



Annex A to ERASMUS+ Inter-Institutional Agreement

Institutional Factsheet: PL WARSZAW01

1. Institutional Information

1.1. Institutional details

Name of the institution	UNIVERSITY OF WARSAW
Erasmus Code	PL WARSZAW01
EUC	45834
Institution website	www.uw.edu.pl
Online course catalogue	www.informatorects.uw.edu.pl/en

1.2. Main contacts

Contact person	Sylwia SALAMON
Responsibility	ERASMUS+ Institutional Coordinator
Contact details	Address: International Relations Office, Krakowskie Przedmiescie 26/28, 00-927 Warsaw, Poland Phone: +48 22 55 24 009 ; Fax: +48 22 55 24 011 ; E-mail: sylwia.salamon@adm.uw.edu.pl

Contact person	Monika SATAŁA
Responsibility	Erasmus outgoing students and staff
Contact details	Address: International Relations Office, Krakowskie Przedmiescie 26/28, 00-927 Warsaw, Poland Phone: +48 22 55 20 818 ; Fax: +48 22 55 24 011 ; E-mail: monika.satala@adm.uw.edu.pl

Contact person	Klementyna KIELAK
Responsibility	Erasmus incoming students
Contact details	Address: International Relations Office, Krakowskie Przedmiescie 26/28, 00-927 Warsaw, Poland Phone: +48 22 55 24 070; Fax: +48 22 55 24 011 ; E-mail: klementyna.kielak@adm.uw.edu.pl

Contact person	Ewa RAK
Responsibility	Erasmus inter-institutional agreements
Contact details	Address: International Relations Office, Krakowskie Przedmiescie 26/28, 00-927 Warsaw, Poland Phone: +48 22 55 20 560; Fax: +48 22 55 24 011 ; E-mail: ewa.rak@adm.uw.edu.pl

2. Detailed requirements and additional information

C. Recommended language skills

The sending institution, following agreement with our 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:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level according to CEFR
Student Mobility for Studies	Any	Polish/English or language of instruction of the specific programme	B2
Staff Mobility for Teaching	Any	Polish/English or language of instruction of the specific programme	C1

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. Additional requirements

- A) All incoming students are obliged to register through the online application system > www.mobility.uw.edu.pl.
- B) Every incoming student is entitled to courses to maximum 30 ECTS per semester.
- C) Every incoming student (if accepted) has to be registered for all his/her courses in the University of Warsaw study support system called USOSweb.
- D) Persons with disabilities are asked to contact the International Relations Office (www.iro.uw.edu.pl). Then they will be provided assistance by the Office for Persons with Disabilities (www.bon.uw.edu.pl); <http://www.bon.uw.edu.pl/en/univ4all/index.html>).

E. Calendar

Nomination Deadlines: Applications/information on students nominated must reach our institution by:

Autumn term (please specify)	May 15th
Spring term (please specify)	November 15th

Decision Response: As receiving institution the University of Warsaw (PL WARSZAW01) will send its decision within 8 weeks.

Transcripts of Records: A Transcript of Records will be issued by the University of Warsaw (PL WARSZAW01) no later than five weeks after the assessment period has finished.

Termination of Agreement: A unilateral decision to discontinue the exchanges notified to the other party by 1 November 20XX will only take effect as of 1 September 20XX+1. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F. Additional information

A) Grading system: www.iro.uw.edu.pl

ECTS is used in all study areas for both incoming and local students.

B) Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, 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 person	Klementyna KIELAK
Responsibility	Erasmus incoming students
Contact details	Address: International Relations Office, Krakowskie Przedmiescie 26/28, 00-927 Warsaw, Poland Phone: +48 22 55 24 070; Fax: +48 22 55 24 011 ; E-mail: klementyna.kielak@adm.uw.edu.pl
Website	www.iro.uw.edu.pl

C) Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education. http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm.

We will inform incoming students/staff 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 person	Klementyna KIELAK
Responsibility	Erasmus incoming students
Contact details	Address: International Relations Office, Krakowskie Przedmiescie 26/28, 00-927 Warsaw, Poland Phone: +48 22 55 24 070; Fax: +48 22 55 24 011 ; E-mail: klementyna.kielak@adm.uw.edu.pl
Website	www.iro.uw.edu.pl

D) Housing

Our institution will guide incoming student/staff 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:

Contact person	Angelika DUDEK
Responsibility	Erasmus incoming students
Contact details	Address: International Relations Office, Krakowskie Przedmiescie 26/28, 00-927 Warsaw, Poland Phone: +48 22 55 20 487; Fax: +48 22 55 24 011 ; E-mail: angelika.dudek@adm.uw.edu.pl
Website	www.iro.uw.edu.pl