



UNI W E R S Y T E T  
PRZYRODNICZO-HUMANISTYCZNY W SIEDLCACH



ALEXANDER COLLEGE  
LARNACA PAPHOS

## Erasmus+ Programme

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

### Inter-institutional agreement 2018-2021 between programme countries

#### [Minimum requirements]

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 related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution.

#### A. Information about higher education institutions

| Name of the institution<br>(and department, where relevant) | Erasmus code    | Contact details<br>(email, phone)   | Website<br>(eg. of the course catalogue)  |
|---|-----------------|---|---|
| Siedlce University of Natural Sciences and Humanities       | PL<br>SIEDLCE01 | Professor Miroslaw Minkina<br>Vice-rector for Research<br><a href="mailto:rek nauka@uph.edu.pl">rek nauka@uph.edu.pl</a><br><br>Danuta Olejnik<br>Erasmus+ Institutional Coordinator<br>08-110 Siedlce<br>Konarskiego 2<br>tel.: +48 25 643 1961, <a href="mailto:seattle@uph.edu.pl">seattle@uph.edu.pl</a>  | <a href="http://www.uph.edu.pl/en/">http://www.uph.edu.pl/en/</a><br><a href="http://www.uph.edu.pl/studenci/program-erasmus/ects-course-catalogue">http://www.uph.edu.pl/studenci/program-erasmus/ects-course-catalogue</a><br><a href="http://www.uph.edu.pl/studenci/program-erasmus/documents-for-international-applicants-2">http://www.uph.edu.pl/studenci/program-erasmus/documents-for-international-applicants-2</a> |
| ALEXANDER COLLEGE   | CY<br>LARNACA03 | Nicodemus Loizou,<br>Dean of Academic Affairs,<br>Alexander College<br><a href="mailto:n.loizou@alexander.ac.cy">n.loizou@alexander.ac.cy</a><br><br>Panayiotis Elia<br>Erasmus+ Officer<br>2 Artas Street, P.O.Box 45081<br>Aradippou 7110, Larnaca, Cyprus<br>Tel: +357 24 532373<br>Fax: +357 24532365<br><a href="mailto:erasmus@alexander.ac.cy">erasmus@alexander.ac.cy</a> | <a href="https://alexander.ac.cy/en/">https://alexander.ac.cy/en/</a><br><a href="https://alexander.ac.cy/en/courses/alexander-college-course/bsc-business-administration-finance-4-years/">https://alexander.ac.cy/en/courses/alexander-college-course/bsc-business-administration-finance-4-years/</a><br><br><a href="https://mba.alexander.ac.cy/">https://mba.alexander.ac.cy/</a>                                       |

#### B. Mobility numbers 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 no later than the end of January in the preceding academic year.]*

| FROM<br>[Erasmus<br>code of the<br>sending<br>institution] | TO<br>[Erasmus<br>code of the<br>receiving<br>institution] | Subject<br>area<br>code<br>[ISCED] | Subject area<br>name                                       | Study<br>cycle<br>1st , 2nd<br>or 3rd] | Number of student<br>mobility periods  |  |
|--|--|------------------------------------|--|--|--|--|
|  |  |                                    |  |  | Student<br>Mobility for<br>Studies<br><br>[total<br>number of<br>months of<br>the study<br>periods for<br>1 ac.<br>year] | Student<br>Mobility for<br>Traineeship |
| PL<br>SIEDLCE01  | CY<br>LARNACA<br>03  | 0410                               | Business<br>Administration                                 | 1st , 2nd                              | 2 (12)   | 2<br>(2 months)                        |
| CY<br>LARNACA<br>03  | PL<br>SIEDLCE01  | 0410                               | Business<br>Administration                                 | 1st, 2nd                               | 2 (12)   | 2<br>(2 months)                        |
| PL<br>SIEDLCE01  | CY<br>LARNACA<br>03  | 0311                               | Economics<br>(Finance )                                    | 1st , 2nd                              | 2 (12)   | 2<br>(2 months)                        |
| CY<br>LARNACA<br>03  | PL<br>SIEDLCE01  | 0311                               | Economics<br>(Finance )                                    | 1st, 2nd                               | 2 (12)   | 2<br>(2 months)                        |
| PL<br>SIEDLCE01  | CY<br>LARNACA<br>03  | 0414                               | Management<br>and<br>administration                        | 1st , 2nd                              | 2 (12)   | 2 (2months)                            |
| PL<br>SIEDLCE01  | CY<br>LARNACA<br>03  | 0415                               | Marketing  | 1st , 2nd                              | 2 (12)   | 2 (2months)                            |
| CY<br>LARNACA<br>03  | PL<br>SIEDLCE01  | 0415                               | Marketing  | 1st , 2nd                              | 2 (12)   | 2 (2months)                            |
| PL<br>SIEDLCE01  | CY<br>LARNACA<br>03  | 0610                               | Information and<br>Communication<br>Technologies<br>(ICTs) | 1st , 2nd                              | 2 (12)   | 2 (2months)                            |
| CY<br>LARNACA<br>03  | PL<br>SIEDLCE01  | 0610                               | Information and<br>Communication<br>Technologies<br>(ICTs) | 1st , 2nd                              | 2 (12)   | 2 (2months)                            |
| PL<br>SIEDLCE01  | CY<br>LARNACA<br>03  | 0420                               | Law  | 1st ,<br>2nd                           | 2(12)  | 2 (2months)                            |
| CY<br>LARNACA<br>03  | PL<br>SIEDLCE01  | 0420                               | Law  | 1st , 2nd                              | 2 (12)   | 2 (2months)                            |
| PL<br>SIEDLCE01  | CY<br>LARNACA<br>03  | 054                                | Mathematics<br>and Statistics                              | 1st                                    | 2 (12)   | 2 (2months)                            |



