



ANNEX TO THE *ERASMUS + INTER-INSTITUTIONAL AGREEMENT* with the University of Genoa

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

1. Information about higher education institutions

1.1 Institutional details

Name of the Institution	POLITECHNIKA WARSZAWSKA Faculty of Electronics and Information Technology
Erasmus code	PL WARSZAW02
Institution website	http://www.elka.pw.edu.pl/eng
International Students webpage	http://www.elka.pw.edu.pl/eng/Studies/International-Students-Exchange
Information for incoming students	http://www.elka.pw.edu.pl/eng/Studies/International-Students-Exchange
Course catalogue	http://www.elka.pw.edu.pl/eng/Studies/Courses-Currently-Offered-in-English

1.2 Main contacts

Faculty Mobility Coordinator	Dr. Wojciech Zabolotny
Contact details	Address: ul Nowowiejska 15/19, 00-665 Warszawa Phone: +48 22 234 7717 Fax: +48 22 234 5885 Email: wzabolot@elka.pw.edu.pl

Academic Advisor	Prof. Krzysztof Malinowski
	Phone: +48 22 234 7397 Email: K.Malinowski@ia.pw.edu.pl

2. Recommended language skills

Subject area	Language of Instruction	Recommended language of instruction level*	Type of mobility
Any	EN	B1	SMS
Any	EN	B2	STT-STA

*Level according to Common European Framework of Reference for languages (CEFR), see

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

3. Additional requirements

In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the International Office: inter@elka.pw.edu.pl

4. Calendar

4.1 Applications/information on nominated students must reach the Faculty of Electronics and Information Technology of the Warsaw University of Technology by:

Autumn term	by May 31 st
Spring term	by November 30 th

4.2 Decision

The receiving institution will send its decision within 5 weeks.

4.3 Transcript of records

A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at the Warsaw University of Technology).

5. Information

5.1 Grading system of the Institution

Website: <http://www.elka.pw.edu.pl/eng/Studies/International-Students-Exchange/Erasmus-Programme/Grading>

Other information

5.2 Visa

The Warsaw University of Technology 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:

Contact details	inter@elka.pw.edu.pl +48 22 234 5775
Website	http://www.elka.pw.edu.pl/eng/Studies/International-Students-Exchange/LLP-Erasmus-Programme/Visa

5.3 Insurance

The Warsaw University of Technology will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The 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:

Contact details	inter@elka.pw.edu.pl +48 22 234 5775
Website	http://www.elka.pw.edu.pl/eng/Studies/International-Students-Exchange/Erasmus-Programme/Insurance

5.4 Housing

The Warsaw University of Technology 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 contacts and information sources:

Contact details	inter@elka.pw.edu.pl +48 22 234 5775
Website	http://www.elka.pw.edu.pl/eng/Studies/International-Students-Exchange/Erasmus-Programme/Accommodation



Warsaw University of Technology (Politechnika Warszawska)

PL WARSZAW02

Faculty of Power and Aeronautical Engineering

Logo of Institution

Name of Institution

**ANNEX TO THE ERASMUS + INTER-INSTITUTIONAL AGREEMENT with the University
of Genoa**

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

1. Information about higher education institutions

1.1 Institutional details

Name of the Institution	Warsaw University of Technology; Faculty of Power and Aeronautical Engineering
Erasmus code	PL WARSZAW02
Institution website	http://www.meil.pw.edu.pl/eng/PAE2/Students-Exchange/Erasmus/Basic-Information
International Students webpage	https://www.cwm.pw.edu.pl/EN/index_phtml?item1=education_programmes&item2=erasmus
Information for incoming students	https://www.cwm.pw.edu.pl/EN/index_phtml?item1=education_programmes&item2=erasmus
Course catalogue	http://www.meil.pw.edu.pl/eng/PAE2/Students-Exchange/Erasmus/Schedules-and-Syllabuses

1.2 Main contacts

Institutional Coordinator	Bożena Snopińska, MA ERASMUS Coordinator Warsaw University of Technology ul. Noakowskiego 18/20 00-668 Warszawa Tel. +48 22 234 51 15 Fax. + 48 22 629 80 09 bsnopinska@cwm.pw.edu.pl Attention: Mrs. Bożena Snopińska is WUT's Main Erasmus Coordinator not the Faculty Coordinator.
Academic Contact	The Faculty Coordinator: Prof. Elżbieta Jarzębowska MEiL Faculty, room 141 Phone: 022 234 6029 Fax: (022) 6223877 elajarz@meil.pw.edu.pl

