation in the Programme and, where needed, agree on a common strategy to meet indicative inclusion targets.
- Partners commit to running selection procedures for mobility activities that are fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility. The calls for applications must be public and an appeal procedure must be in place. Under no circumstances, shall applicants and selected participants incur any costs during application and selection procedures.
- In the case of student mobility, partners will ensure that other elements beyond academic merit are taken into account to ensure participation of students with fewer opportunities. Selection criteria and procedures must be clearly communicated in the call for applications.

The Higher Education Institution(s) in an EU Member State or associated third country commit(s) to:

Before mobility

- Ensure that students are aware of their rights and obligations as defined in the *Erasmus+ Student Charter*¹⁰.
- Provide a pre-financing of the grant to **reduce the costs that participants need to cover upfront**, to the extent possible.

All involved Higher Education Institutions commit to the following preparation and support measures. Information and assistance can be provided by the contact points and information sources in the table below:

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Ensure that outgoing mobile participants are well prepared for their activities abroad, including blended mobility, by undertaking activities to achieve the necessary level of **linguistic proficiency** and develop their **intercultural competences**.
- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- The receiving institution will guide incoming mobile participants in finding **accommodation**, according to the requirements of the Erasmus Charter for Higher Education. It is considered best practice to use the individual grant to pay for the deposit of dormitories.
- Provide assistance related to obtaining **visas**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and, if needed, use project funds in the most inclusive way to cover related costs partially or in full.

¹⁰ The Erasmus+ Student Charter is available here: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en

- Provide assistance related to obtaining insurance, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and use project funds in the most inclusive way to cover related costs partially or in full. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.
- The receiving institution will inform about the existence of relevant infrastructure and provide support to incoming participants with fewer opportunities.
- Provide participants with their grant as soon as possible upon arrival, including if necessary a first payment using cash, check or similar. Provide appropriate mentoring and support arrangements for mobile participants, including for those pursuing blended mobility, as well as integrate incoming mobile participants into the wider student community and in the Institution's everyday life.
- Provide participants with their grant as soon as possible upon arrival, including if necessary a first payment using cash, check or similar to avoid delays linked to opening a bank account.
- The institutions commit to encourage participants to act as ambassadors of the Erasmus+ Programme and share their mobility experience, e.g. by providing information about the existence of Erasmus+ alumni networks, inviting former participants in promotion activities, etc

• **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.

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

	Term duration	Deadline ¹¹
PL GDANSK01	Winter Term: from the beginning of October to the end of January Spring Term: from the mid- February to the end of June	Nominations: June 30th Applications: June 30th Nominations: November 30th Applications: December15th
E10134371	Winter Term: from the beginning of October to the end of January Spring Term: from the mid- February to the end of June	Nominations: June 30th Applications: June 30th Nominations: November 30th Applications: December15th

The receiving institution will send its decision within 2 weeks and no later than 5 weeks.

The partners commit to have a fair, transparent, coherent and documented application and selection procedure outlined in their respective websites and regularly updated, together with the contact details of the relevant department:

Application procedure for students

¹¹ Please specify the deadline for each semester and, if necessary, adapt to a trimester system.

Receiving Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
PL GDANSK01	erasmus.incoming@ug.edu.pl	https://en.ug.edu.pl/incoming-students/erasmus-2021-2027/erasmus-incoming/recruitment-admissions
E10134371	info@fcjk.me	http://www.fcjk.me/ugovori-o-saradnji

Selection criteria PL GDANSK01		
Requirement	Details	Website for information (optional)
Academic requirements	30 ECTS	https://en.ug.edu.pl/incoming-students/erasmus-2021-2027/erasmus-incoming/recruitment-admissions
Other	ID Photo Application Form Language Certificate Health Insurance	https://en.ug.edu.pl/incoming-students/erasmus-2021-2027/erasmus-incoming/recruitment-admissions

6. Preparation and support

The duty of coordinating and managing the project and settling the accounts pertaining to it rests on the University of Gdansk ("UG"), as the applicant.