|                     |                 |     |                               |     |        |             |
|---------------------|-----------------|-----|-------------------------------|-----|--------|-------------|
| CY<br>LARNACA<br>03 | PL<br>SIEDLCE01 | 054 | Mathematics<br>and Statistics | 1st | 2 (12) | 2 (2months) |
|---------------------|-----------------|-----|-------------------------------|-----|--------|-------------|

[\*Optional; subject area 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 organisation 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.]

| FROM<br>[Erasmus<br>code of the<br>sending<br>institution] | TO<br>[Erasmus<br>code of the<br>receiving<br>institution] | Subject<br>area code<br>+<br>[ISCED] | Subject area<br>name<br>+                                  | Number of staff mobility<br>periods   |                                |
|--|--|--------------------------------------|--|---|--------------------------------|
|  |  |                                      |  | Staff Mobility<br>for Teaching<br><br>[total number<br>of days of<br>teaching<br>periods or<br>average<br>duration *] | Staff Mobility<br>for Training |
| PL<br>SIEDLCE01  | CY<br>LARNACA03  | 0410                                 | Business<br>Administration                                 | 2 x 1 week  | 1 x 1 week                     |
| CY<br>LARNACA03  | PL SIEDLCE01   | 0410                                 | Business<br>Administration                                 | 2 x 1 week  | 1 x 1 week                     |
| PL<br>SIEDLCE01  | CY<br>LARNACA03  | 0311                                 | Economics<br>(Finance )                                    | 2 x 1 week  | 1 x 1 week                     |
| CY<br>LARNACA03  | PL SIEDLCE01   | 0311                                 | Economics<br>(Finance )                                    | 2 x 1 week  | 1 x 1 week                     |
| PL<br>SIEDLCE01  | CY<br>LARNACA03  | 0414                                 | Management<br>and<br>administration                        | 2 x 1 week  | 1 x 1 week                     |
| CY<br>LARNACA03  | PL SIEDLCE01   | 0414                                 | Management<br>and<br>administration                        | 2 x 1 week  | 1 x 1 week                     |
| PL<br>SIEDLCE01  | CY<br>LARNACA03  | 0415                                 | Marketing  | 2 x 1 week  | 1 x 1 week                     |
| CY<br>LARNACA03  | PL SIEDLCE01   | 0415                                 | Marketing  | 2 x 1 week  | 1 x 1 week                     |
| PL<br>SIEDLCE01  | CY<br>LARNACA03  | 0610                                 | Information and<br>Communication<br>Technologies<br>(ICTs) | 2 x 1 week  | 1 x 1 week                     |
| CY<br>LARNACA03  | PL SIEDLCE01   | 0610                                 | Information and<br>Communication<br>Technologies<br>(ICTs) | 2 x 1 week  | 1 x 1 week                     |
| PL<br>SIEDLCE01  | CY<br>LARNACA03  | 0420                                 | Law  | 2 x 1 week  | 1 x 1 week                     |
| CY<br>LARNACA03  | PL SIEDLCE01   | 0420                                 | Law  | 2 x 1 week  | 1 x 1 week                     |
| PL<br>SIEDLCE01  | CY<br>LARNACA03  | 054                                  | Mathematics<br>and Statistics                              | 2 x 1 week  | 1 x 1 week                     |

|                 |              |     |                               |            |            |
|-----------------|--------------|-----|-------------------------------|------------|------------|
| CY<br>LARNACA03 | PL SIEDLCE01 | 054 | Mathematics<br>and Statistics | 2 x 1 week | 1 x 1 week |
|-----------------|--------------|-----|-------------------------------|------------|------------|

### 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                       |  |
|---|---------------------------|---------------------------|---------------------------|---|--|
|   |                           |                           |                           | Student Mobility for Studies<br>[Minimum recommended level: B1] | Staff Mobility for Teaching<br>[Minimum recommended level: B2] |
| PL SIEDLCE01                            |                           | Polish                    | English                   | B1  | B2   |
| CY LARNACA03                            |                           | English                   | English                   | B2 English  | B2 English   |

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

### D. Additional requirements

Information on infrastructure to welcome students and staff with disabilities:

**CY LARNACA03:** Alexander College, Larnaka, has the infrastructure to host students and staff with disabilities, <https://alexander.ac.cy/en/facilities/college-building/>

#### Partner institution

**PL SIEDLCE01:** Siedlce University of Natural Sciences and Humanities has the infrastructure to host students and staff with disabilities, <http://www.uph.edu.pl/en/students/disabled-students>

