



Annex II to Erasmus+ Inter-Institutional Agreement

Institutional Factsheet

1. Institutional Information

1.1. Institutional details

Name of the institution	Uniwersytet im. Adama Mickiewicza
Erasmus Code	PL POZNAN01
EUC	
Institution Web site	http://www.amu.edu.pl/
International relations office Web site	http://international.amu.edu.pl/
Online course catalogue	https://international.amu.edu.pl/amu-pie-short-courses2/amu-pie-short-courses https://ects.amu.edu.pl/en/courses/

1.2. Main contacts

Contact person	Dr. Tomasz Brańka
Responsibility	Erasmus Institutional coordinator
Contact details	Phone: +48 618294435, Fax: +48 618294406, e-mail: tomasz.branka@amu.edu.pl , erasmus@amu.edu.pl

Contact person	Ms Agnieszka Zielińska
Responsibility	Administrative contact for bilateral agreements
Contact details	Phone: +48 61 8294430, Fax: +48 61 8294406, e-mail: erasmus@amu.edu.pl , azielin@amu.edu.pl

Contact person	Ms Sylwia Ogórkiewicz, Ms Agnieszka Zielińska
Responsibility	Contact person for outgoing/incoming students
Contact details	Phone: +48 61 8294368, +48 61 8294430, Fax: +48 61 8294406, e-mail: erasmus@amu.edu.pl , sujka@amu.edu.pl , azielin@amu.edu.pl

Contact person	Ms Anna Kamińska-Abram
Responsibility	Contact person for outgoing/incoming staff
Contact details	Phone: +48 61 8294339, Fax: +48 61 8294406 e-mail: erasmus@amu.edu.pl , a.abram@amu.edu.pl

2. Detailed requirements and additional information

2.1. 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 of instruction 1	Language of instruction 2	Recommended language of instruction 1 and 2 level *
Student Mobility for Studies	Mathematics, Computer Science	Polish	English	Min. B1
Staff Mobility for Teaching or Training	Applies to all fields of teaching and training	English	English	Min. B2

* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

For more details on the language of instruction recommendations, please refer to our course catalogue.

2.2. Additional requirements

No additional requirements are imposed on incoming students. Adam Mickiewicz University provides accommodation and means of transportation as well as infrastructure at faculties for incoming students and staff with disabilities.

2.3. Calendar

2.3.1. Nomination Deadlines

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

Autumn term	15 May - 15 July (on-line), and by 31 July (hard copies)
Spring term	15 November - 15 January (on-line), and by 31 January (hard copies)

2.3.2. Decision Response

We will send our decision within 2 weeks.

2.3.3. Transcripts of Records

A Transcript of Records will be issued no later than 4 weeks after the assessment period has finished at our institution.

2.3.4. Termination of Agreement

This agreement can be terminated at any time by mutual consent. 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 of one given year will only take effect as of 1 September of the next year. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

3. Additional information

3.1. Grading system

A/5 EXCELLENT - outstanding performance

- B/4+** VERY GOOD - above the average standard with only minor errors
C/4 GOOD - generally sound work with some minor errors
D/3+ SATISFACTORY - fair but with a number of notable errors
E/3 SUFFICIENT - fair but with significant shortcomings
F/2 FAIL

3.2. 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	Ms Sylwia Ogórkiewicz, Ms Agnieszka Zielinska
Responsibility	Contact person for outgoing/incoming students
Contact details	Phone: +48 61 8294368, +48 61 8294430, Fax: +48 61 8294406, e-mail: erasmus@amu.edu.pl , sujka@amu.edu.pl , azielin@amu.edu.pl
Website	http://www.poznan.uw.gov.pl/en http://www.ms.gov.pl/en/travel_to_poland/entering_poland/

3.3. 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	Ms Sylwia Ogórkiewicz, Ms Agnieszka Zielinska
Responsibility	Contact person for outgoing/incoming students
Contact details	Phone: +48 61 8294368, +48 61 8294430, Fax: +48 61 8294406, e-mail: erasmus@amu.edu.pl , sujka@amu.edu.pl , azielin@amu.edu.pl
Website	http://www.erasmus.org/pl/coming-poland-formal-issues https://www.ekuz.nfz.gov.pl/en/info_dla_uprawnionych_z_innych/general-information-concerning-access-health-care-during-temporary-st

3.4. 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	Ms Sylwia Ogórkiewicz, Ms Agnieszka Zielinska
Responsibility	Contact person for outgoing/incoming students
Contact details	Phone: +48 61 8294368, +48 61 8294430, Fax: +48 61 8294406, e-mail: erasmus@amu.edu.pl , sujka@amu.edu.pl , azielin@amu.edu.pl
Website	http://erasmus.amu.edu.pl