Mobility for Studies:

- All participants, before starting the mobility, are obliged to sign a grant agreement for Erasmus+ student mobility for studies.
- The students visiting the University of Gdansk in the frame of the Erasmus+ programme receive a grant on arrival at UG (first instalment – 70% of the financial support) and fulfilling all required formalities set in the grant agreement (second instalment – 30% of the financial support). Having a bank account is a necessity.
- The UG's responsibilities include: sending an official invitation to the student making it possible to apply for a visa as well as sending a confirmation of the study programme being fulfilled to the partner university.
- On completion of the mobility period the participants must complete and submit the online EU survey – participant's individual report on the mobility. After this requirement is fulfilled the participant is entitled to receive the second instalment of the financial support.
- The UG's Erasmus Exchange Office cooperates with the faculty hosting the participant in order to verify the appropriate period of stay and the completion of study programme. These actions are conducted in order to ensure that the mobility is eligible.

Mobility for Teaching and Training:

- All participants, before starting the mobility, are obliged to sign a grant agreement for Erasmus+ staff mobility for teaching or training.
- The academic staff visiting the University of Gdansk in the frame of the Erasmus+ programme receive a grant on arrival at UG provided that the grant agreement has been duly signed. Outgoing academic staff receive a grant before departure after fulfilling all required formalities.
- The UG's responsibilities include: sending an official invitation to the teacher/staff making it possible to apply for a visa as well as sending a confirmation of the teaching/ training programme being fulfilled to the partner university.
- On completion of the mobility period the participant must provide the UG's Erasmus Exchange Office with the Confirmation of Teaching/ Training Period and complete and submit the online EU survey – participant's individual report on the mobility. After these requirements are fulfilled the mobility is recognised as eligible.

Insurance and visa

- The participant shall have adequate insurance coverage, at least the one that covers costs of medical treatment (health insurance), accident and liability insurance in Poland and is valid for the whole stay of the participant in the receiving country. The participant has been informed about the obligation to obtain adequate insurance prior to the start of the mobility. The participant is responsible for covering the costs of the insurance. The University of Gdansk does not provide any insurance for the participant.
- If the participant fails to meet the requirements regarding the insurance specified above the University of Gdansk and the partner university shall not bear any responsibility in case of any accidents.
- Participants who fail to provide the partner university with a copy of the adequate insurance shall not be admitted to the programme.
- The sending and receiving institutions will provide assistance, when required, in any visa supporting documents for incoming and outgoing mobile participants. The cost of visa shall be covered by the participant with his/her own means.

Recruitment of students

- The selection of outgoing students shall be held by home university in accordance with the clear and shared procedure agreed by the parties, with the decision being consulted with the receiving institution.
- In the recruitment process of students coming to the University of Gdansk the partner university shall take the following criteria into account:
 - a. Preferred line of studies: *(to be filled in only if applicable and agreed upon by both parties)*;
 - b. Having obtained credits at home university for at least 2 terms of studies;
 - c. Certified command of English or Polish at (least at) the intermediate level equivalent to the B2 level according to the Common European Framework of Reference for Languages;
 - d. Declaration of readiness to popularise international mobility of students;
- The recruiting university draws up a report on the recruitment process (conducted with observance of principles of transparency, clarity and equality of access), containing information on the composition of the recruitment board, established recruitment criteria and terms as well as results of recruitment. The following lists of students shall be enclosed to the report: (a) the full list of students applying for participation in the exchange; (b) the list of students selected for the Erasmus+ programme; (c) the reserve list. The signed report with enclosures must be sent to the University of Gdansk.
- The recruiting university is obliged to nominate its selected students online in the Erasmus Student Registration System developed by the UG. The UG sends the partner university a link to the system only after receiving the recruitment report described above.
- The UG sends the nominated students instructions on what actions to undertake next. The proper fulfilment of the given procedures is the final step to be accepted at the University of Gdansk.