### E. Calendar

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

| Receiving institution<br>[Erasmus code] | Autumn term*<br>[month] | Spring term*<br>[month]   |
|---|-------------------------|---------------------------|
| CY LARNACA03                            | June 30 <sup>th</sup>   | November 15 <sup>th</sup> |
| PL SIEDLCE01                            | June 30 <sup>th</sup>   | November 15 <sup>th</sup> |

[\* to be

*adapted in case of a trimester system]*

- The receiving institution will send its decision within 4 weeks.
- Academic Calendar

| Receiving institution<br>[Erasmus code] | Autumn term<br>[from - to] | Spring term<br>[from - to] |
|---|----------------------------|----------------------------|
|---|----------------------------|----------------------------|



|              |   |  |
|--------------|---|--|
| PL SIEDLCE01 |   |  |
| CY LARNACA03 | Sept 26 <sup>th</sup> -Dec 22 <sup>nd</sup> | January 10 <sup>th</sup> -May 30 <sup>th</sup> |

4. A Transcript of Records will be issued by the receiving institution no later than four weeks after the assessment period has finished at the receiving HEI.
5. Termination of the agreement

*[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. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."]*

## F. Information

### 1. Grading systems of the institutions

PL SIEDLCE01: <http://www.uph.edu.pl/studenci/program-erasmus/ects-grading-scale>

#### Alexander College

Appropriate definitions of the grades which will be applied to all marking are:

|           |            |
|-----------|------------|
| 90 – 100% | A          |
| 80 – 89%  | A-         |
| 77 – 79%  | B+         |
| 73 – 76%  | B          |
| 70 – 72%  | B-         |
| 67 – 69%  | C+         |
| 63 – 66%  | C          |
| 60 – 62%  | C-         |
| 57 – 59%  | D+         |
| 53 – 56%  | D          |
| 50 – 52%  | D-         |
| 0 – 49%   | F          |
| I         | Incomplete |
| W         | Withdrawal |

### 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 sources:

| Institution<br>[Erasmus<br>code] | Contact details<br>(email, phone)   | Website for information   |
|----------------------------------|---|---|
| PL<br>SIEDLCE01                  | tel.: +48 643 19 61<br><a href="mailto:reknauka@uph.edu.pl">reknauka@uph.edu.pl</a><br><a href="mailto:seattle@uph.edu.pl">seattle@uph.edu.pl</a> | <a href="http://www.msz.gov.pl/en/travel%20to%20poland/visa">http://www.msz.gov.pl/en/travel to poland/visa</a> |
| CY<br>LARNACA03                  | ELENI GEORGIU<br><a href="mailto:elenig@alexander.ac.cy">elenig@alexander.ac.cy</a>   | <a href="http://alexander.ac.cy/en/erasmus/">http://alexander.ac.cy/en/erasmus/</a>                             |

### 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:

| Institution<br>[Erasmus code] | Contact details<br>(email, phone)   | Website for information   |
|-------------------------------|---|---|
| PL SIEDLCE01                  | tel.: +48 643 19 61<br><a href="mailto:reknauka@uph.edu.pl">reknauka@uph.edu.pl</a><br><a href="mailto:seattle@uph.edu.pl">seattle@uph.edu.pl</a> | <a href="http://www.msz.gov.pl/en/travel-to-poland/visa">http://www.msz.gov.pl/en/travel-to-poland/visa</a>                                   |
| CY LARNACA03                  | ELENI GEORGIOU<br><a href="mailto:elenig@alexander.ac.cy">elenig@alexander.ac.cy</a>  | <a href="http://alexander.ac.cy/en/eu-students/student-support-services/">http://alexander.ac.cy/en/eu-students/student-support-services/</a> |



### 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<br>[Erasmus code] | Contact details<br>(email, phone)   | Website for information  |
|-------------------------------|---|--|
| PL SIEDLCE01                  | tel.: +48 643 19 61<br><a href="mailto:reknauka@uph.edu.pl">reknauka@uph.edu.pl</a><br><a href="mailto:seattle@uph.edu.pl">seattle@uph.edu.pl</a> | <a href="http://www.uph.edu.pl/en/students/residential-halls">http://www.uph.edu.pl/en/students/residential-halls</a><br><a href="http://www.uph.edu.pl/en/">http://www.uph.edu.pl/en/</a> |
| CY LARNACA03                  | ELENI GEORGIOU<br><a href="mailto:elenig@alexander.ac.cy">elenig@alexander.ac.cy</a>  | <a href="http://alexander.ac.cy/en/eu-students/student-support-services/">http://alexander.ac.cy/en/eu-students/student-support-services/</a>  |

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

| Institution<br>[Erasmus code] | Name, function   | Date       | Signature   |
|-------------------------------|--|------------|---|
| PL SIEDLCE01                  | Professor Mirosław Minkina<br>Vice-Rector for Research | 20/09/2018 | PROREKTOR DS. NAUKI<br><br>dr hab. Mirosław Minkina<br>profesor nadzwyczajny |
| CY LARNACA03                  | Andy Loppas<br>Director                                | 7/8/18     |    |