

Key Action 1 – Mobility for Learners and Staff – Higher Education Student and Staff Mobility

Inter-institutional¹ Agreement 2014 - 2021 between Institutions from Programme and Partner Countries²

[Minimum Requirements]³

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

Full name of the institution/ country	Erasmus code or city ⁴	Contact details ⁵ (email, phone)	Website (eg. of the course catalogue)
University of Białystok, Poland	PL BIALYST04, Białystok	mgr Piotr Białas Erasmus+ Coordinator for Partner Countries (KA107) Email: p.bialas@uwb.edu.pl , Tel: (+48) 857 457 019 Fax: (+48) 857 457 089 Erasmus Institutional Coordinator: Dr. hab. Anna Piszcz, Prof. UwB Email: piszcz@uwb.edu.pl Institute of Biology	www.uwb.edu.pl (English version)

¹ Inter-institutional agreements can be signed by two or more higher education Institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.

² Erasmus+ Programme Countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide.

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ Higher Education Institutions (HEI) from Erasmus+ Programme Countries should indicate their Erasmus code while Partner Country HEIs should mention the city where they are located.

⁵ Contact details to reach the senior officer in charge of this agreement.

		dr inż. Maciej Karpowicz Institute Coordinator m.karpowicz@uwb.edu.pl Phone: (+48) 85 738 83 93	
Vietnam National University Ho Chi Minh City - University of Science	Ho Chi Minh	1. Office of External Relations Email: internationalrelations@hcmus.edu.vn vn Tel: (+84) 838-308-557 2. Department of Oceanology, Meteorology and Hydrology Dr. Vo Luong Hong Phuoc, Assoc. Prof, Head of Department Email: vlhphuoc@hcmus.edu.vn Tel: +84 945 161 402	https://en.hcmus.edu.vn

B. Mobility numbers ⁶ per 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 or city of the sending institution]	TO [Erasmus code or city 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 * [Not relevant for calls 2015-2017]
PL BIALYST04	HO CHI MINH	-	-	-	-	-
		-	-	-	-	-
HO CHI MINH	PL BIALYST04	-	-	-	-	-
		-	-	-	-	-

*[*Optional: subject area code & name and study cycle are optional.]*

⁶ 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>)

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 *
PL BIALYST04	HO CHI MINH	0511	Biology	-	1 employee (5 days of mobility + 2 days of travel)
		-	-	-	-
HO CHI MINH	PL BIALYST04	0511	Natural Science	-	1 employee (5 days of mobility + 2 days of travel)
		-	-	-	-

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 ⁷	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL BIALYST04		Polish for all programmes	English for courses offered to exchange students	B1	B2
HO CHI MINH		Vietnamese	English	B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

⁷ 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>

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

[To be completed if necessary. Other requirements may be agreed 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 including cultural preparation before mobility; the recognition tools used]

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

University of Bialystok

Local mentors will help incoming students with practical issues like opening a bank account, registration procedures etc.

University of Bialystok offers Polish Language Course for foreign students.

Applicants with special needs will be contacted before the final approval of the acceptance. Final decision depends on extra services/facilities available. Please contact International Cooperation Office in order to get more information.

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F. Calendar

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

Receiving institution * [Erasmus code or city]	Term*	Term*
PL BIALYST04	June 30 th	January 15 th
HO CHI MINH	September 1 st	February 15 th

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

2. The receiving institution will send its decision within **5 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

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".

G. 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' guide⁸. 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.]

University of Bialystok:

POLISH GRADE	LOCAL DEFINITION	ECTS GRADE	% of successful students normally achieving the grade	DEFINITION
5	Bardzo dobry/ very good	A	10	EXCELLENT - outstanding performance with only minor errors
4+	Dobry plus/ better than good	B	25	VERY GOOD - above the average standard but with some errors
4	Dobry/ good	C	30	GOOD - generally sound work with a number of notable errors
3+	Dostateczny plus/ better than satisfactory	D	25	SATISFACTORY - fair but with significant shortcomings
3	Dostateczny/ satisfactory	E	10	SUFFICIENT - performance meets the minimum criteria
2	Niedostateczny/ unsatisfactory (fail)	F, FX	-	F - FAIL - some more work required before the credit can be awarded FX - FAIL - considerable further work is required

⁸ http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

Vietnam National University Ho Chi Minh City - University of Science:

National Grading System in HEIs in Vietnam	ECTS Grading Scale		
	<i>Conversion into former ECTS grade</i>	Definition	Grade points
Xuất sắc	A+	Excellent	9.0–10.0
Giỏi	A	Very Good	8.0–8.9
Khá	B+	Good	7.0–7.9
Trung bình khá	B	Average Good	6.0–6.9
Trung bình	C	Ordinary	5.0–5.9
Yếu	D+	Pass	4.0–4.9
Kém	D	Fail	3.0–3.9
	F	Fail	<3

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 or city]	Contact details (email, phone)	Website for information
PL BIALYST04	Email: p.bialas@uwb.edu.pl Tel: (+48) 85 745 70 19 Fax: (+48) 85 745 70 89	EU Immigration Portal https://ec.europa.eu/immigration
HO CHI MINH	Email: internationalrelations@hcmus.edu.vn Tel: (+84) 838-308-557	Vietnam Immigration Department https://www.vietnam-immigration.org.vn/ Others website: https://evisa.xuatnhapcanh.gov.vn/en_US/web/guest/trang-chu-ttdt https://en.hcmus.edu.vn/international/visa-application

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 or city]	Contact details (email, phone)	Website for information
PL BIALYST04	Email: p.bialas@uwb.edu.pl Tel: +48 85 745 70 19 Fax: +48 85 745 70 89	www.uwb.edu.pl (English version)
HO CHI MINH	Email: internationalrelations@hcmus.edu.vn Tel: (+84) 838-308-557	https://en.hcmus.edu.vn/

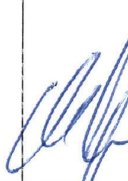
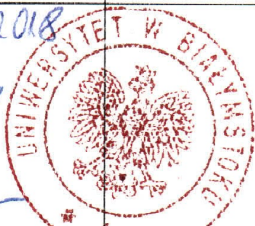


4. Housing

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 or city]	Contact details (email, phone)	Website for information
PL BIALYST04	Email: p.bialas@uwb.edu.pl Tel: +48 85 745 70 19 Fax: +48 85 745 70 89	www.uwb.edu.pl (English version)
HO CHI MINH	Email: internationalrelations@hcmus.edu.vn Tel: (+84) 838-308-557	https://en.hcmus.edu.vn/

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁹
PL BIALYST04	Dr. hab. Mariusz Poplawski, Prof. UwB Vice-Rector for Development and International Cooperation	04.12.2018	 
HO CHI MINH	Dr. Tran Minh Triet, Assoc. Prof Vice Rector 	Nov. 28, 2018	  Trần Minh Triết

⁹ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation.