



Uniwersytet
Kardynała Stefana Wyszyńskiego
w Warszawie

Cardinal Stefan Wyszyński University in Warsaw

Logo of Institution

Name of Institution

ANNEX TO THE ERASMUS + INTER-INSTITUTIONAL AGREEMENT with the University of Genoa

Key Action 1 – mobility for learners and staff – Higher education Student and Staff Mobility

1. Information about higher education institutions

1.1 Institutional details

Name of the Institution	Cardinal Stefan Wyszyński University in Warsaw
Erasmus code	PL WARSZAW 07
Institution website	http://www.dwm.uksw.edu.pl/en/
International Students webpage	http://www.dwm.uksw.edu.pl/en/
Information for incoming students	http://www.dwm.uksw.edu.pl/en/
Course catalogue	http://www.dwm.uksw.edu.pl/en/index.php?option=com_content&view=article&id=132&Itemid=13

1.2 Main contacts

Institutional Coordinator	
Contact details	mgr Katarzyna Mikocka International Relations Office Cardinal Stefan Wyszyński University in Warsaw ul. Dewajtis 5, 01-815 Warszawa, PL fax +48 22 561 90 13 e-mail: k.mikocka@uksw.edu.pl room 051A
Other useful contacts	Mariola Sadowska (English speaking) m.sadowska [at] uksw.edu.pl

2. Recommended language skills

Subject area	Language of Instruction	Recommended language of instruction level*	Type of mobility
	English	B1	SMS
	Polish	B1	SMS
	English	B2	STA
	Polish	B2	STA

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

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

3. Additional requirements

Staff mobility: STA. STT

The staff mobility applications to be sent to the IRO e-mail address bwm@uksw.edu.pl
Draft of (Preliminary) Individual Teaching Programme for STA/ Individual Work Programme for STT indicating academic area/ professional area and proposed term of visit to be included so as to serve as a ground for the relevant faculty/administrative unit in decision-making process

Student mobility: SMS

No specific nomination deadlines, however, please make sure the students meet the requirements of sending us their applications within the application deadlines indicated in the chart below (E. Calendar)

Nomination procedure: nominations to be sent to bwm@uksw.edu.pl. Each nomination should contain the following data: student's first and last name, field of study, year of study, study level, duration of stay, e-mail address of the nominated Student.

After receiving the nomination, the information on application would be sent directly to the students.

Application documents: Application form, Learning Agreement, Accommodation form

(The forms are available on the International Relations Office website

<http://www.dwm.uksw.edu.pl/en/>)

Assistance for the disabled students and staff is provided by Rector's Delegate for the Disabled Students.

Please inform the IRO in advance (while nominating the student) about the specific requirements so that we can provide appropriate support in advance.

4. Calendar

4.1 Applications/information on nominated students must reach PL WARSZAW 07 (*Name of Institution*) by:

Autumn term	31 ST May (nomination to be sent prior to application)
Spring term	15 th January(nomination to be sent prior to application)

4.2 Decision

The receiving institution will send its decision within 6 weeks.

4.3 Transcript of records

A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at PL WARSZAW 07

5. Information

5.1 Grading system of the Institution

Statistical Distribution of grades elaborated by each faculty to be published at:
<http://ects.usos.uksw.edu.pl/en/>

Other information

5.2 Visa

PL WARSZAW 07 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:

Contact details	bwm@uksw.edu.pl
Website	http://www.dwm.eksw.edu.pl/en/

5.3 Insurance

PL WARSZAW 07 will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The 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:

bwm@uksw.edu.pl <http://www.dwm.eksw.edu.pl/en/>

5.4 Housing

PL WARSZAW 07 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 contacts and information sources:

Contact details	bwm@uksw.edu.pl 0048225618994
Website	http://www.dwm.eksw.edu.pl/en/