



Erasmus+

WSZECHNICA POLSKA
SZKOŁA WYŻSZA W WARSZAWIE

Erasmus+ Programme

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

Inter-institutional¹ agreement 2017-20[21]² between institutions from programme and partner countries

[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 organization 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 the higher education institutions

Full name of the institution / country	Erasmus code or city ⁴	Name of the contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
WSZECHNICA POLSKA University in Warsaw	PLWARSZAW61	Katarzyna Gajewska Erasmus Coordinator	INTERNATIONAL RELATIONS OFFICE Palace of Culture and Science Defilad 1 Sq 00-901 Warsaw kgajewska@wszechnicapolska.edu.pl Phone: +48 22656 61 92 Phone/fax +48 22 624 88 35	http://www.wszechnicapolska.edu.pl/uczenia1/erasmus1/

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 Higher education institutions have to agree on the period of validity of this agreement.

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 Countries HEI should mention the city where they are located.



Erasmus+

WSZECHNICA POLSKA
SZKOŁA WYŻSZA W WARSZAWIE

SATHYABAMA INSTITUTE OF SCIENCE AND TECHNOLOGY, INDIA	CHENNAI	Dr. T. Sasipraba Pro Vice Chancellor	Centre for Academic Partnership and International Relations TEL: 91-44-24502736 provc@sathyabama.ac.in internationalrelations@sa thyabama.ac.in	http://www.sathyabama.ac.in/curriculum_2015.php
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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 the end of January at the latest in the preceding academic year.]

FROM [Erasmus code or city of the sending institution]	TO ⁷ [Erasmus code or city of the receiving institution]	Subject area code * [ISCED- F 2013]	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 ⁸
PL WARSZAW6 1	SATHYABAMA INSTITUTE OF SCIENCE AND TECHNOLOGY, CHENNAI	0412	Finance and Accounting	1st and 2nd	2 students for 5 months each	
SATHYABAMA INSTITUTE OF SCIENCE AND TECHNOLOGY, CHENNAI	PL WARSZAW61	0412	Finance and Accounting	1st and 2nd	2 students for 5 months each	

*[*Optional: subject 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 organization 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.]*

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>)



Erasmus+

WSZECHNICA POLSKA
SZKOŁA WYŻSZA W WARSZAWIE

FROM ⁷ [Erasmus code or city of the sending institution]	TO ⁷ [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013-F]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of the teaching periods or average duration*]	Staff Mobility for Training *
PL WARSZAW61	SATHYABAMA INSTITUTE OF SCIENCE AND TECHNOLOGY, CHENNAI	0412	Finance and Accounting	2 x 10	To be discussed
SATHYABAMA INSTITUTE OF SCIENCE AND TECHNOLOGY, CHENNAI	PL WARSZAW61	0412	Finance and Accounting	2 x 10	To be discussed

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	Main language of instruction	Additional language of instruction	Recommended language of instruction level ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL WARSZAW61	0231	Polish	Polish for all programs English, Russian, Spanish for several programs and courses for exchange students:	1 st level student – B1 2 nd level students – B2	B2

⁶ See Common European Framework of Reference for Languages



Erasmus+

WSZECHNICA POLSKA
SZKOŁA WYŻSZA W WARSZAWIE

SATHYABAMA INSTITUTE OF SCIENCE AND TECHNOLOGY, CHENNAI		English		B1	B2
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For more details on the language of instruction recommendations, see the course catalogue of each institution *[Links provided on the first page]*.

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **programme country**⁷ of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here:

http://eacea.ec.europa.eu/funding/2014/call_he_charter_en.php

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.

⁷**Erasmus+** programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.



Erasmus+

WSZECHNICA POLSKA
SZKOŁA WYŻSZA W WARSZAWIE

- 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 organizational 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. Any additional requirements

PL WARSZAWA61:

Enrolment. According to the exchange policy of Wszechnica Polska University in Warsaw, incoming students must enroll for at least 50% of their credits at the faculty of admission. The other 50% can be taken at the rest of Wszechnica Polska centres/faculties, provided the groups are still open.



Erasmus+

WSZECHNICA POLSKA
SZKOŁA WYŻSZA W WARSZAWIE

Incoming students must be nominated by the Erasmus+ Coordinator at their home institution. The Coordinator of the sending institution has to send an official letter via e-mail and ordinary post in English to the International Relations Office at Wszechnica Polska University in Warsaw.

Incoming students must complete an on-line application and submit it to the International Relations Office at Wszechnica Polska University in Warsaw. Prior their arrival incoming students are to submit Learning Agreement to the above mentioned Office, which should be approved by the Erasmus+ Coordinator at the home University and also by the Erasmus+ Coordinator at Wszechnica Polska University in Warsaw. After we have received all the documents and checked them, incoming students are provided with an official Letter of Acceptance. It is compulsory that students enroll for at least 50% of their credits in the same field of study and in the faculty to which they have been nominated by their home university.

Teaching Staff Mobility. A letter of invitation issued by an authorised Wszechnica Polska contact person is required prior to implementing Teaching Staff Mobility.

The guest lecturers inform the International Relations Office of Wszechnica Polska University in Warsaw about the intended Incoming Teaching Staff Mobility. The above mentioned office issues and sends a letter of invitation to the guests lecturers. The participating teachers must agree a teaching programme before their arrival at Wszechnica Polska University in Warsaw. The International Relations Office of Wszechnica Polska University in Warsaw issues an official letter of confirmation for the Erasmus+ - Teaching Staff Mobility and sends it to the partner University.

SATHYABAMA INSTITUTE OF SCIENCE AND TECHNOLOGY:

Incoming students must be nominated by the Erasmus+ Coordinator at their home institution. The Coordinator of the sending institution has to send an official letter via e-mail and ordinary post in English to the International Relations Office at Sathyabama Institute of Science and Technology, India.

Incoming students must complete an on-line application and submit it to the International Relations Office at Sathyabama Institute of Science and Technology, India. The incoming students are required to submit the Learning Agreement to the International Relations Office, which is approved by the Erasmus+ Coordinator of both the Home and Host Institutions.

Teaching Staff Mobility. A letter of invitation issued by an authorised contact person at Sathyabama Institute of Science and Technology is required prior to implementing Teaching Staff Mobility. The International Relations Office of Sathyabama Institute of Science and Technology will coordinate the Erasmus+ Teaching Staff Mobility with the Partner Institution.

F. Calendar

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

Receiving institution	Autumn term*	Spring term*
PL WARSZAW61	Student nomination by email by 30 June	Student nomination by email by 30 November



Erasmus+

WSZECHNICA POLSKA
SZKOŁA WYŻSZA W WARSZAWIE

	Students who are accepted will receive a Confirmation Letter from o International Relations Office of Wszechnica Polska University in Warsaw and will be provided with practical information concerning their studies at the receiving institution. The Wszechnica Polska University in Warsaw will send their decision within 2-3 weeks after the closing date of the application period. Termination of this Agreement, or amendments to it, can be made annually, if communicated before September 30th and will only take effect as of September 30th of the following academic year. Neither the European Commission nor the National Agencies can be held responsible in case of conflict.	
SATHYABAMA INSTITUTE OF SCIENCE AND TECHNOLOGY, CHENNAI	Student nomination by email by 30 June	Student nomination by email by 30 November

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

- The receiving institution will send its decision within [3] weeks. A Transcript of Records will be issued by the receiving institution no later than five weeks after the assessment period has finished at the receiving HEI
- A transcript of records will be issued by receiving institution no later than [5] Weeks after the assessment period have finished at the receiving HEI.
- Termination of the agreement

G. Information

1. Grading systems of the institutions

PL WARSZAWA61 :

Grade(*)	Polish scale	ECTS grades	Equivalent to	Meaning
10	5 (five - pięć)	A (excellent)		EXCELLENT - outstanding performance with only minor errors
25	4+ (four and half - cztery i pół)	B (very good)		VERY GOOD - above the average standard but with some errors
30	4 (four - cztery)	C (good)		GOOD - generally sound work with a number of notable errors
25	3+ (three and half - trzy i pół)	D (satisfactory)		SATISFACTORY - fair but



Erasmus+

WSZECHNICA POLSKA
SZKOŁA WYŻSZA W WARSZAWIE

				with significant shortcomings
10	3 (three - trzy)	E (sufficient)		SUFFICIENT - performance meets the minimum criteria
-	2 (two - dwa)	FX/F (fail)		FAIL - some more work required before the credit can be awarded; considerable further work is required
1 credit at the WSZECHNICA POLSKA University in Warsaw confirm with 1 ECTS				

The following scale is used for all types of evaluations/examinations and at all faculties

SATHYABAMA UNIVERSITY, CHENNAI

For details regarding the Grading System refer the following link :
http://sathyabamauniversity.ac.in/newsfile/CGPA_CONVERSION.pdf

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 source:

Institution [Erasmus code or city]	Contact details (e-mail, phone)	Website for information
PL WARSZAW61	Ministry of Foreign Affairs of the Republic of Poland Al. J. Ch. Szucha 23, 00-580 Warsaw Tel +48 22 523 90 00 E-konsulat: e-konsulat@msz.gov.pl	http://www.msz.gov.pl/en/travel to poland/visa/visa link Ministry of Foreign Affairs Republic of Poland
SATHYABAMA INSTITUTE OF SCIENCE AND TECHNOLOGY, CHENNAI	Dr. PREETHI SHESHADRI MOBILE: +91 9841699554 TEL: +91-44-24502736 internationalrelations@sathyabamauniversity.ac.in	https://www.india.gov.in/topics/foreign-affairs https://indianvisaonline.gov.in/evisa/tvoa.html

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:



Erasmus+

WSZECHNICA POLSKA
SZKOŁA WYŻSZA W WARSZAWIE

Institution [Erasmus code or city]	Contact details (e-mail, phone)	Website for information
PL WARSZAW61	Department of Health Insurance Długa 38/40 03-729 Warszawa Tel. +48 22 53 00 297 Fax. +48 22 635 80 05	http://www.mz.gov.pl/wwwmz/index?mr=b3&ms=-1&ml=pl&mi=0&mx=0&mt=&my=0&ma=019783
SATHYABAMA INSTITUTE OF SCIENCE AND TECHNOLOGY, CHENNAI	TEL: +91-44-24502736 provvc@sathyabama.ac.in internationalrelations@sathyabama.ac.in	https://www.internationalstudentinsurance.com/india-student-insurance/health-insurance-in-india.php

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:

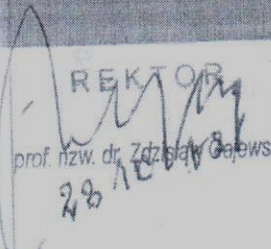
Institution [Erasmus code or city]	Contact details (e-mail, phone)	Website for information
PL WARSZAW61	Palace of Culture and Science pl. Defilad 1 (entrance from Emilii Plater Street, between Kongresowa Hall and Museum of Technology) tel. +48 22 194 31 e-mail: info@warsawtour.pl	http://www.warsawtour.pl/en/noclegi.html link Accommodation
SATHYABAMA INSTITUTE OF SCIENCE AND TECHNOLOGY, CHENNAI	TEL: +91-44-24502736 provvc@sathyabama.ac.in internationalrelations@sathyabama.ac.in	www.sathyabama.ac.in



Erasmus+

WSZECHNICA POLSKA
SZKOŁA WYŻSZA W WARSZAWIE

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Stamp and signature
PL WARSZAW61	prof. nzw dr Zdzisław Gajewski Rector WSZECHNICA POLSKA University in Warsaw		 REKTOR prof. nzw. dr Zdzisław Gajewski 22.10.18
SATHYABAMA INSTITUTE OF SCIENCE AND TECHNOLOGY, CHENNAI	Dr. T. SASIPRABA PRO VICE CHANCELLOR TEL: +91-44-24502736 provc@sathyabama.ac.in internationalrelations@sathyabama.ac.in		 22/10/18 

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Pałac Kultury i Nauki
00-901 Warszawa 1, Pl. Defilad 1