



Erasmus+ Programme

Bilateral Inter-Institutional Agreement

Key Action 1

Learning Mobility for Higher Education Students and Staff

among EU Member States and third countries associated to the Programme

1

The institutions 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, including [automatic recognition](#) of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the [European Credit Transfer and Accumulation System](#). The institutions agree on exchanging their mobility related data in line with the technical standards of the [European Student Card Initiative](#).

Grading systems of the institutions

Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through [EGRACONS](#) according to the descriptions in the [ECTS users' guide](#). The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending Institution.

Validity period of the agreement

Timeframe	Academic Year*	Call Year*
Start of validity	[2023/2024]	
End of validity	[2023/2024]	

A. Information about the higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details ² (email, phone)	Websites (General/Faculties/ Course catalogue)
POLITECHNIKA POZNANSKA	PL POZNAN02	Administrative Coordinator: Magdalena ZAWIRSKA-WOLNIEWICZ Head of LLL&International Education Office, Pl. M. Skłodowskiej-Curie 5 60-965 Poznań, Poland Tel. +48 61 665 35 44 magdalena.zawirska-wolniewicz@put.poznan.pl	https://www.put.poznan.pl/ https://put.poznan.pl/en/programmes

¹ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

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

		Departmental Coordinator: Joanna KAŁKOWSKA Faculty of Engineering Management joanna.kalkowska@put.poznan.pl Tel. +48 61 6653372	
Technical University of Liberec	CZ LIBEREC01	Erasmus Coordinator: Viera Huličková Studentská 2 461 17 Liberec erasmus@tul.cz Faculty Coordinator: Martina Chvojková martina.chvojkova@tul.cz +420 48 535 2418 Contact person : Eva Šírová eva.sirova@tul.cz +420 535 2353	http://www.tul.cz/en

B. Mobility numbers³ per academic year

The agreement is signed only for the academic years: 2022/2023 and 2023/2024

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 (optional)* [ISCED]	E	Study cycle (short cycle, 1 st , 2 nd or 3 rd) (optional)*	Number of student mobility periods			
					Student Mobility for Studies [total number of students]	Student mobility for Studies [total number of days]	Student Mobility for Traineeships (optional)* [total number of student s]	Student Mobility for Traineeships (optional)* [total number of months]
CZ LIBEREC01	PL POZNAN02	0413	Management and administration	1,2	7x5 days	35 days		

³ Mobility numbers can be given per sending/receiving institutions and per education field (optional*:
<https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>)

Short-term blended mobility option for students

By checking this box, the partners confirm that they are willing to exchange students who wish to carry out their mobility in a blended format, a combination of a short-term physical mobility with a virtual component.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code (optional)* [ISCED]	Subject area name (optional)*	Number of staff mobility periods			
				Staff Mobility for Teaching <i>[total number of staff]</i>	Staff Mobility for Teaching <i>[total number of days]</i>	Staff Mobility for Training (optional)* <i>[total number of staff]</i>	Staff Mobility for Training (optional)* <i>[total number of days]</i>
CZ LIBEREC01	PL POZANAN02	0413	Management and administration	1x3 days	3 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 ⁴	
				Student Mobility for Studies <i>[Minimum recommended level: B1]</i>	Staff Mobility for Teaching <i>[Minimum recommended level: B2]</i>
PL POZANAN02	CZ LIBEREC01	English	x	B2	B2

D. Calendar

Nominations of incoming students must reach the institution by:

Receiving institution

Autumn term*

Spring term*

⁴ 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>

[Erasmus code]	[day/month]	[day/month]
PL POZNA02	X	X

Applications from incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
PL POZNA02	X	X

Application procedure for incoming students

Receiving institution [Erasmus code]	Contact details (email, phone)	Website for information
PL POZNA02	incoming@put.poznan.pl	https://put.poznan.pl/en/erasmus-incoming

E. Additional requirements

Receiving institution [Erasmus code]	Requirement	Details	Website for information (if applicable)
PL POZNA02			X

The receiving institution will send its decision within [x] weeks, **and no later than 5 weeks.**

Inclusion and accessibility

The institution will provide support to incoming mobile participants with fewer opportunities, 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:

Receiving institution [Erasmus code]	Available infrastructure adjusted for people with:	Description of infrastructure (optional)	Contact details (email, phone)	Website for information
PL POZNA02				https://www.put.poznan.pl/en/students-life/disabled-students

F. Information

1. 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 POZNAN02	incoming@put.poznan. pl	https://www.put.poznan.pl/en/node/1171

2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outgoing 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 POZNAN02	study@put.poznan.pl	https://www.put.poznan.pl/en/arrival/visa

3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outgoing 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
PL POZNAN02	study@put.poznan.pl	https://www.put.poznan.pl/en/practical-information/health-insurance

4. Additional information

Receiving institution [Erasmus code]	Information on recognition process / other useful information:	Contact details (email, phone)	Website for information
PL POZNAN02		x	

A Transcript of Records will be issued by the receiving institution no later than [xx] weeks after the assessment period has finished at the receiving HEI.

CZ LIBEREC01: *Transcript of Records* will be issued by the respective Faculty at TU Liberec before the departure of the student.

PL POZNAN02:

Any other information regarding the terms of the agreement:

1. Grading systems of the institutions

<http://www.put.edu.pl/institution/education-at-put>

very good	(A)	bardzo dobry	5.0
good plus	(B)	dobry plus	4.5
good	(C)	dobry	4.0
satisfactory plus	(D)	dostateczny plus	3.5
satisfactory	(E)	dostateczny	3.0
unsatisfactory	(F)	niedostateczny	2.0

Termination of the agreement

In the event of unilateral termination to discontinue the exchanges, notified to the other party by 1 September 20XX, will take effect on 1 September 20XX+1.

Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

PL POZNAN02	PL POZNAN02	Paweł Śniatała, Ph.D., D.Sc., Eng. Vice-Rector for International Relations	
CZ LIBEREC01	Doc. Kateřina Maršíková Vice-Rector for International Relations	19.2.2024	

RELATIONS

Śniatała



