

# Annex B to ERASMUS+ Inter-Institutional Agreement

## Institutional Factsheet:

### 1. Institutional Information

#### 1.1. Institutional details

|                         |   |
|-------------------------|---|
| Name of the institution | Akademia Wychowania Fizycznego Józefa Piłsudskiego w Warszawie            |
| Erasmus Code            | PL WARSZAW12  |
| Postal Address          | AWF Warszawa, 00-968 Warszawa 45, skr.poczt.55; ul.Marymoncka 34 - POLAND |
| Institution website     | <a href="http://www.awf.edu.pl">www.awf.edu.pl</a>                        |

#### 1.2. Main contacts at International Office

|                 |   |
|-----------------|---|
| Contact person  | Tomasz Skiba, M.A.  |
| Responsibility  | Institutional LLP ERASMUS Co-ordinator  |
| Contact details | <a href="mailto:t.skiba@awf.edu.pl">t.skiba@awf.edu.pl</a> <a href="mailto:bwz@awf.edu.pl">bwz@awf.edu.pl</a><br>Tel. 0048 22 8340431, ext. 335, 353; Fax 0048 22 864 06 46 |

### 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(s) of instruction | Recommended language of instruction level according to CEFR |
|------------------------------|--------------|----------------------------|---|
| Student Mobility for Studies |              | English                    | B2  |
| Staff Mobility for Teaching  |              | English                    | B2  |

\* 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>.

#### 2.2 Calendar

The semester dates will be published on the website

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

|             |                           |
|-------------|---------------------------|
| Autumn term | 15 <sup>th</sup> June     |
| Spring term | 15 <sup>th</sup> November |

##### 2.2.2 Decision Response

We will send our decision normally not later than three weeks after we have received the complete application documents. When accepted, the student will receive a conformation and additional information about his/her stay in Warsaw by mail. The acceptance letter will be sent to the home institution by regular mail.

### 2.2.3 Transcripts of Records

A Transcripts of Records will be issued normally within 6 week after the assessment period has finished by the Examination Office. The original document will be sent to the home university by regular mail. It is the home university's responsibility to provide the student with this document.

## 3. Additional information

### 3.1 Grading system:

|     |    |   |
|-----|----|---|
| 5   | A  | EXCELLENT - outstanding performance with only minor errors      |
| 4,5 | B  | VERY GOOD - above the average standard but with some errors     |
| 4   | C  | GOOD - generally sound work with a number of notable errors     |
| 3,5 | D  | SATISFACTORY - fair but with significant shortcomings           |
| 3   | E  | SUFFICIENT - performance meets the minimum criteria             |
| 2,5 | FX | FAIL - some more work required before the credit can be awarded |
| 2   | F  | FAIL - considerable further work is required                    |

### 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:

|                        |   |
|------------------------|---|
| <b>Contact details</b> | <a href="mailto:incoming@awf.edu.pl">incoming@awf.edu.pl</a>                        |
| <b>Website</b>         | <a href="http://www.awf.edu.pl/page8_3.html">http://www.awf.edu.pl/page8_3.html</a> |

### 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](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:

|                        |   |
|------------------------|---|
| <b>Contact details</b> | <a href="mailto:incoming@awf.edu.pl">incoming@awf.edu.pl</a>                        |
| <b>Website</b>         | <a href="http://www.awf.edu.pl/page8_3.html">http://www.awf.edu.pl/page8_3.html</a> |

### 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:

|                        |   |
|------------------------|---|
| <b>Contact details</b> | <a href="mailto:incoming@awf.edu.pl">incoming@awf.edu.pl</a>                        |
| <b>Website</b>         | <a href="http://www.awf.edu.pl/page8_3.html">http://www.awf.edu.pl/page8_3.html</a> |

