International Relations Office

www.iro.uw.edu.pl
Krakowskie Przedmieście 26/28
00-927 Warszawa
POLAND / POLSKA

The Rectorate and IRO

International Relations Office
LLP Erasmus – outgoing mobility

Students 2010/11

- studies - ca 1200 mobilities
- work placement - ca 160 mobilities

Staff mobility 2010/11

- teaching assignments - ca 200 teachers
- staff training   - ca 140 staff members

Incoming mobility

- **Erasmus students 2010/11**

    - ca 550 mobilities

- **Erasmus Mundus 2010/11**

    Action 1 – 40 mobilities

    Action 2 - ca 100 mobilities (students & staff)

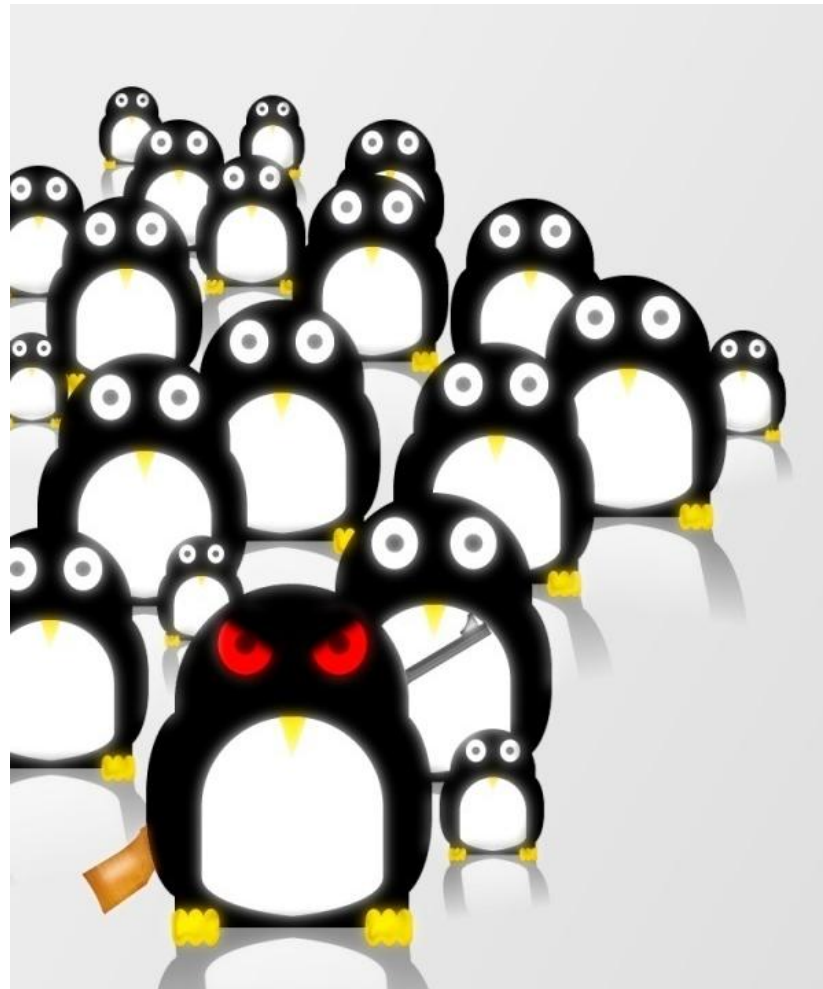- **Other agreements** (bilateral, governmental, individual)

    - ca 250 mobilities

A Day in the
International Relations Office

- 15 full-time employees

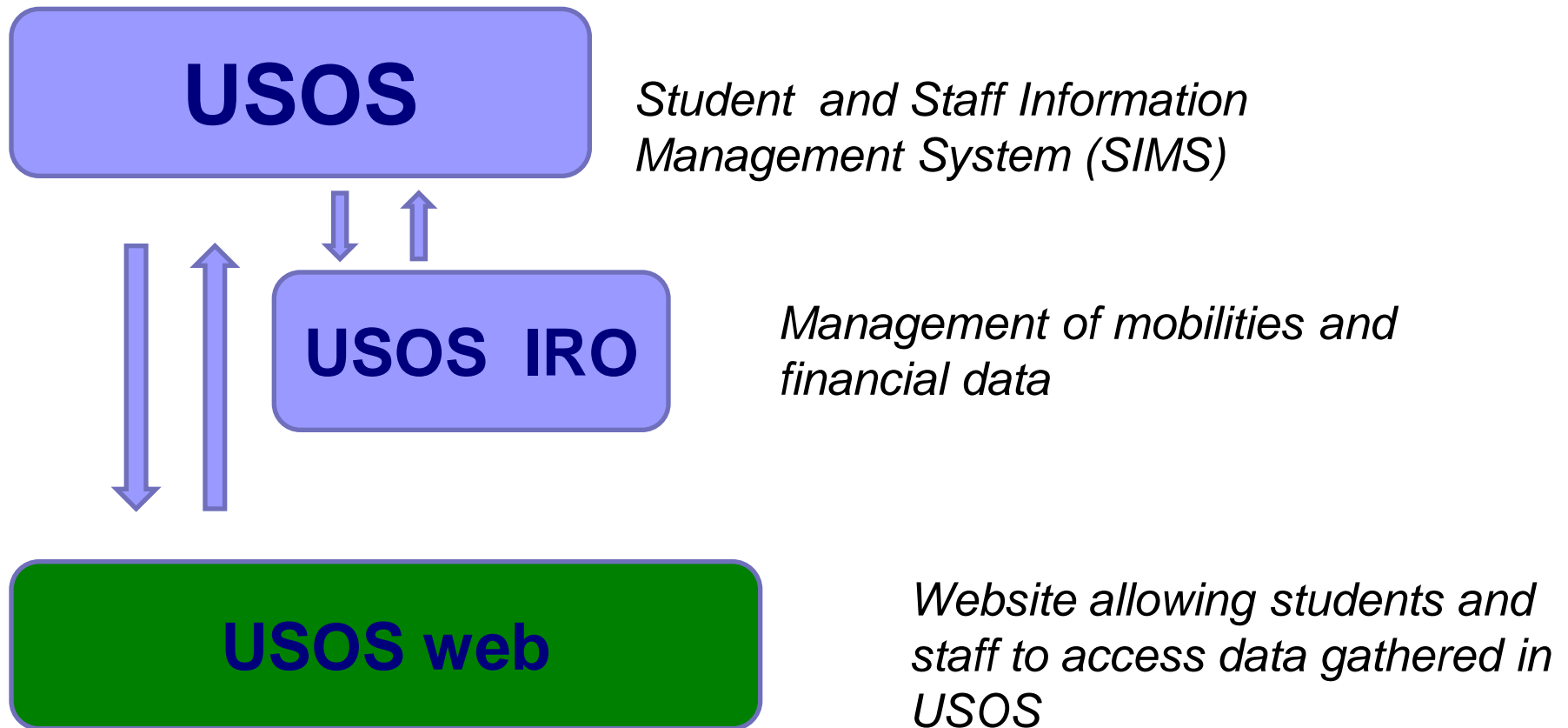- over **2640** files to process in one academic year
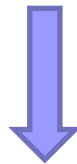
- **5280** files to process in a calendar year

A Day in the International Relations Office…

Student Data Management System

USOS

Student and Staff Information Management System (SIMS)

USOS IRO

Management of mobilities and financial data

USOS web

Website allowing students and staff to access data gathered in USOS

USOS for admin and IRO

USOSweb for students & academic staff

Erasmus Outgoing Students - Cycle

Erasmus Incoming Students - Cycle

Data exchange envisaged

Common platform for data exchange

University of Warsaw

Partner institution
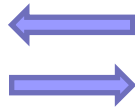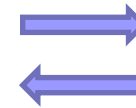
Bilateral Agreement

Erasmus Nominees

Confirmation of Acceptance

Confirmation of Stay

Learning Agreement

Transcript of Records

Other data

Erasmus Bilateral Agreements

- Erasmus partner HEIs in **30** countries

- Over **380** partner HEIs

- **2070** agreements signed up to now

Erasmus Bilateral
Agreement Form

Erasmus Bilateral Agreements

University A

University B

Common platform for data exchange

Name of the university

Erasmus ID code

Address & contact details

Address of the IRO / IROs

Erasmus Institutional Co-ordinator

Department names

Departmental Co-ordinators

Erasmus Bilateral Agreements

Departmental Co-ordinator

Departmental Co-ordinator

Departmental Co-ordinator

Departmental Co-ordinator

CREATE NEW AGREEMENT

Erasmus Bilateral Agreements

CREATE NEW AGREEMENT

Choosing the partner

Inter-institutional Agreement form for the academic years 2011 - 2014
Lifelong Learning Programme - Erasmus (higher education)

between (name and ERASMUS ID code of the institution)	UNIWERSYTET WARSZAWSKI / UNIVERSITY of WARSAW PL WARSZAW01 45834-IC-1-2007-1-PL-ERASMUS-EUCX-1		Agreement N° <TEMP_ID>
contact person (name, address, phone, fax, E-mail)	Institutional Coordinator: Ms Sylwia Salamon, MA International Relations Office (BWZ) UW Krakowskie Przedmiescie 26/28; 00-927 Warszawa Phone. +4822 552 40 09, Fax: +4822 552 40 11 Email: sylwia.salamon@adm.uw.edu.pl	Departmental Coordinator: Department Name: <Default (if one), or Select from Drop Down List>	
and (name and ERASMUS ID code of the institution)	<Name and ERASMUS ID code of the partner institution>		
contact person (name, address, phone, fax, E-mail)	Institutional Coordinator:	Departmental Coordinator: Department Name: <Select from Drop Down List>	

full legal names of the institutions in their national languages and ERASMUS ID codes

Erasmus Bilateral Agreements

CREATE NEW AGREEMENT

Defining conditions of mobility

Student mobility

Subject area code	Home country	Host country	1st cycle of studies	2nd cycle of studies	3rd cycle of studies	Number of students per year	Number of student months

Teaching staff mobility

Subject area code	Home country	Host country	Names or number of teachers	Number of teaching hours per week	Duration in weeks

PLATFORM

University A

University B

Faculty level

CREATE NEW AGREEMENT

Assign a temp number

Send

REJECT

ALTER CONDITIONS

ACCEPT

Submit for approval

University Representative level

REJECT

ALTER

ACCEPT

REJECT

ALTER

ACCEPT

Assign final nr

Erasmus Bilateral Agreements

Other buttons needed

University A   University B

TERMINATE EXISTING AGREEMENT

ALTER EXISTING AGREEMENT

Create Annex (if accepted)

PROLONG EXISTING AGREEMENT

Create Annex (if accepted)

Erasmus Nominations

University of Warsaw
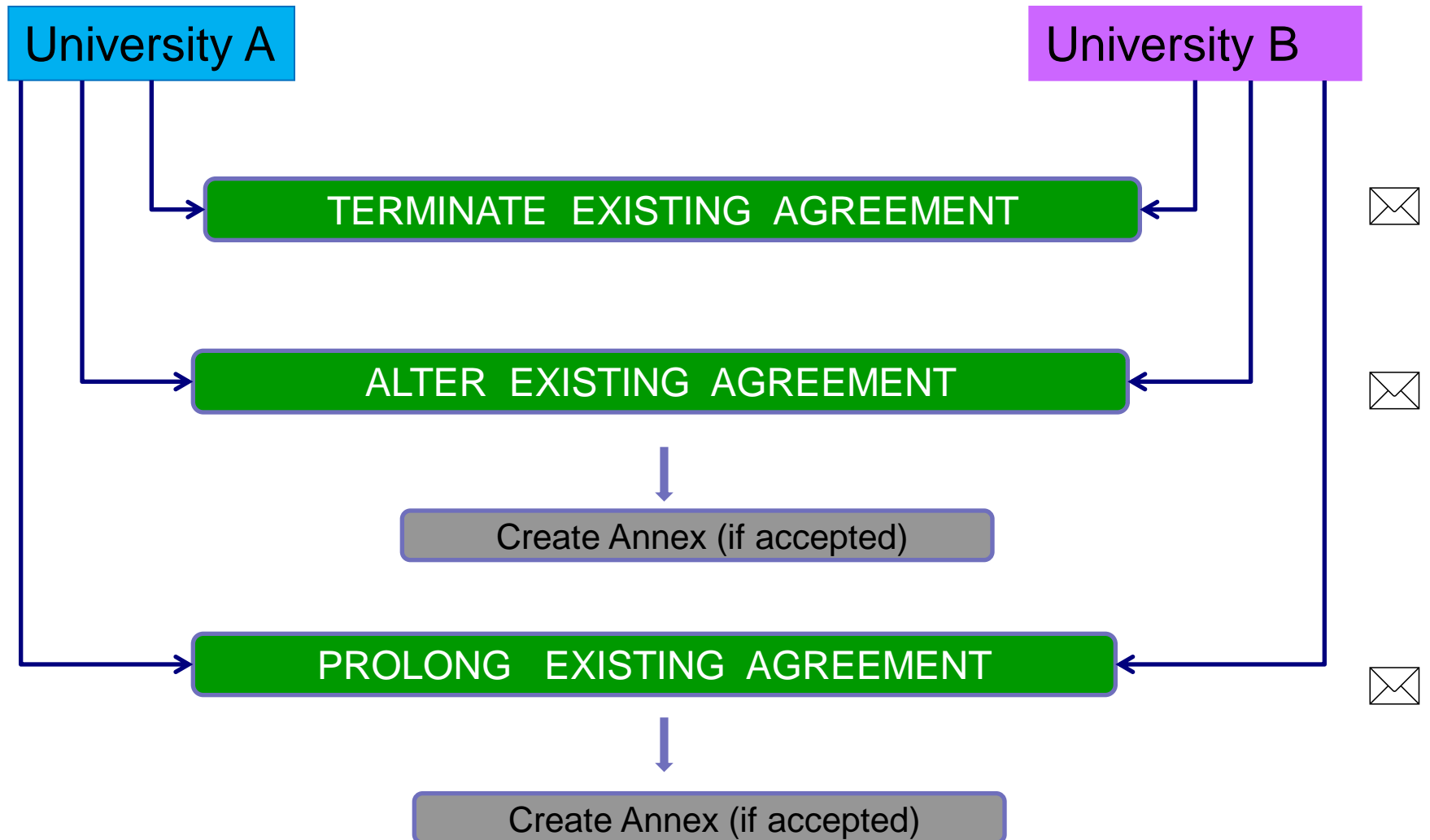
SEND NOMINATIONS → Platform → University B

USOS IRO
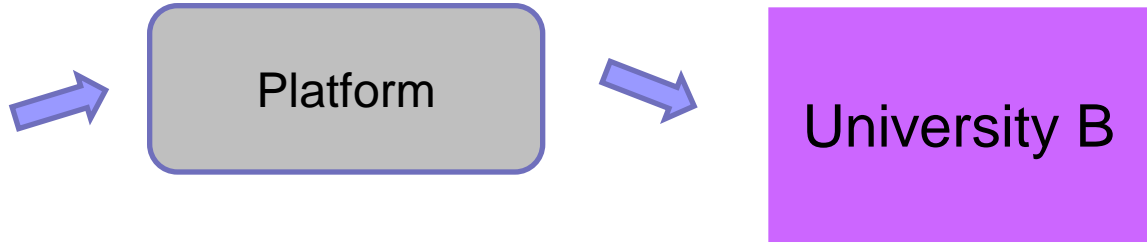
- first names, surname(s), date and place of birth
- gender, country of origin, ID number
- Erasmus bilateral agreement number, Erasmus study area code
- department at home university
- level of studies (1, 2, 3, full five year programme)
- term (full year, first term, second term, other)
- length of stay
- disability

Erasmus Nominations

University of Warsaw

USOS IRO

University B

SEND NOMINATIONS

UPDATE NOMINEE   DATA

Platform

CANCEL A NOMINATION

REPLACE A NOMINEE

e-mail notification to student, IROs

Functions available all the time upon University A's request

Erasmus Nominations
UW as a receiving party

University B

SENDS NOMINATIONS → Platform → University of Warsaw
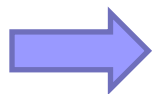
List of Nominated Students
Name
Date and place of birth , Gender
Citizenship, ID number
Address, email address, phone number
Area of study, Level of study
Duration of stay
Disability information

www.mobility.uw.edu.pl

Functions available all the time upon University B's request

Online application for short-term studies
University of Warsaw

| Home | Applications | Help | Log out |

All students

E-mail	Name	Surname	Year	Status	University	Submitted
imrankhanbioinfo@gmail.com	mohd imran	khan	2011-2012	Guest Student – on a payment basis	Jamia Millia Islamia University	Under consideration
nan@abv.bg	Vanina	Vasileva	2010-2011	Exchange Student	Sofiiski Universitet "Sveti Kliment Ohridski"	2011-03-21 14:55:14
laramail02@libero.it	Lara	Nottoli	2011-2012	Other...	Universita degli studia di Perugia	2011-03-20 23:53:35
victor.coeur @euromed-	Victor	Coeur	2010-2011	Guest Student – on a payment	Euromed Management	2011-03-17 13:27:16

