



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-20[17]² between programme countries

Name of the institution (and department, where relevant)	Erasmus code	Contact details ³ (email, phone)	Website (eg. of the course catalogue)
Wyższa Szkoła Kultury Społecznej i Medialnej	PLTORUN04	Anna Rakowska, PhD Erasmus Coordinator, Programme of Partner Countries ul. Św. Józefa 23/ 35 87-100 Toruń Poland anna.rakowska@wksim.edu.pl Tel. 0048/ 56/ 610 72 64	www.wksim.edu.pl
UNIVERSIDAD CATOLICA ADRES BELLO (Venezuela)	Not applicable	Coordinator for Universidad Católica Andres Bello Lizbeth Sanchez Director of International Relations lsanchez@ucab.edu.ve +582124076061 +582124076062 Av Teheran, Urb. Montalban, Caracas 1020, Venezuela	www.ucab.edu.ve http://sri.ucab.edu.ve
[...]			

[Minimum requirements]⁴

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

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

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

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 [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 [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
-	-	-	-	-	-	-

*[*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	
				Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
UNIVERSIDAD CATOLICA ADRES BELLO (Venezuela)	PLTORUN04		Journalism	5 days (1 person)	-
-	-	-	-	-	-

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>

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	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
[Erasmus code] PL TORUN 04	Journalim	English	-	-	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]

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

1. Each Party shall determine the rules and the procedure of recruitment for staff leaving in the framework of the program Partner Countries.
2. The host University supports the program participant in finding appropriate accommodation.
3. The host University shall send relevant documents confirming the cooperation needed in the process of applying for a visa.
4. The sending University supports the participant in the visa operations.
5. Wyższa Szkoła Kultury Społecznej i Medialnej will transfer the scholarship (1100 Euro for travel expenses and 980 Euro for Individual Support of the participant) on the bank account of UNIVERSIDAD CATOLICA ADRES BELLO.

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>

Beneficiary: Universidad Católica Andrés Bello

Beneficiary's bank: Mercantil Commerce Bank

Account number of the beneficiary bank: 8300789912

Beneficiary's bank ABA: 067010509

Beneficiary's bank SWIFT : MNBMUS33

Beneficiary's bank address: 220 Alhambra Circle, Coral Gables, Florida 33134, USA

Beneficiary Address: Av. Teherán, Edif. Servicios Centrales, P.3, Of. Rectorado, Urb. Montalbán, Dto. Capital, Caracas, 1020 Venezuela.

6. Transfer of the scholarship for the participant from the partner country and travel expenses takes place after the participant's arrival to Poland within 5 working days to the bank account indicated in the agreement in Euros.
7. The sending University determines the funding rules for travel and stay with the university teacher.
8. The host University may indicate the field of interest to lectures.
9. The host University shall issue on university letterhead *the Letter of Confirmation* to the participant of the program confirming the period of stay at the host university according to the attached pattern.
10. The sending University and the host University take the information and publicity measures among lecturers and students of the University about participation in the program through the internet, emails, meetings and other available means.
11. The LA UNIVERSIDAD CATOLICA ADRES BELLO undertakes to provide Wyższa Szkoła Kultury Społecznej i Medialnej with information on the implementation of the program Partner Countries required in the final report within the previously fixed deadline.
12. Wyższa Szkoła Kultury Społecznej i Medialnej has the infrastructure to welcome staff with disabilities.

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
Not applicable	Not applicable	Not applicable

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

2. The receiving institution will send its decision within [x] weeks.
3. 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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement

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[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.]

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.

The following contact points and information sources can provide information and assistance:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
PL TORUN 04	anna.rakowska@wsksim.edu.pl 0048/56/610 72 64	www.wsksim.edu.pl
UNIVERSIDAD CATOLICA ADRES BELLO	lsanchez@ucab.edu.ve +582124076061 +582124076062	http://sri.ucab.edu.ve

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. The following contact points and information sources can provide information and assistance:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
PL TORUN 04	anna.rakowska@wsksim.edu.pl 0048/56/610 72 64	www.wsksim.edu.pl

⁷ http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

UNIVERSIDAD CATOLICA ADRES BELLO	lsanchez@ucab.edu.ve +582124076061 +582124076062	http://sri.ucab.edu.ve
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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.

The following persons and information sources can provide information and assistance:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
PL TORUN 04	anna.rakowska@wksim.edu.pl 0048/56/610 72 64	www.wksim.edu.pl
LA UNIVERSIDAD CATOLICA ADRES BELLO	lsanchez@ucab.edu.ve +582124076061 +582124076062	http://sri.ucab.edu.ve

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

WYŻSZA SZKOŁA KULTURY
SPOŁECZNEJ I MEDIALNEJ
ul. Św. Józefa 23/35
87-100 TORUŃ
tel. (056) 8107200, fax (056) 6107201

Institution [Erasmus code]	Name, function	Date	Signature
PL TORUN 04	Zdzisław Klafka, CSsR, PhD	05.02. 2016	REKTOR <i>[Signature]</i> o. dr Zdzisław Klafka, CSsR
UNIVERSIDAD CATOLICA ADRES BELLO (Venezuela)	Dr. Francisco José Virtuoso S.J Rector	28/1/2016	<i>[Signature]</i> Francisco Virtuoso

⁸ Scanned signatures are accepted