



Erasmus + Programme

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

Inter-institutional agreement 2017-2020 between partner countries

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

| Name of the institution (and department, where relevant) | Erasmus code | Contact details (email, phone) | Website (eg. of the course catalogue) |
|---|-----------------|---|--|
| University of Delhi, India | Delhi | Dean ir@du.ac.in +91 11 27667771 | http://www.du.ac.in |
| WYŻSZA SZKOŁA BIZNESU W DĄBROWIE GÓRNICZEJ THE UNIVERSITY OF DĄBROWA GÓRNICZA POLAND | PL DĄBROWA01 | Prof. Katarzyna Szczepańska-Woszczyna, Vice-Rector for International Relations, ul. Ciepłaka 1c, 41-300 Dąbrowa Górnicza, Poland Tel: +48 32 295 83 40; Fax: +48 32 295 93 44; E-mail: kszczepanska@wsb.edu.pl | http://www.wsb.edu.pl/wsb-english,m,en,324 http://www.wsb.edu.pl/facul |

| | | | |
|--|--|--|----------------|
| | | Paweł Urgacz – Director of International Office <u>purgacz@wsb.edu.pl</u> Dominika Czerniak - International Relations/ERASMUS Coordinator <u>dczerniak@wsb.edu.pl</u> | ties,m,en,1304 |
|--|--|--|----------------|

B. Mobility numbers¹ 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 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 * |
| Delhi | PL DABROWA01 | 041 | Business and administration | 1 st , 2 nd | 1x5 months=5 months | - |
| | | 061 | Information and Communication Technologies | 1 st , 2 nd | 1x5 months=5 months | - |
| PL DABROWA01 | Delhi | 041 | Business and administration | 1 st , 2 nd | 1x5 months=5 months | - |
| | | 061 | Information and Communication Technologies | 1 st , 2 nd | 1x5 months=5 months | - |

| 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 * |

¹ 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>)

| | | | | | |
|-----------------|-----------------|-----|--|------------|------------|
| Delhi | PL DABROWA01 | 041 | Business and administration | 1 x 5 days | 1 x 5 days |
| | | 061 | Information and Communication Technologies | 1 x 5 days | 1 x 5 days |
| PL DABROWA01 | Delhi | 041 | Business and administration | 1 x 5 days | 1 x 5 days |
| | | 061 | Information and Communication Technologies | 1 x 5 days | 1 x 5 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 | |
|---|------------------------|---------------------------|---------------------------|---|--|
| | | | | Student Mobility for Studies [Minimum recommended level: B1] | Staff Mobility for Teaching [Minimum recommended level: B2] |
| Delhi | | English | English | English Language Proficiency Certificate or TOEFL Score (minimum 70) or IELTS Score (minimum 6) | |
| PL DABROWA01 | | Polish | English | B1 Polish or English | B2 Polish or English |

For more details on the language of instruction recommendations, see the course catalogue of each institution.

D. Additional requirements

PL DABROWA01: Premises of the Academy of Business are adjusted to the needs of the disabled. Students and staff with vision and hearing impairment or limb dysfunction are supported with specialized software including Braille notebooks and printers, specialized keyboards, portable devices reading e-books, software converting text files into mp3 files etc.

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

1. Grant amounts

- Travel grant: All participants will receive a travel grant of 820 euros.
- Subsistence grant:

Outgoing students (Dąbrowa Górnicza to Delhi) will receive 650 euros per month.

Incoming students (Delhi to Dąbrowa Górnicza) will receive 750 euros per month.

Incoming and outgoing staff members will receive an allowance of 140 euros per day.

2. Organisational support

The University of Dąbrowa Górnicza is responsible for the administration of the funding including making payments to incoming and outgoing students and staff taking part in the programme.

3. Payment Timeline

The completion and submission of the relevant documentation shall be considered as the participant's request for payment of the grants. It is the participant's responsibility to submit the various agreements in a timely manner and to ensure the documents are fully completed and duly signed by all relevant parties.

4. Process of disbursement

Students

Three payments shall be made to the participant:

- A travel support payment shall be made to the participant no later than 30 calendar days after the signature of a grant contract by both parties, provided the sending institution has received a duly completed risk assessment and learning agreement.

- A pre-financing payment representing 70% of the subsistence grant shall be made to the participant no later than 30 calendar days after the sending institution has received the confirmation of arrival at the host institution.
In case the participant did not provide the supporting documents according to the sending institution's timeline, a later pre-financing payment can be arranged at the discretion of the sending institution.
- The submission of the certificate of departure and the completion of the online EU survey shall be considered as the participant's request for payment of the outstanding balance (also referred to as second allocation). The sending institution shall have 30 calendar days to pay the remaining amount, or issue a recovery order in case a reimbursement is due.

Staff

Two payments shall be made to the participant:

- The travel grant will be paid before the start of the mobility upon submission of a fully signed mobility agreement and grant agreement.
- The submission of the online EU survey and certificate of attendance shall be considered as the participant's request for payment of the outstanding balance. The institution shall pay the remaining amount within 45 calendar days of the submission of the online EU survey and certificate of attendance, or issue a recovery order in case a reimbursement is due.