www.mobility.uw.edu.pl

Confirmation of Acceptance
UW as a receiving party

www.mobility.uw.edu.pl

University B

Student applies online

Platform

Application processed by receiving UW unit

ACCEPT   REJECT

e-mail notification to student
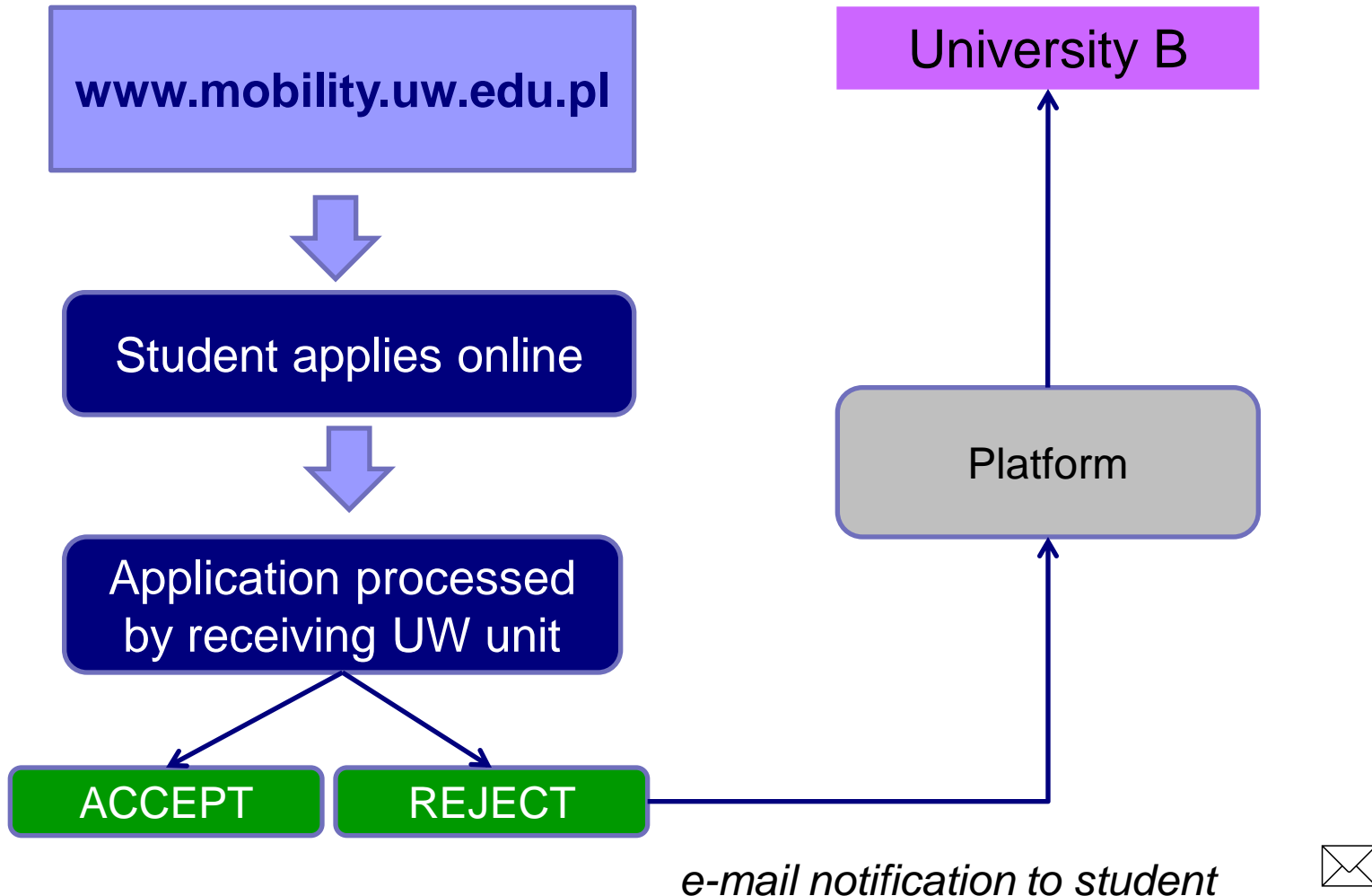
Confirmation of Acceptance
UW as a sending party
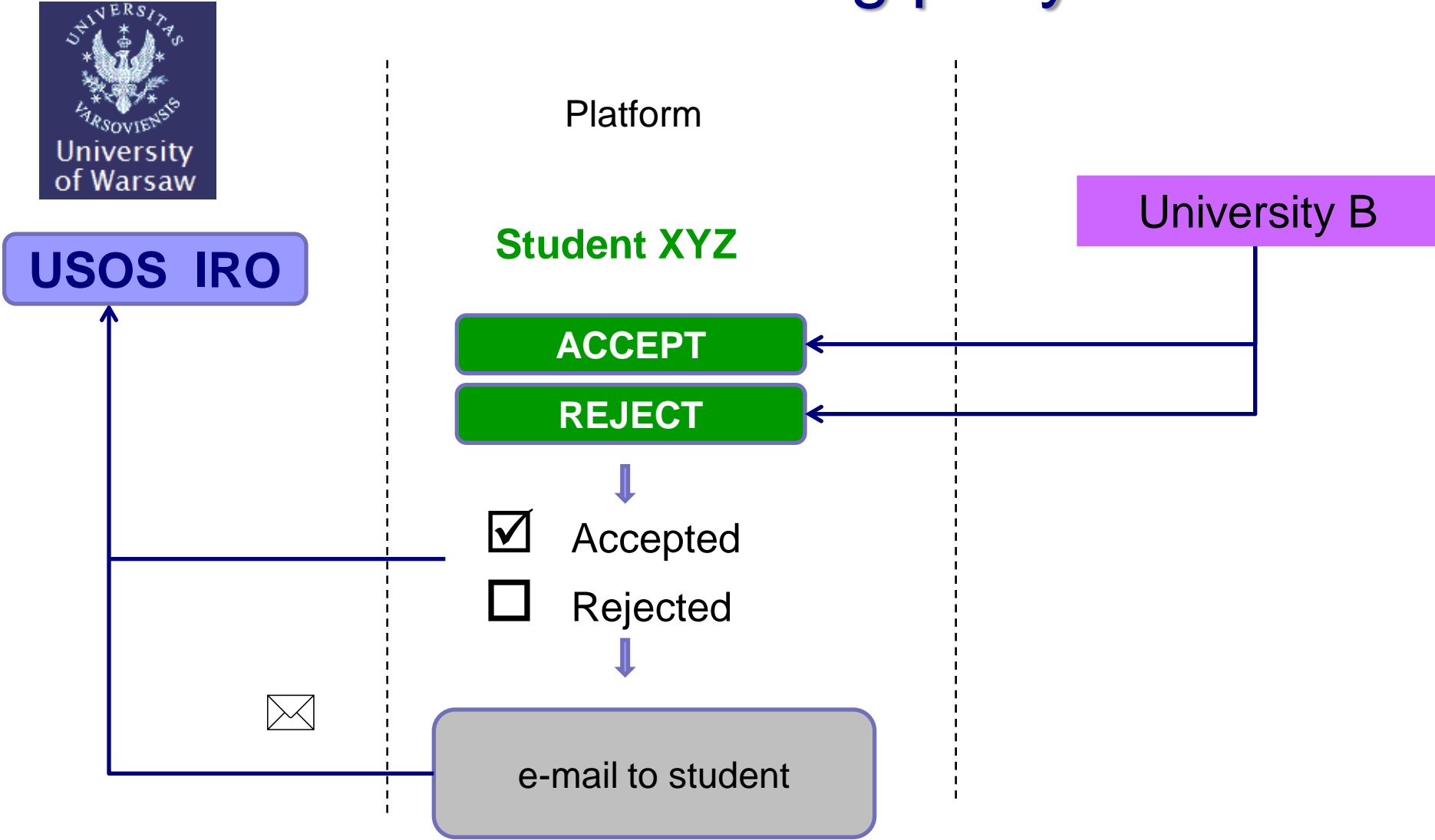
Learning Agreement (LA)