Recruitment of academic staff

- The selection of outgoing staff shall be held by home university in accordance with the clear and shared procedure agreed by the parties with the decision being consulted with the receiving institution. Former participation in academic mobility between partner universities, including scientific conferences and joint enterprises, shall be taken into consideration in the selection process.
- The programme of the mobility shall cover at least 8 didactic hours. It shall be consulted with the host university and stated in the **Mobility Agreement for Teaching**. This document has to be approved and signed by all parties before the mobility starts.
- The programme of training mobility shall be consulted with the host university and stated in the **Mobility Agreement for Training**. This document has to be approved and signed by all parties before the mobility starts.
- Language of mobility shall be English or the language of the receiving university.
- The participant declares to popularise international scientific cooperation between partner universities in the academic environment.

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation			https://en.ug.edu.pl/incoming-students/erasmus-2021-2027/erasmus-incoming/recruitment-admissions
Language Support			https://en.ug.edu.pl/incoming-students/erasmus-2021-2027/erasmus-incoming/recruitment-admissions
Visa			https://en.ug.edu.pl/incoming-students/erasmus-2021-2027/erasmus-incoming/recruitment-admissions
Insurance			https://en.ug.edu.pl/incoming-students/erasmus-2021-2027/erasmus-incoming/recruitment-admissions
Inclusion of participants with fewer opportunities			https://old-en.ug.edu.pl/universytet/struktura_ug/central_administration/rector/vice-rector_student_affairs_and_education_quality/office_-_disability_issues
Mentoring		info.3city@esn	https://www.facebook.com/ESN3city/
Grant payments			https://en.ug.edu.pl/incoming-students/erasmus-2021-2027/erasmus-incoming/recruitment-admissions

7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed

PL GDANSK01 <i>the European Credit Transfer and Accumulation System</i>
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E10134371 <i>European Credit Transfer and Accumulation System (ECTS)</i>

- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or non-academic organisations and the mobile participants.
- Accept all activities indicated in the learning agreement, or according to the learning outcomes of the modules completed abroad, as automatically counting towards the degree, provided these have been satisfactorily completed by the mobile student.
 - Partners commit to taking measures to ensure recognition of student and staff mobility upon their return, including:
 - Providing incoming mobile students and their sending institutions with free-of-charge transcripts. The documents must be in English or in the language of the sending institution and containing a full, accurate and timely record of the achievements at the end of the mobility period.
 - 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
 - Providing students on traineeships and staff with a certificate for the activities completed. It is recommended to issue a certificate towards the end of the mobility period.

8. Grading systems of the institutions

It is recommended that receiving institutions provide the statistical distribution of grades or make the information available through [EGRACONS](#) according to the descriptions in the [ECTS users' guide](#)¹². The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

Institution [Erasmus code or city]	EGRACONS [If applicable]	Website for information
Not applicable		
Not applicable		

9. Termination of the agreement

Termination of the agreement or changes in the data set above can be amended annually, if communicated before September 1st. 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. "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."

10. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹³
PL GDANSK01	dr hab. Anna Jurkowska-Zeidler, associate professor Vice-Rector for International Cooperation		z up. PROREKTOR ds. Współpracy i Rozwoju <i>Mrozowska</i> dr hab. Sylwia Mrozowska, prof. UG
E10134371	Doc. dr Milan Marković Vice-Dean for Science and International Cooperation	19/5/2023.	<i>Milan Marković</i>

1) The University of Gdańsk informs that the information clause regarding personal data pursuant to Art. 13 sec. 1 and 2 of the General Data Protection Regulation of 27 April 2016, hereinafter referred to as "GDPR", can be found on <https://bip.ug.edu.pl/>

2) The Partner Institution declares that has read the content of the clause.

3) The Partner Institution undertakes to fulfill the disclosure obligations provided in Art. 13 and 14 of the GDPR towards persons from whom personal data has been obtained directly or indirectly in order to conclude and implement this contract

¹² The ECTS user's guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en

¹³ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation

