

# Annex B to ERASMUS+ Inter-Institutional Agreement

## Institutional Factsheet:

### 1. Institutional Information

#### 1.1. Institutional details

Name of the institution	Poznańska Wyższa Szkoła Biznesu (POZNAN UNIVERSITY COLLEGE OF BUSINESS)
Erasmus Code	PL POZNAN21
Postal Address	Niedziałkowskiego 18, 60-579 Poznań, Polònia
Institution website	<a href="http://www.en.pwsb.pl/">http://www.en.pwsb.pl/</a>

#### 1.2. Main contacts at International Office

Contact person	Marta Graczyk
Responsibility	Erasmus Coordinator
Contact details	<a href="mailto:m.graczyk@pwsb.pl">m.graczyk@pwsb.pl</a> , Tel: +48 61 833 14 33

### 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		Polish English	B1
Staff Mobility for Teaching		Polish 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

The receiving institution will send its decision within [4] weeks.

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

### 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 Poznan 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:

<http://www.en.pwsb.pl/llp-erasmus.html>

### 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 person</b>	Marta Graczyk
<b>Responsibility</b>	Erasmus Coordinator
<b>Contact details</b>	<a href="mailto:m.graczyk@pwsb.pl">m.graczyk@pwsb.pl</a> , Tel: +48 61 833 14 33
<b>Website</b>	<a href="http://www.en.pwsb.pl/llp-erasmus.html">http://www.en.pwsb.pl/llp-erasmus.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 person</b>	Marta Graczyk
<b>Responsibility</b>	Erasmus Coordinator
<b>Contact details</b>	<a href="mailto:m.graczyk@pwsb.pl">m.graczyk@pwsb.pl</a> , Tel: +48 61 833 14 33
<b>Website</b>	<a href="http://www.en.pwsb.pl/llp-erasmus.html">http://www.en.pwsb.pl/llp-erasmus.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 person</b>	Marta Graczyk
<b>Responsibility</b>	Erasmus Coordinator
<b>Contact details</b>	<a href="mailto:m.graczyk@pwsb.pl">m.graczyk@pwsb.pl</a> , Tel: +48 61 833 14 33
<b>Website</b>	<a href="http://www.en.pwsb.pl/llp-erasmus.html">http://www.en.pwsb.pl/llp-erasmus.html</a>