



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

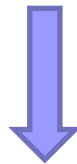
- teaching assignments - ca 200 teachers
- staff training - ca 140 staff members

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

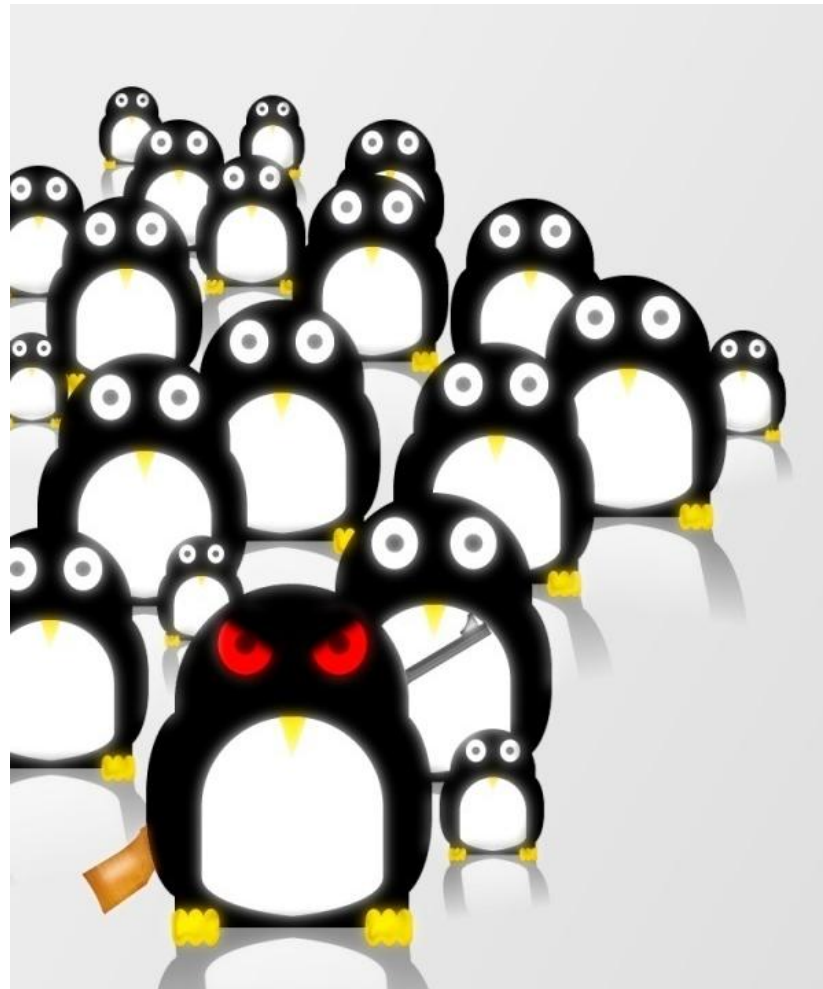
A Day in the International Relations Office

- 15 full-time employees
- over **2640** files to process in one academic year

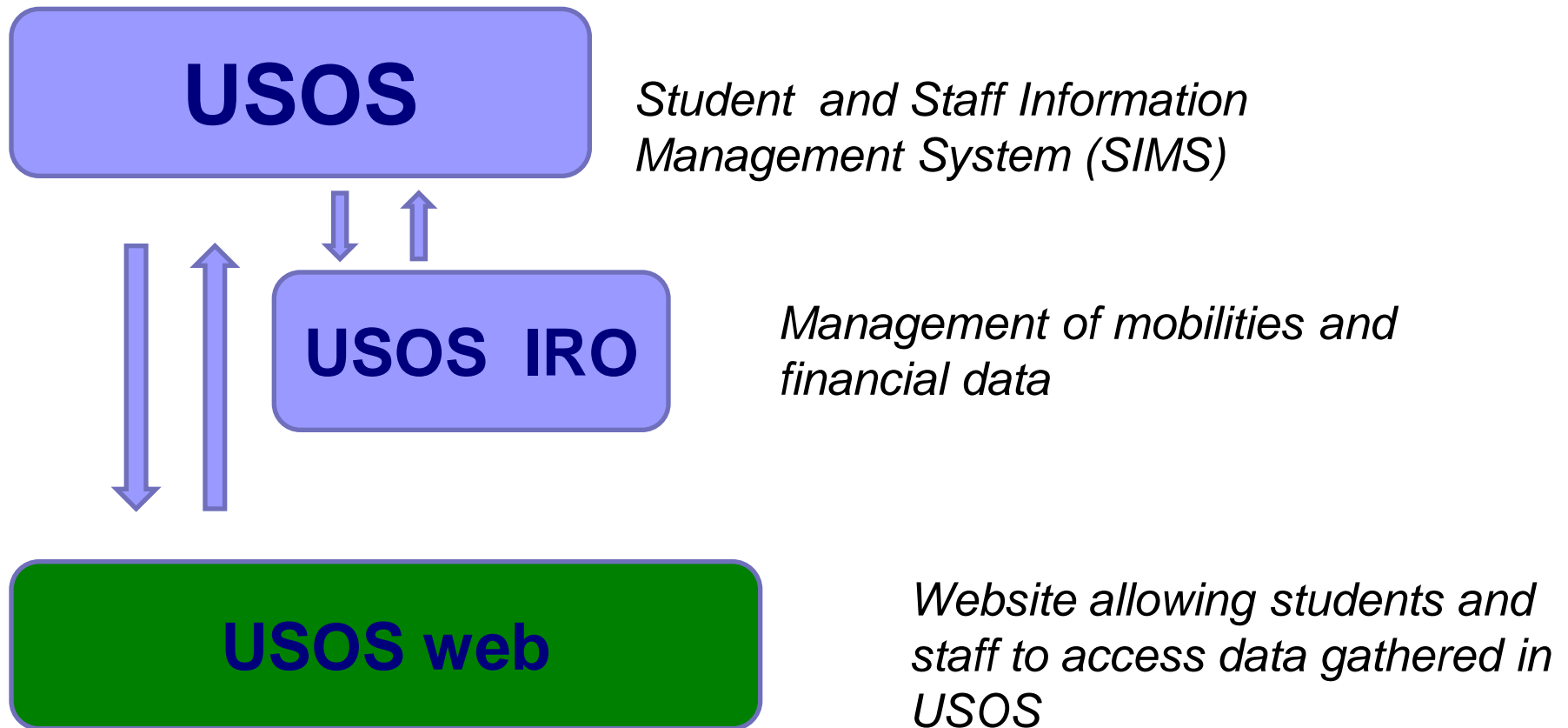


- **5280** files to process in a calendar year

A Day in the International Relations Office...



Student Data Management System



USOS for admin and IRO

USOS - [Wyjazdy]

Akcja Edycja Zapytanie Blok Rekord Pole Okno Pomoc

Program <wszystkie> Etap <wszystkie> Cykl dydaktyczny <wszystkie> Miejsce <wszystkie> Filtruj po etapach

Nazwisko	Imię	PESEL	Jednostka osoby	Email	Obywatelstwo
Kowalska100037	Ewa100037		26000000	usos100037@usos.edu.pl	polskie
Kowalska100060	Ewa100060		21000000	usos100060@usos.edu.pl	polskie
Kowalska100060	Ewa100060		33210000	usos100748@usos.edu.pl	polskie

Wyjazdy

(*) Jednostka Nazwa jednostki Kod Erasmus (*) Uczelnia zagraniczna lub instytucja zewnętrzna Kraj wyjazdu

33210000 Katedra Italianistyki I ROMA02 Universita degli Studi di Roma "Tor Vergata" Włochy

Numer umowy Rodzaj umowy Uczelnia zagraniczna lub instytucja zewnętrzna Typ współpracy Numer teczki

43/E/XD6 Bilateralna Universita degli Studi di Roma "Tor Vergata" studenci-studia BWZ981EUC07-S0744