STUDENT

List of subjects entered by the student

⬇

USOS web ⬅ **Online approval by the Erasmus Departmental Co-ordinator at UW**

e-Learning Agreement ➡ Printout signed by partner university

⬇

USOS ➡ **USOS IRO**

LEARNING AGREEMENT
Academic year: Academic year 2009/10
Field of study: Mathematics (code 11.1)

Name of student:
Jan L

Sending institution:	Country:
University of Warsaw	**Poland**

DETAILS OF THE PROPOSED STUDY PROGRAM ABROAD/LEARNING AGREEMENT

Receiving institution:	Country:
Vrije Universiteit Amsterdam	**Netherlands**

Previous version, cancelled on 2010-02-25

Course unit code (if any)	Course unit title (as indicated in the information package):	Number of ECTS credits if applied
.	~~Control and System Theory of Positive Systems~~	~~6~~
.	~~Data Mining Techniques~~	~~6~~
.	~~Logistics~~	~~6~~
.	~~Mathematical System Theory~~	~~6~~

Current version

Course unit code (if any)	Course unit title (as indicated in the information package):	Number of ECTS credits if applied
	Data Mining Techniques	6
	Logistics	6
	Mathematical System Theory	6
	Time Series	8
	TOTAL	26

Date	Student's signature:
....	....

SENDING INSTITUTION
We confirm that this proposed program of study/learning agreement is approved.

The document has been automatically generated from the university internal electronic system USOS. The study program listed above has been approved by Erasmus Departmental Coordinator.

Date: 2010-02-27

The document has been automatically generated from the university internal electronic system USOS. The study program listed above has been approved by Erasmus Institutional Coordinator.

Date: 2010-02-27

RECEIVING INSTITUTION
We confirm that this proposed program of study/learning agreement is approved.

Departmental coordinator's signature

....

Date: ....

Institutional coordinator's signature

....

Date: ....

Learning Agreement (LA)

STUDENT

Platform

University B

List of subjects entered by the student

e-Learning Agreement

Approval by the Erasmus Dpt. Co-ord. at UW

USOS web

ACCEPT

e-Learning Agreement

REJECT

ALTER

USOS

Confirmation of Arrival
UW as the receiving party
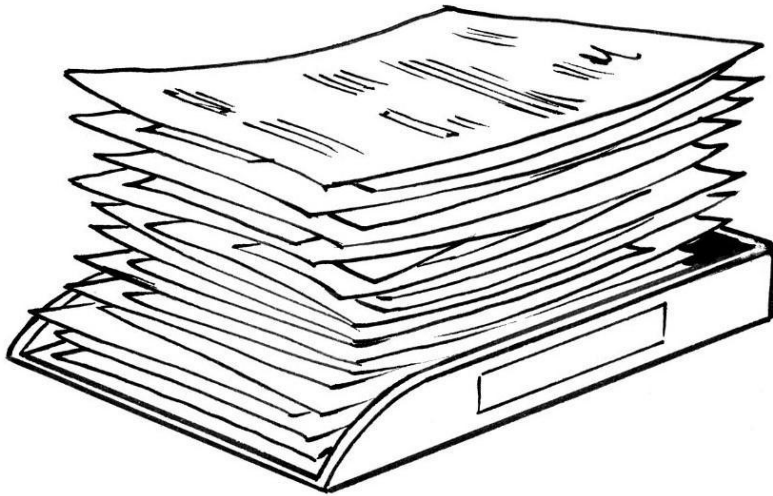
300 Confirmations of Arrival to be sent by fax in 5 days

