

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

Inter-institutional agreement 2017-2018 & 2018-2019
between institutions from Programme and Partner Countries
(connected with the UG's agreement with the National Agency no. 2017-1-PL01-KA107-036231)

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

Name of the institution (and department, where relevant)/ country	Erasmus code or city	Contact details (email, phone)	Website (eg. of the course catalogue)
UNIVERSITY OF GDANSK/POLAND	PL GDANSK01	<u>Erasmus Faculty Coordinator:</u> prof. dr hab. inż. Adriana Zaleska-Medynska Department of Environmental Technology Faculty of Chemistry, University of Gdansk Wita Stwosza 63, 80-308 Gdansk, POLAND Phone: (+48 58) 523 52 20 e-mail: adriana.zaleska@ug.edu.pl <u>Administrative contact:</u> Barbara Wawro, Erasmus Exchange Office Bazynskiego 8, 80-309 Gdansk Phone: +48 58 523 24 67 e-mail: barbara.wawro@ug.edu.pl ; bwzs@ug.edu.pl	www.chem.ug.edu.gda.pl http://en.ug.edu.pl/
ESCUELA POLITÉCNICA NACIONAL/ ECUADOR	PIC: 996377890	<u>Erasmus Faculty Coordinator and Administrative contact:</u> Herb Terry herb.terry@epn.edu.ec Oficina de Programas y Servicios Internacionales Escuela Politécnica Nacional Ladrón de Guevara E11 253 Quito, Ecuador Tel: +593 2 297 6300 ext. 1107	http://www.epn.edu.ec/welcome-from-the-office-of-international-programs-and-services/

B. Mobility numbers during academic years 2017/2018 and 2018/19

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 for Teaching / Total number of days
QUITO, ECUADOR	PL GDANSK01		PHOTOCATALYSIS	1/8
PL GDANSK01	QUITO, ECUADOR		GREEN NANOMATERIALS	2/16

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
				Staff Mobility for Teaching
PL GDANSK01		ENGLISH	ENGLISH	ADVANCED LEVEL
Escuela Politécnica Nacional, Quito		ENGLISH	ENGLISH	ADVANCED LEVEL

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **Programme Country** of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder.

The charter can be found here: https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en

The higher education institution(s) located in a **Partner Country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees, in the case of credit mobility, to incoming students 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.

The higher education institution located in a **Partner Country** of Erasmus+ further undertakes to:

Before mobility

- 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 outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- 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.
- 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 institution from the Partner Country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organisational support grants. 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

General arrangements

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 Teaching:

- All participants, before starting the mobility, are obliged to sign a grant agreement for Erasmus+ staff mobility for teaching.
- 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 making it possible to apply for a visa as well as sending a confirmation of the teaching 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 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 in Poland (health insurance) 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. Accident insurance is also recommended. 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 securing visas for incoming and outgoing mobile participants. The cost of visa shall be covered by the participant with his/her own means.

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
- 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.

F. Calendar

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

Receiving institution [Erasmus code or city]	Autumn term* [month]	Spring term* [month]
PL GDANSK01	April 30 th	November 30 th
Escuela Politécnica Nacional, Quito	April 30 th	November 30 th

2. The receiving institution will send its decision within 8 weeks.
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 or changes in the data set above can be amended annually, if communicated before January 1st. A unilateral decision to discontinue the exchanges notified to the other party by September 1st 2018 will only take effect as of September 1st 2019. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

G. Information

	PL GDANSK01	PARTNER INSTITUTION
WWW for Incoming Students	http://en.ug.edu.pl/incoming_students/erasmus	http://www.epn.edu.ec/study-in-ecuador-the-middle-of-the-world-at-its-top-university/
WWW Insurance Information ¹	http://en.ug.edu.pl/incoming_students/erasmus/useful_information	Contact: herb.terry@epn.edu.ec / opsi@epn.edu.ec
WWW Visa Information ²	http://en.ug.edu.pl/incoming_students/erasmus/useful_information	http://www.consuladovirtual.gob.ec/en/web/guest/visas
	http://www.msz.gov.pl/en/travel_to_poland/visa/visa	
Housing ³	http://en.ug.edu.pl/incoming_students/erasmus/useful_information	Contact: herb.terry@epn.edu.ec / opsi@epn.edu.ec
WWW Course Catalogue	http://en.ug.edu.pl/incoming_students/erasmus/courses_english	http://www.epn.edu.ec/carreras/oferta-academica/

¹ For details see relevant section of point E of this agreement.

² For details see relevant section of point E of this agreement.

³ The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

Grading System ⁴	http://www.ug.edu.pl/en/en/studying_at_the_university_of_gdansk--erasmus--useful_information/	Contact: herb.terry@epn.edu.ec / opsi@epn.edu.ec
Contact details	erasmus.incoming@ug.edu.pl ; barbara.wawro@ug.edu.pl	herb.terry@epn.edu.ec / opsi@epn.edu.ec
WWW Students and Staff with Disabilities	http://bariery.ug.edu.pl/en	Contact: herb.terry@epn.edu.ec / opsi@epn.edu.ec
Contact details	rafal.kaminski@ug.edu.pl	

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
PL GDANSK01	Professor Piotr Stepnowski Vice-Rector for Research and Foreign Cooperation	2017 11. 09	VICE-RECTOR for Research and Foreign Cooperation <i>Professor Piotr Stepnowski</i>
Escuela Politécnica Nacional, Quito	Jaime Calderón Segovia Rector		

⁴ Receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide. A link to a webpage is enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.