Academic Contact	The second Faculty Coordinator: dr inż. Nikolaï Uzunow Zakład Maszyn i Urządzeń Energetycznych ITC, room 415, Nikolaj.Uzunow@itc.pw.edu.pl Phone. + 48 22 234 52 97
Administrative Contact at Faculty	Faculty of Power and Aeronautical Engineering mgr. Krystyna Różycka Administrative Specialist for Foreign Students tel.: +48 22 234 61 45 krozycka@meil.pw.edu.pl 24 Nowowiejska Str. room 128 00-665 Warsaw, Poland

2. Recommended language skills

Subject area	Language of Instruction	Recommended language of instruction level*	Type of mobility
07.1 Engineering and engineering trades	English	B2	Student mobility
07.1 Engineering and engineering trades	English	B2	Student mobility

*Level according to Common European Framework of Reference for languages (CEFR), see

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

3. Additional requirements

Faculty of Power and Aeronautical Engineering

Warsaw University of Technology – additional requirements

PL WARSZAW02– Information for incoming exchange students

- The host University requires from the Erasmus Candidates to log into the Erasmus enrolment system and scan the following documents there:

— Application form available here: <http://www.meil.pw.edu.pl/eng/PAE2/Students-Exchange/Erasmus/Application-on-line>

— Learning Agreement, available here: <http://www.meil.pw.edu.pl/eng/PAE2/Students-Exchange/Erasmus/Basic-Information> (bottom of the page)

— Transcript of Records from the home University

— ID document

— Proof of English skills- Language Certificate or other.

Attention: We accept only our forms of Learning Agreement.

- Exchange students will meet the admission requirements of the host university in terms of prerequisites for courses and language proficiency.
- Exchange students will be admitted as full time, non-graduating students at the host university.
- The host university will provide an orientation programme for incoming students.
- Exchange students are entitled to the same rights and privileges as students normally enrolled at the host university, except for the right for graduation.
- The host university will comply with all relevant health and safety regulations of the host country for incoming exchange students.

- The home university will inform the host university previous to the exchange about any disabilities to ensure that relevant support can be put in place.
- More information on the website: <http://www.meil.pw.edu.pl/eng/PAE2/Students-Exchange/Erasmus/Basic-Information>
- Every incoming student is registered in Verbis Dean Office. The exact procedure regarding that process will be described after the student arrival.

4. Calendar

4.1 Applications/information on nominated students must reach before end of May, 2014

Warsaw University of Technology – Faculty of Power and Aeronautical Engineering by:

Autumn term –beginning of the winter semester	May, 2014 (October 01)
Spring term- beginning of the summer semester	May, 2014(February20)

4.2 Decision

The receiving institution will send its decision within 5 weeks.

4.3 Transcript of records

A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at Faculty of Power and Aeronautical Engineering, however the Transcript for students, who finishes their stay in June the Transcript will be available probably in September.

5. Information

5.1 Grading system of the Institution

Grades and credits at Faculty of Power and Aeronautical Engineering

Local grade: Polish grading scheme –5-scale grading scheme:

Local grade	Definition
5.0	Five or very good
4.5	Four and a half or above good
4.0	Four or good
3.5	Three and a half or fairly good
3.0	Three or satisfactory
2.0	Two or fail

5.2 Visa

International Student Office (WUT) 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:

Contact details	students@cwm.pw.edu.pl
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Website	http://www.mazowieckie.pl/pl/dla-klienta/cudzoziemcy/legalizacja-pobytu-dla/english/86,English.html
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5.3 Insurance

Institution [Erasmus code]	Contact details (email, phone)	Website for information
PL WARSZAW02	Central Office of the National Health Fund – The International Affairs Office ul. Grójecka 186, 02-390 Warsaw; Poland tel. +48 (22) 572 62 68; fax +48 (22) 572 63 19 e-mail: ca17@nfz.gov.pl	https://www.ekuz.nfz.gov.pl/en/info_dla_uprawnionych_z_innych/general-information-concerning-access-health-care-during-temporary-st

5.4 Housing

Student's Union from Warsaw University of Technology 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 contacts and information sources:

Contact details	Student's dormitories: Person responsible- Mr. Bartosz Sieklucki from Student's Union: seks@samorzad.pw.edu.pl Private accommodation: You may contact Mrs. Krystyna Różycka Administrative Specialist for Foreign Students at MEiL*
Website	Student's dormitories: https://seks.sspw.pl/?accommodation,detail:1428550 Description how to use the SEKS system: http://www.meil.pw.edu.pl/eng/PAE2/Students-Exchange/Erasmus/Accommodation-in-Poland find the file in Power Point: <u>2013 New user account ENG-2</u> Private accommodation – some useful links: http://www.meil.pw.edu.pl/eng/PAE2/Students-Exchange/Erasmus/Accommodation-in-Poland#2

D Z I E K A N
Wydziału Mechanicznego
Energetyki i Lotnictwa
Politechniki Warszawskiej

prof. dr hab. inż. Jerzy Banaszek