Dziedzina Opis dziedziny Kod programu (*) Rodzaj studiów (*) System studiów (*) Rok studiów

09.1 Nowożytne języki europejskie DM-FL-IT magisterskie niestacjonarne - 2

(*) Rok akad. wyj. Plan. czas pobytu Planowany czas pobytu komentarz Czy praktyki Czy praktyki druga tura Punkty ECTS i kod sektorowy praktyk Czy kiedyś Erasmus Leonardo Czy umowa

2007 Semestr zimowy

Data przyznania Pobyt od Pobyt do Data wyjazdu Data powrotu Rzeczywista data wyjazdu Rzeczywista data powrotu Przedłużenie/skrócenie Miasto wyjazdu

15.05.2007 01.10.2007 16.02.2008 28.09.2007 16.02.2008 01.10.2007 29.02.2008 30.07.2008 Roma

(*) Typ wyjazdu (*) Stan Powody rezygnacji

studia aktywny

Decyzja - LA EILC

Kod programu wyjazdu	Indeks	Data rozpocz. studiów	Data przyjęcia na program	Planowana data ukończenia	Data następnego zaliczenia	Czy zgłosz. do rozlicz.	Status na programie	Data skreślenia	Ostatni dyplom	Czy główny
DM-FL-IT	123485989		01.10.2007	30.09.2010	30.09.2010	Nie	Student			<input checked="" type="checkbox"/>

Kod prg. dec. Komentarz do decyzji

DM-FL-IT Porozumienie w sprawie programu zajęć (LA)

Data decyzji Kod etapu Cykl dyd. Następny etap Stan Termin na WWW Rodzaj

25.06.2009 IT1 2010Z Zmieniana w USOSweb 30.09.2010 Zastąpienie

Utwórz decyzję Aktualizuj Usuniecie i szczegóły w formularzu: Decyzje

USOSweb for students & academic staff

[☒ wróć do listy wyjazdów](#)

WYDRUKUJ FORMULARZ

Czy dodać pole na podpis i pieczętkę dziekana/kierownika:

Dane ogólne

Jednostka wysyłająca: Wydział Matematyki, Informatyki i Mechaniki		Jednostka nadchodząca: Uniwersytet Warszawski	
Nazwisko: Kowalska100001	Imię: Ewa100001	Płeć: K	
Numer PESEL:	Numer i seria dowodu osobistego: DB11111111		
Numer albumu: 123485272	Adres email: kowalska100001@usos.pl  wyślij wiadomość (przez U-MAIL) 		
Kod ERASMUS uczelni przyjmującej: NL_AMSTERD02	Nazwa uczelni przyjmującej: Vrije Universiteit Amsterdam	Numer umowy: 466/E/XII06	
Koordynator umowy: Jasperina Furman (adres email niezany)	Koordynator instytucjonalny: Ellen Mooijman (adres email niezany)		
Rok akademicki: 2007	Dzielenie wrań z kodem Erasmus: 11.1 Matematyka		

Dane szczegółowe

Program studiów: Europeistyka, WDiNP, niestacjonarne - wieczorowe, jednolite magisterskie	Rok studiów: 5
Rodzaj studiów: Jednolite magisterskie	System studiów: Niestacjonarne - wieczorowe
Otrzymywanie przez studenta stypendia: <i>brak</i>	Czy student otrzymuje inne stypendia? NIE
Adres korespondencyjny: <i>Studentowi wystarczy korespondencja elektroniczna.</i>	dofinansowanie z jednostki: brak
Czy student stara się o dofinansowanie z tytułu niepełnosprawności: Nie	Planowany czas pobytu: Semestr zimowy
Wniosekowana liczba miesięcy ze stypendium ERASMUS: 0.00	Wniosekowana liczba miesięcy bez stypendium ERASMUS: 0.00

