**Annex to Erasmus+ Inter-Institutional Agreement**

**Institutional Factsheet of University of Silesia in Katowice**

1. **Institutional Information**
   1. **Institutional details**

|  |  |
| --- | --- |
| **Name of the institution** | **Uniwersytet Śląski w Katowicach (University of Silesia in Katowice)** |
| Erasmus Code | PL KATOWIC01 |
| EUC | **46641** |
| Institution website | [www.us.edu.pl](http://www.us.edu.pl); [www.erasmus.us.edu.pl](http://www.erasmus.us.edu.pl) |
| Online course catalogue | <http://kandydat.us.edu.pl/katalog_kursow/> |

* 1. **Main contacts**

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| --- | --- |
| **Contact person** | University of Silesia, Department of International Relations, Erasmus Office,  address: ul. Bankowa 12, 40-007 Katowice, Poland, t/f: +48 32 359 1178  [erasmus@us.edu.pl](mailto:erasmus@us.edu.pl) ; [www.erasmus.us.edu.pl](http://www.erasmus.us.edu.pl)  Institutional Coordinator:  Mr. **Jaroslaw Gasior**, Email: [jaroslaw.gasior@us.edu.pl](mailto:jaroslaw.gasior@us.edu.pl)  Erasmus Contact Persons (outgoing/incoming students/staff, inter-institutional agreements):  [**erasmus@us.edu.pl**](mailto:erasmus@us.edu.pl)  Ms Małgorzata Pawlik [malgorzata.a.pawlik@us.edu.pl](mailto:malgorzata.a.pawlik@us.edu.pl)  Ms Anna Wojdyła [anna.wojdyla@us.edu.pl](mailto:anna.wojdyla@us.edu.pl)  Ms Marta Żebracka, [marta.zebracka@us.edu.pl](mailto:marta.zebracka@us.edu.pl) |
| **Responsibility** |
| **Contact details** |

1. **Detailed requirements and additional information**
   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 \* |
| Student Mobility for Studies |  | Polish  English (for indicated subjects) | B1 |
| Staff mobility |  | Polish  English (for indicated subjects) | B2 |

\* Level according to Common European Framework of Reference for Languages (CEFR), see

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

* 1. **Additional requirements/information**

The university welcomes students and staff with disabilities and offers the necessary facilities and support.

Useful information:

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| --- |
| PL KATOWIC01:   * Incoming Erasmus students have to take main part of their workload from the US faculty and department that coordinates the bilateral agreement. Some additional workload can be made up of courses from different faculties. * Incoming teaching staff must be individually accepted by the US faculty and department that coordinates the bilateral agreement. The acceptance will be based on the candidate’s working plan and its adequacy to the teaching programme of the US host didactic unit. * Incoming non-teaching staff must be individually accepted by the department, service or unit concerned, based on the proposed working plan and the availability of the department, service or unit to host visitors. * The University of Silesia in Katowice places the utmost importance on providing equal opportunities for people with disabilities. Our university is constantly re-examining the needs of students and employees with disabilities and the challenges they may encounter during their studies and work. We are committed to ensuring equal access to sources of knowledge, new educational programs, modern technological solutions and the appropriate conditions of studies and work.   Detailed information:  www.bon.us.edu.pl, bon@us.edu.pl, +48 32 359 1998 (Bankowa 14, 40-007 Katowice, Poland)  www.erasmus.us.edu.pl, erasmus@us.edu.pl, +48 32 3591178, (Bankowa 12, 40-007 Katowice, Poland)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

* 1. **Calendar**
     1. **Nomination Deadlines**

Applications/information on students nominated must reach our institution by:

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| --- | --- |
| **Autumn term** | 30th June |
| **Spring term** | 30th November |

* + 1. **Decision Response**

We will send our decision within 4 weeks.

* + 1. **Transcripts of Records**

A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at the respective department.

* + 1. **Termination of Agreement**

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."

1. **Additional information**
   1. **Grading system**

<http://kandydat.us.edu.pl/katalog_kursow/> or <http://www.erasmus.us.edu.pl>

|  |  |  |  |
| --- | --- | --- | --- |
| **Local Grade** | **ECTS Grade** | **ECTS Grade**  **% of successful students normally achieving the grade** | **Definition** |
| 5 – bardzo dobry | A | 10 | **EXCELENT** – Outstanding performance with only minor errors. |
| 4,5 (+4 dobry plus) | B | 25 | **VERY GOOD** – Above the average standard but with some errors |
| 4 (dobry) | C | 30 | **GOOD** – Generally sound work with a number of notable errors |
| 3,5 (+3 dostateczny plus) | D | 25 | **SATISFACTORY** – Fair but with significant shortcomings |
| 3 (dostateczny) | E | 10 | **SUFFICENT**- Performance meets the minimum criteria |
| 2 (niedostateczny) | F/FX | - | **FAIL** (below the minimum criteria) |

* 1. **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 person** | <http://www.erasmus.us.edu.pl>  or  <http://kandydat.us.edu.pl/katalog_kursow/>  Ministry of Foreign Affairs Republic of Poland  information for foreigners:  <http://www.msz.gov.pl/en/>  entering Poland:  <http://www.msz.gov.pl/en/travel_to_poland/entering_poland/entering_poland>  visa requirements:  <http://www.msz.gov.pl/en/travel_to_poland/visa/visa>  contact: [erasmus@us.edu.pl](mailto:erasmus@us.edu.pl) |
| **Responsibility** |
| **Contact details** |
| **Website** |

* 1. **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.

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 person** | <http://www.erasmus.us.edu.pl>  contact: [erasmus@us.edu.pl](mailto:erasmus@us.edu.pl) |
| **Responsibility** |
| **Contact details** |
| **Website** |

* 1. **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:

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| --- | --- |
| **Contact person** | <http://www.erasmus.us.edu.pl>  (<http://www.erasmus.us.edu.pl/accommodation> - direct link to accommodation info)  contact: [erasmus@us.edu.pl](mailto:erasmus@us.edu.pl) |
| **Responsibility** |
| **Contact details** |
| **Website** |