Confirmation of Arrival
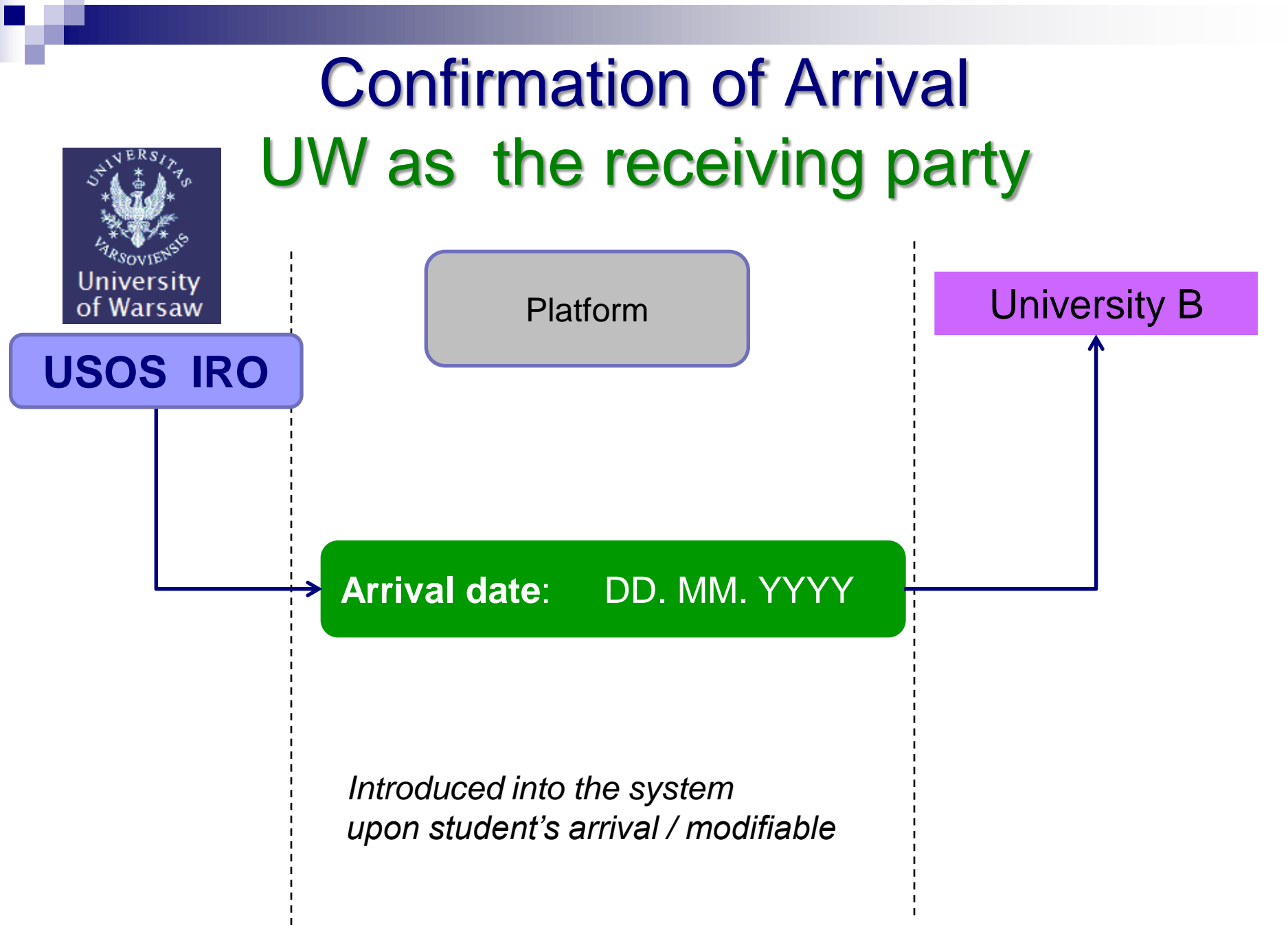## UW as the receiving party