5. Provisions for disabled students/staff

Both sending and receiving institutions will make such reasonable adjustments as may be required in their provisions, criteria or practices, the physical features of their premises and auxiliary aids available to avoid any disabled student participating in the Programme being put at a substantial disadvantage in comparison to other students participating on the Programme who are not disabled.

E. Calendar

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

| Receiving institution [Erasmus code] | Autumn term [month] | Spring term [month] |
|---|------------------------|------------------------|
| Delhi | March 31 | September 30 |
| PL DABROWA01 | May 31st | November 30th |

- The receiving institution will send its decision within **3** weeks.
- 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.
- Termination of the agreement

This agreement will take effect in the **2017** academic year being valid for a period of **5** years, and will be tacitly renewed for further identical periods.

The above mentioned parties agree to cooperate in the following activities under the terms and conditions of the Erasmus+ Programme. Both parties agree to abide by the principles and conditions set out in the Erasmus+ Guidelines for Applicants and – if the application is successful – the financial agreement, and will work according to the principles of the Erasmus University Charter. Both parties

undertake to abide by the bilaterally agreed terms of this co-operation agreement and will endeavour to carry out the agreement to the best of their abilities.

Either institution is free to terminate the present agreement. In order to do so, the institution wishing to terminate the agreement must:

- I. Notify the other institution in writing of its intention, by giving at least a 12 months' notice, stating the date on which it intends to make the termination effective. That is to say, 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. In consequence, any students who have started their exchange experience at either university at the date of termination may complete their stay. If an imbalance exists in the number of terms/semesters where exchanges have taken place, the deficit institution will be entitled to further exchanges until the imbalance is eliminated.

- II. Termination of the agreement will not be penalised.

"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

PL DABROWA01: At the University of Dąbrowa Górnicza credits are according to the European Credit Transfer System (ECTS). More information about the academic credit grading system can be found on: <http://www.wsb.edu.pl/index.php?p=m&idg=en,2161,2170>

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] | Contact details (email, phone) | Website for information |
|-------------------------------|--|---|
| Delhi | International Relations Office Dean, International Relations Dean_ir@du.ac.in | http://fsr.du.ac.in |
| PL DABROWA01 | International Relations Department Paweł Urgacz – Director of International Office purgacz@wsb.edu.pl Dominika Czerniak – International Relations Coordinator dczerniak@wsb.edu.pl | http://www.wsb.edu.pl/index.php?p=m&idg=en,2161,2164 |

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] | Contact details (email, phone) | Website for information |
|-------------------------------|--|---|
| Delhi | Dean_ir@du.ac.in | http://fsr.du.ac.in/pdf/GuidelinesforAdmission.pdf |
| PL DABROWA01 | International Relations Department Paweł Urgacz – Director of International Office purgacz@wsb.edu.pl Dominika Czerniak – International Relations Coordinator dczerniak@wsb.edu.pl | http://www.wsb.edu.pl/admission-procedure,m,en,1305 |

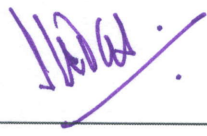


4. Housing

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] | Contact details (email, phone) | Website for information |
|-------------------------------|--|---|
| Delhi | Dean_ir@du.ac.in | http://ir.du.ac.in/Student%20Exchange.html |
| PL DABROWA01 | International Relations Department Paweł Urgacz – Director of International Office purgacz@wsb.edu.pl Dominika Czerniak – International Relations Coordinator dczerniak@wsb.edu.pl | http://www.wsb.edu.pl/index.php?p=m&idg=en,2161,2245 |

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

| Institution [Erasmus code] | Name, function | Date | Signature ² |
|--|--|------|--|
| Delhi | Professor Tarun Kumar Das Registrar | |  |
| University of Delhi, Delhi – 110 007, INDIA | | | <p>प्रो० तरुण कुमार दास Prof. Tarun Kumar Das कुलसचिव/Registrar दिल्ली विश्वविद्यालय/University of Delhi दिल्ली-110007/Delhi-110007</p> |
| PL DABROWA01 | Zdzisława Dacko-Pikiewicz, Prof. WSB, PhD Rector | | <p>R E K T O R</p>  prof. nadzw.dr. Zdzisława Dacko-Pikiewicz |
| WYŻSZA SZKOŁA BIZNESU W DĄBROWIE GÓRNICZEJ THE UNIVERSITY OF DABROWA GRONICZA, POLAND Official stamp | | |  |

² Scanned signatures are accepted






Erasmus+

Delhi, 05.04.2019

CONFIRMATION OF
STAFF MOBILITY
ERASMUS+ MOBILITY KA107

This is to confirm that Paweł Urgaczof WSB University, Poland has done Staff Training Mobility at University of Delhi, India on 01.04.2019–05.04.2019 in the framework of Erasmus+ Programme: International Credit Mobility, KA107.

Stamp and signature
DEAN
INTERNATIONAL RELATIONS
(Sciences & Technology)
University of Delhi
DELHI-110007