



## Erasmus+ Programme Bilateral Inter-Institutional Agreement

### Key Action 1

#### Learning Mobility for Higher Education Students and Staff among EU Member States and third countries associated to the Programme <sup>1</sup>

The institutions 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, including [automatic recognition](#) of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the [European Credit Transfer and Accumulation System](#). The institutions agree on exchanging their mobility related data in line with the technical standards of the [European Student Card Initiative](#).

#### Grading systems of the institutions

Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through [EGRACONS](#) according to the descriptions in the [ECTS users' guide](#). The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

#### Validity period of the agreement

| Timeframe         | Academic Year*   | Call Year* |
|-------------------|------------------|------------|
| Start of validity | <b>2021/2022</b> | 2021       |
| End of validity   | <b>2028/2029</b> | 2027       |

<sup>1</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

**A. Information about the higher education institutions**

| Name of the institution<br>(and department, where relevant)  | Erasmus code              | Contact details <sup>2</sup><br>(email, phone)  | Websites<br>( General/ Faculties/<br>Course catalogue)   |
|--|---------------------------|---|--|
| <p><b>UNIVERSIDAD DE NAVARRA</b></p> <p>PIC: 999987454</p>   | <p><b>E PAMPLON01</b></p> | <p><b>Campus Universitario<br/>31009 Pamplona<br/>Navarra, Spain</b></p> <p><b>Institutional<br/>Coordinator</b><br/>Carmen Bielza<br/><a href="mailto:mcbielza@unav.es">mcbielza@unav.es</a></p> <p><b>School of<br/>Communication<br/>International<br/>Relations<br/>Coordinator</b><br/>Marga García Bajo<br/><a href="mailto:mgbajo@unav.es">mgbajo@unav.es</a></p> <p><b>School of Theology<br/>Director of<br/>Development</b><br/>Borja Mora-Figueroa<br/>Monfort<br/><a href="mailto:borjamfm@unav.es">borjamfm@unav.es</a></p>  | <p><a href="http://www.unav.edu">www.unav.edu</a></p>  |
| <p><b>THE PONTIFICAL<br/>UNIVERSITY OF JOHN PAUL<br/>II IN CRACOW</b></p> <p>PIC: <b>949462579</b><br/>- OID: <b>E10094459</b></p> | <p><b>PL KRAKOW08</b></p> | <p>Institutional Erasmus<br/>Coordinator<br/>Urszula Kubiczek,<br/>International Office, ul.<br/>Bobrzyńskiego 10, PL 30-<br/>348, Krakow, tel.: +48 12<br/>421 84 40 ext. 213<br/><a href="mailto:erasmus@upjp2.edu.pl">erasmus@upjp2.edu.pl</a></p> <p><b>Departmental<br/>coordinator:</b><br/>Theology:<br/>Rev. Prof. Andrzej Kielian<br/><a href="mailto:andrzej.kielian@upjp2.edu.pl">andrzej.kielian@upjp2.edu.pl</a></p> <p>Communication<br/>Prof. Katarzyna Drag<br/><a href="mailto:katarzyna.drag@upjp2.edu.pl">katarzyna.drag@upjp2.edu.pl</a></p> <p>Philosophy<br/>Rev. Prof. Martek Urban<br/><a href="mailto:marek.urban@upjp2.edu.pl">marek.urban@upjp2.edu.pl</a></p> | <p><a href="http://www.upjp2.edu.pl">www.upjp2.edu.pl</a></p> <p><a href="https://international.upjp2.edu.pl/en/">https://international.upjp2.edu.pl/en/</a></p> |

<sup>2</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

## B. Mobility numbers<sup>3</sup> per academic year

| FROM<br>[Erasmus code<br>of the sending<br>institution] | TO<br>[Erasmus code<br>of the receiving<br>institution] | Subject<br>area<br>code<br>(optional)*<br>[ISCED<br>] | Subject area<br>name<br>(optional)* | Field of<br>education –<br>Clarification<br>(optional) | Study<br>cycle<br>[short<br>cycle,<br>1 <sup>st</sup> , 2 <sup>nd</sup><br>or 3 <sup>rd</sup> ]<br>(optional)<br>* | Number of student mobility periods  |  |   |   |
|---|---|---|-------------------------------------|--|--|---|--|---|---|
|   |   |   |                                     |  |  | Student<br>Mobility<br>for Studies<br><br>[total<br>number<br>of<br>student<br>s] | Student<br>mobility<br>for<br>Studies<br><br>[total<br>number<br>of<br>months<br>] | Student<br>Mobility<br>for<br>Trainees<br>hips<br>(opti<br>ona<br>l) *<br><br>[tot<br>al<br>num<br>ber<br>of<br>stud<br>ents<br>] | Student<br>Mobility<br>for<br>Traineeshi<br>ps<br>(optio<br>nal) *<br><br>[total<br>number<br>of<br>months<br>] |
| E PAMPLON01   | PL KRAKOW08   | 0221  | Theology                            |  | 1 <sup>st</sup> , 2 <sup>nd</sup> ,<br>3 <sup>rd</sup>   | 2   | 2 x 5  | To be<br>yearly<br>decided<br>accordi<br>ng to<br>mutual<br>interest  | To be<br>yearly<br>decided<br>accordi<br>ng to<br>mutual<br>interest  |
| PL KRAKOW08   | E PAMPLON01   | 0221  | Theology                            |  | 1 <sup>st</sup> , 2 <sup>nd</sup> ,<br>3 <sup>rd</sup>   | 2   | 2 x 5  |   |   |