USOS IRO

Platform

University B

Arrival date: DD. MM. YYYY

*Introduced into the system
upon student's arrival / modifiable*

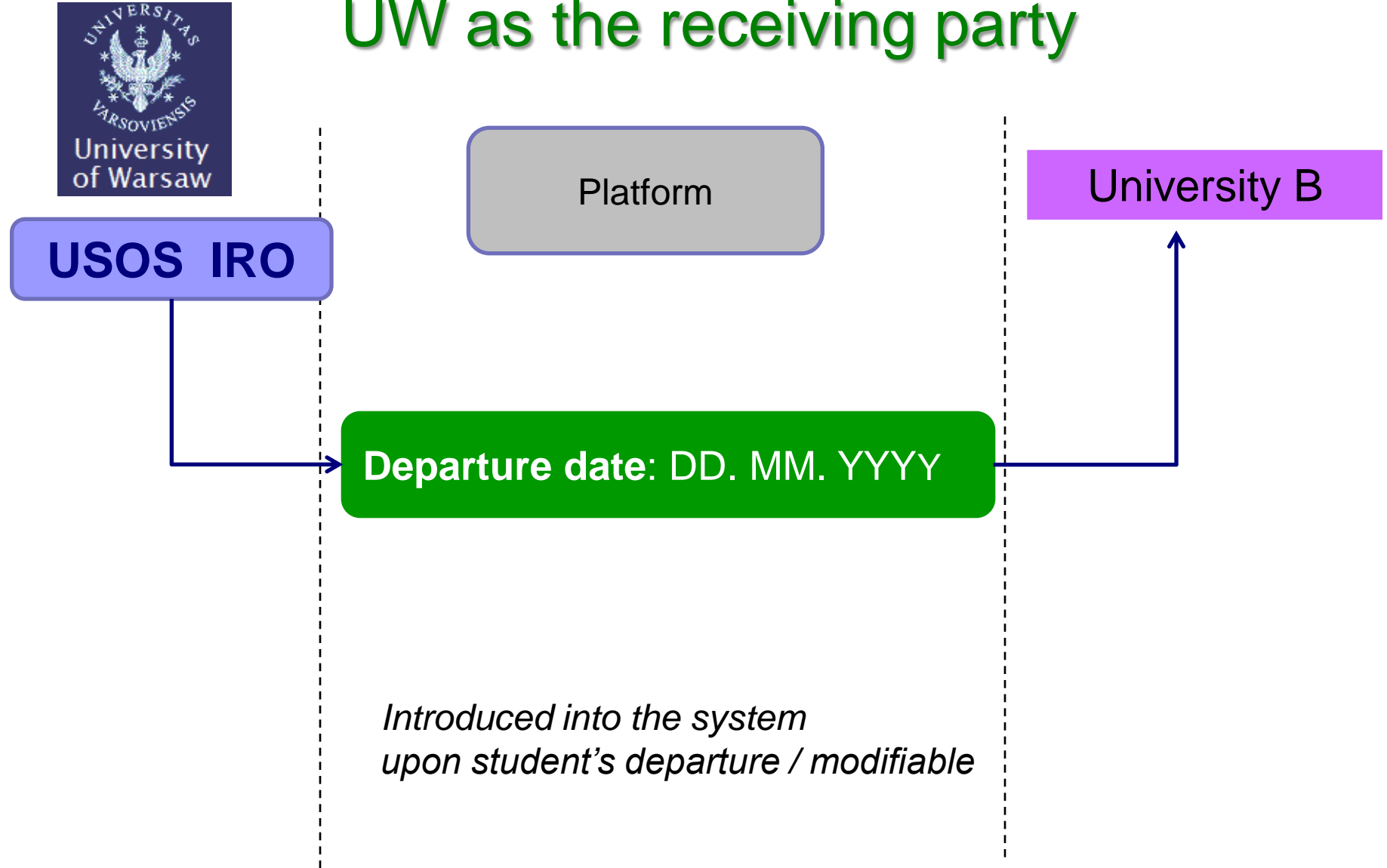# Confirmation of Stay
UW as the receiving party

USOS IRO

Platform

University B

Departure date: DD. MM. YYYY

*Introduced into the system
upon student's departure / modifiable*

Confirmation of Stay
UW as the sending party

University of Warsaw

Platform

University B

Student XYZ

Arrival date: DD. MM. YYYY

Departure date: DD. MM. YYYY

*Introduced into the system
upon student's arrival and departure*

modifiable

Transcript of Records

Platform

University of Warsaw

University B

Student XYZ

TRANSCRIPT OF RECORDS

List of subjects
ECTS points
Local grades
ECTS grades

Sent when ready by University B; modifiable afterwards

Thank you!

The University of Warsaw (PL WARSZAW01)

International Relations Office

Incoming Erasmus Students

Klementyna Kielak

klementyna.kielak@adm.uw.edu.pl

Outgoing Erasmus Students

Ewa Makal-O'Hara

ewa.makal@adm.uw.edu.pl