

Annex B to ERASMUS+ Inter-Institutional Agreement

Institutional Factsheet:

1. Institutional Information

1.1. Institutional details

Name of the institution	Wroclaw University of Economics
Erasmus Code	PL WROCLAW03
Postal Address	Ul. Komandorska 118/12053-345 Wrocław
Institution website	http://www.ue.wroc.pl/international_cooperation/6687/information_for_incoming_students.html

1.2. Main contacts at International Office

Contact person	Mrs Iwona Przylecka
Responsibility	Institutional Coordinator
Contact details	Tel.: +48 71 3680 151 iwona.przylecka@ue.wroc.pl erasmus@ue.wroc.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(s) of instruction	Recommended language of instruction level according to CEFR
Student Mobility for Studies		English Polish	B2
Staff Mobility for Teaching		English Polish	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	10 th of July
Spring term	10 th of December

The receiving institution will send its decision within 8 weeks, provided the documents are complete.

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. [It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]

Termination of the agreement

The institutions decide in mutual agreement on the procedure of modifying or terminating the agreement. In the event of unilateral termination, a notice of at least one academic year has to be given.

"Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."

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 Wroclaw 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:

The institutional grading system at Wroclaw University of Economics consists of six grading levels:

Local grades in WUE (numerically)	Local grades in WUE (descriptively, abbreviation and traditional marks)	Percent of required knowledge for this grade	Converted to ECTS grades
5.0	Very good (bdb, 5)	90 – 100%	A
4.5	Better than good (+db, +4)	80 – 89%	B
4.0	Good (db, 4)	70 – 79%	C
3.5	Better than satisfactory (+dst, +3)	60 – 69%	D
3.0	Satisfactory (dst, 3)	50 – 59%	E
2.0	Failure (ndst, 2)	less than 50%	F

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 details	erasmus@ue.wroc.pl tel. 0048 71 36 80 131 fax. 0048 71 36 72 784
Website	http://www.ue.wroc.pl/international_cooperation/6687/information_for_incoming_students.html

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 details	erasmus@ue.wroc.pl tel. 0048 71 36 80 131 fax. 0048 71 36 72 784
Website	http://www.ue.wroc.pl/international_cooperation/6687/information_for_incoming_students.html

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 details	erasmus@ue.wroc.pl tel. 0048 71 36 80 131 fax. 0048 71 36 72 784
Website	http://www.ue.wroc.pl/international_cooperation/6687/information_for_incoming_students.html