### Short-term blended mobility option for students

By checking this box, the partners confirm that they are willing to exchange students who wish to carry out their mobility in a blended format, a combination of a short-term physical mobility with a virtual component.

| FROM<br>[Erasmus code of the<br>sending institution] | TO<br>[Erasmus code<br>of the receiving<br>institution] | Subject<br>area code<br>(optional)<br>)*<br>[ISCED] | Subject area<br>name<br>(optional)* | Number of staff mobility periods                                 |  |   |   |
|--|---|---|-------------------------------------|--|--|---|---|
|  |   |   |                                     | Staff Mobility for<br>Teaching<br><br>[total number of<br>staff] | Staff Mobility for<br>Teaching<br>[total number of<br>days ] | Staff<br>Mobility for<br>Training<br>(optional)*<br>[total<br>number of<br>staff] | Staff<br>Mobility<br>for<br>Training<br>(optional)<br>*<br>[total<br>number of<br>days] |
| E PAMPLON01  | PL KRAKOW08   | 0221<br>0321  | Theology<br>Journalism,             | 1<br>1   | 5 days<br>5 days   |   |   |

<sup>3</sup> Mobility numbers can be given per sending/receiving institutions and per education field (optional\*: <https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>)

|             |             |      |                         |   |        |  |  |
|-------------|-------------|------|-------------------------|---|--------|--|--|
| PL KRAKOW08 | E PAMPLON01 | 0221 | Theology<br>Journalism, | 1 | 5 days |  |  |
|             |             | 0321 |                         | 1 | 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<br>[Erasmus code] | Optional:<br>Subject area | Language of instruction 1 | Language of instruction 2 | Recommended language of instruction level <sup>4</sup>          |  |
|---|---------------------------|---------------------------|---------------------------|---|--|
|   |                           |                           |                           | Student Mobility for Studies<br>[Minimum recommended level: B1] | Staff Mobility for Teaching<br>[Minimum recommended level: B2] |
| E PAMPLON01                             | PL KRAKOW08               | Spanish                   | English                   | B1/B2   | B2   |
| PL KRAKOW08                             | E PAMPLON01               | Polish                    | English                   | B2  | B2   |

### D. Calendar

**Nominations of incoming students must reach the institution by:**

| Receiving institution<br>[Erasmus code] | Autumn term*<br>[day/month]   | Spring term*<br>[day/month]   |
|---|---|---|
| E PAMPLON01                             | 1 April   | 15 September  |
| PL KRAKOW08                             | Nomination deadlines:<br>for the 1st semester and full<br>year - May 30th | Nomination and application deadline:<br>for the 2nd semester - October 31st |

**Applications from incoming students must reach the institution by:**

| Receiving institution<br>[Erasmus code] | Autumn term*<br>[day/month]  | Spring term*<br>[day/month]  |
|---|--|--|
| E PAMPLON01                             | 1 May  | 15 October   |
| PL KRAKOW08                             | Deadlines for sending the<br>documents: June 30th (for Semester<br>1 or the whole academic year) | Deadlines for sending the documents:<br>December 31st (for Semester 2) |

<sup>4</sup> 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>

### Application procedure for incoming students

| Receiving institution<br>[Erasmus code] | Contact details<br>(email, phone)                      | Website for information   |
|---|--|---|
| E PAMPLON01                             | <a href="mailto:borjamfm@unav.es">borjamfm@unav.es</a> |   |
| PL KRAKOW08                             | erasmus@upjp2.edu.pl                                   | <a href="https://international.upjp2.edu.pl/en/erasmus/incoming-students/how-to-apply">https://international.upjp2.edu.pl/en/erasmus/incoming-students/how-to-apply</a> |

### E. Additional requirements

| Receiving institution<br>[Erasmus code] | Requirement | Details | Website for information<br>(if applicable) |
|---|-------------|---------|--|
| E PAMPLON01                             | *See below  |         |  |
| PL KRAKOW08                             | *See below  |         |  |

#### E PAMPLON01\*:

##### Nomination

The partner Institution is kindly asked to officially nominate all the exchange students by e-mail, specifying the following details: i) Complete name; ii) Student's email; iii) Period of exchange; iv) Area of study.

##### Application procedure

All nominated exchange students have to fill in the on-line application and add the required documents.

##### Acceptance

Accepted students will receive a confirmation of acceptance sent to the email contact indicated in the application, at the latest two weeks after application's closing date.

#### PL KRAKOW08\*:

##### Nomination

The partner Institution is kindly asked to officially nominate all the exchange students by e-mail, specifying the following details: i) Complete name; ii) Student's email; iii) Period of exchange; iv) Area of study.