Erasmus Outgoing Students - Cycle

Bilateral Agreements

Year 0

OCT

NOV

DEC

Data In our System

Letters of Acceptance Received

Letters of Acceptance Received

Faculty Selection

Nominations

Late Nominations, Replacements & Resignations

Year 1

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEPT

OCT

NOV

DEC

Students Send Applications

Students Send Applications

Letter of Acceptance Received

Transcripts of Records & Confirmations of Stay Received

Replacements & Resignations

Year 2

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEPT

OCT

NOV

Deadline for Students to submit documents to IRO

Final Report

Erasmus Incoming Students - Cycle

Nominations - First Semester & whole year
 On-line application - First Semester & whole year

Learning Agreement negotiated - First Semester & whole year
 Changes to Learning Agreement - First Semester & whole year

Nominations - Second Semester
 On-line application - Second Semester

Learning Agreement negotiated - Second Semester

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
-----	-----	-----	-----	-----	-----	-----	-----	------	-----	-----	-----

Confirmation of Acceptance sent - First Semester & whole year

Confirmation of Arrival sent

Confirmation of Acceptance sent - Second Semester

End of First Semester

End of Second Semester

Changes to Learning Agreement - Second Semester

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
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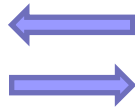
Transcript of Records - First Semester

Transcript of Records - Second semester & whole year

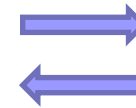
Confirmation of Stay for the First Semester

Confirmation of Stay for the Second Semester & whole year

Data exchange envisaged



**Common platform
for data exchange**



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



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



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 <i>(name and ERASMUS ID code of the institution)</i>	UNIwersytet Warszawski / UNIVERSITY of WARSAW PL WARSZAW01 45834-IC-1-2007-1-PL-ERASMUS-EUCX-1	Agreement N° <TEMP_ID>
contact person <i>(name, address, phone, fax, E-mail)</i>	Institutional Coordinator: Ms Sylwia Salamon, MA International Relations Office (BWZ) UW Krakowskie Przedmieście 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 <i>(name and ERASMUS ID code of the institution)</i>	<Name and ERASMUS ID code of the partner institution>	
contact person <i>(name, address, phone, fax, E-mail)</i>	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	1 st cycle of studies	2 nd cycle of studies	3 rd 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