##### Application procedure

All nominated exchange students have to fill in the on-line application and add the required documents.

##### Acceptance

Accepted students will receive a confirmation of acceptance sent to the email contact indicated in the application, at the latest two weeks after application's closing date.

A percentage grading distribution will be provided to each Transcript of Records, according to the single class degree and the average of the last three years

### Inclusion and accessibility

The institution will provide support to incoming mobile participants with fewer opportunities, 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:

| Receiving institution [Erasmus code] | Available infrastructure adjusted for people with: | Description of infrastructure (optional) | Contact details (email, phone) | Website for information   |
|--------------------------------------|--|--|--------------------------------|---|
| E PAMPLON01                          |  |  | cbaiges@unav.es                | <a href="https://www.unav.edu/conoce-la-universidad/impacto-sociedad/atencion-discapacidad">https://www.unav.edu/conoce-la-universidad/impacto-sociedad/atencion-discapacidad</a> |
| PL KRAKOW08                          | Physical disability                                |  | erasmus@upjp2.edu.pl           |   |

## F. Information

### 1. 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   |
|----------------------------|--|---|
| E PAMPLON01                | <a href="mailto:alojamiento@unav.es">alojamiento@unav.es</a>   |   |
| PL KRAKOW08                | <a href="mailto:erasmus@upjp2.edu.pl">erasmus@upjp2.edu.pl</a> | <a href="http://upjp2.edu.pl/?q=erasmus/practical-information/accomodation">http://upjp2.edu.pl/?q=erasmus/practical-information/accomodation</a> |

### 2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outgoing 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   |
|----------------------------|--|---|
| E PAMPLON01                | <a href="mailto:visa@unav.es">visa@unav.es</a>                 | <a href="https://www.unav.edu/estudiantes/procedimientos-de-inmigracion">https://www.unav.edu/estudiantes/procedimientos-de-inmigracion</a> |
| PL KRAKOW08                | <a href="mailto:erasmus@upjp2.edu.pl">erasmus@upjp2.edu.pl</a> | <a href="http://upjp2.edu.pl/?q=erasmus/visa">http://upjp2.edu.pl/?q=erasmus/visa</a>   |

### 3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outgoing 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<br>[Erasmus code] | Contact details<br>(email, phone) | Website for information   |
|-------------------------------|-----------------------------------|---|
| <b>E PAMPLON01</b>            | exchangeunav@unav.es              | <a href="https://en.unav.edu/students/resources/#asistencia-sanitaria-seguros">https://en.unav.edu/students/resources/#asistencia-sanitaria-seguros</a>   |
| <b>PL KRAKOW08</b>            | erasmus@upjp2.edu.pl              | <a href="http://upjp2.edu.pl/?q=erasmus/practical-information/health-insurance">http://upjp2.edu.pl/?q=erasmus/practical-information/health-insurance</a> |

### 4. Grading systems of the institutions

#### **E PAMPLON01**

| Grading Table |                    |           |           |
|---------------|--------------------|-----------|-----------|
| MH            | Matrícula de Honor | Honors    | 9.0-10.0* |
| SB            | Sobresaliente      | Excellent | 9.0-10.0  |
| NT            | Notable            | Good      | 7.0-8.9   |
| AP            | Aprobado           | Pass      | 5.0-6.9   |
| SS            | Suspendo           | Fail      | <5,0      |

*\*Student(s) who obtain the highest academic results, receive an award*

#### **PL KRAKOW08**

The Polish grading system: Grades are given from 5 to 2.

##### **National Grading System**

Each course is graded on a scale from 1 to 5, as a minimum and maximum pass grade, respectively. Some exams can be evaluated by pass or by sufficient, good or excellent.

**Credits** (1 credit = 25 hours total work)

1 full academic year = 60 credits

1 semester = 30 credits

A percentage grading distribution will be provided to each Transcript of Records, according to the single class degree and the average of the last three years

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.


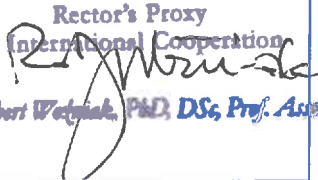
**\*This deadline may change accordingly to the end of the evaluation period.**

##### **Termination of the agreement**

This agreement will remain in effect for the above determined period of validity or until the involved institutions both agree in the discontinuation of the exchanges. It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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 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.

**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

| Institution<br>[Erasmus code] | Name, function   | Date       | Signature <sup>5</sup>  |
|-------------------------------|--|------------|---|
| <b>E PAMPLON01</b>            | Rosalía Baena<br>Vice President of Students                                  | 09/02/2023 |    |
| <b>PL KRAKOW08</b>            | Rev. Prof. Robert Woźniak<br>Rector's Proxy for<br>International Cooperation | 03/02/2023 | <p>Rector's Proxy<br/>for International Cooperation</p> <br>Rev. Robert Woźniak, PhD, DSc, Prof. Assoc. |

<sup>5</sup> Scanned signatures are accepted