University A

University B

PLATFORM

CREATE NEW AGREEMENT

Assign a temp number

Send

REJECT

ALTER CONDITIONS

ACCEPT

Submit for approval

REJECT

ALTER

ACCEPT

REJECT

ALTER

ACCEPT

Assign final nr

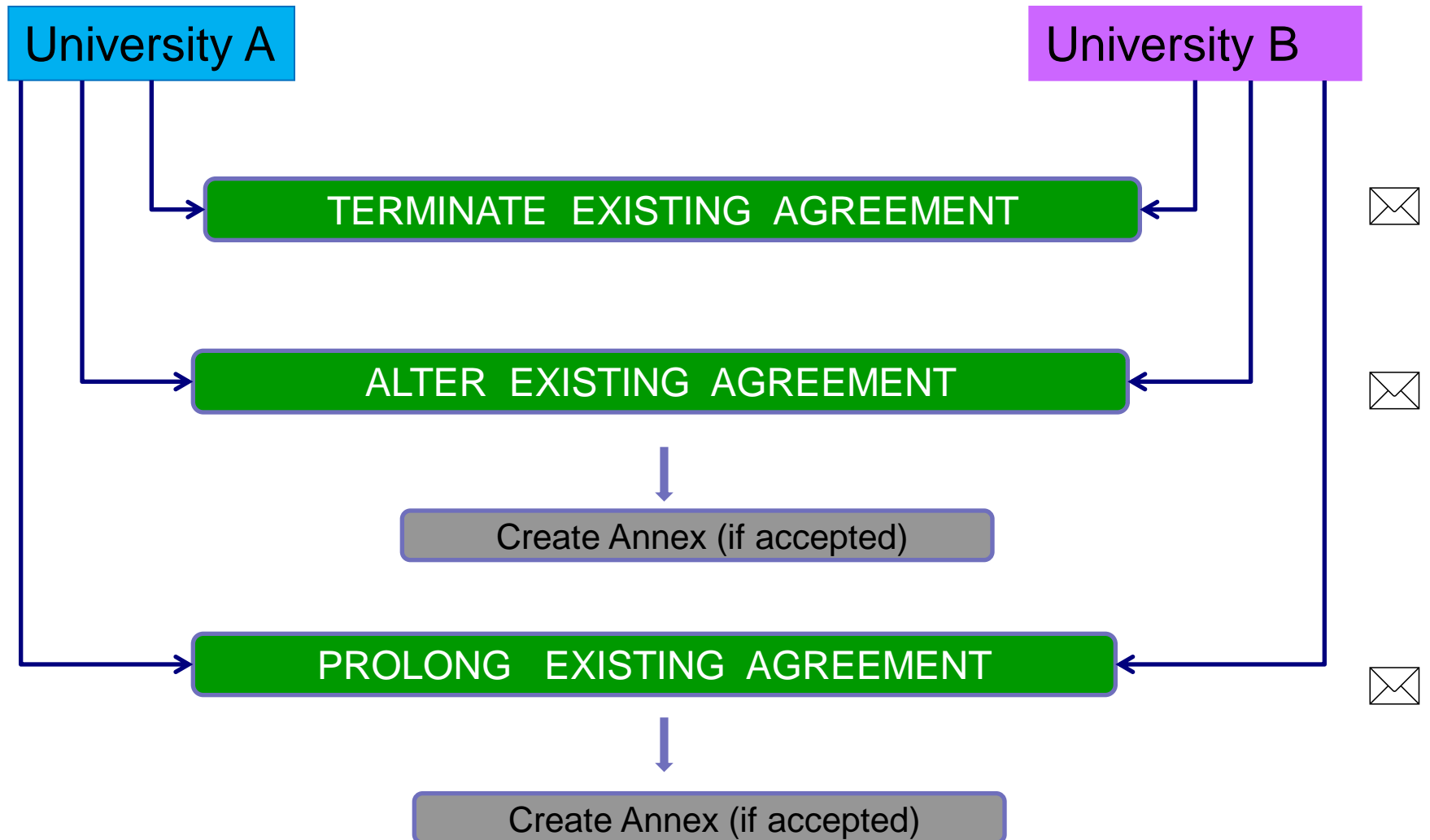
Faculty level

University Representative level



Erasmus Bilateral Agreements

Other buttons needed

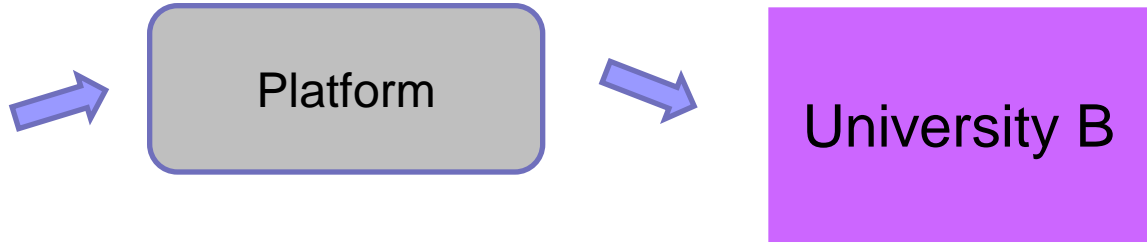


Erasmus Nominations



**SEND
NOMINATIONS**

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



USOS IRO



SEND NOMINATIONS

UPDATE NOMINEE DATA

CANCEL A NOMINATION

REPLACE A NOMINEE



University B



Platform

*e-mail notification to
student, IROs*



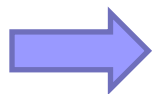
Functions available all the time upon University A's request

Erasmus Nominations

UW as a receiving party

University B

SENDS
NOMINATIONS



Platform



www.mobility.uw.edu.pl

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

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

[dodaj](#)

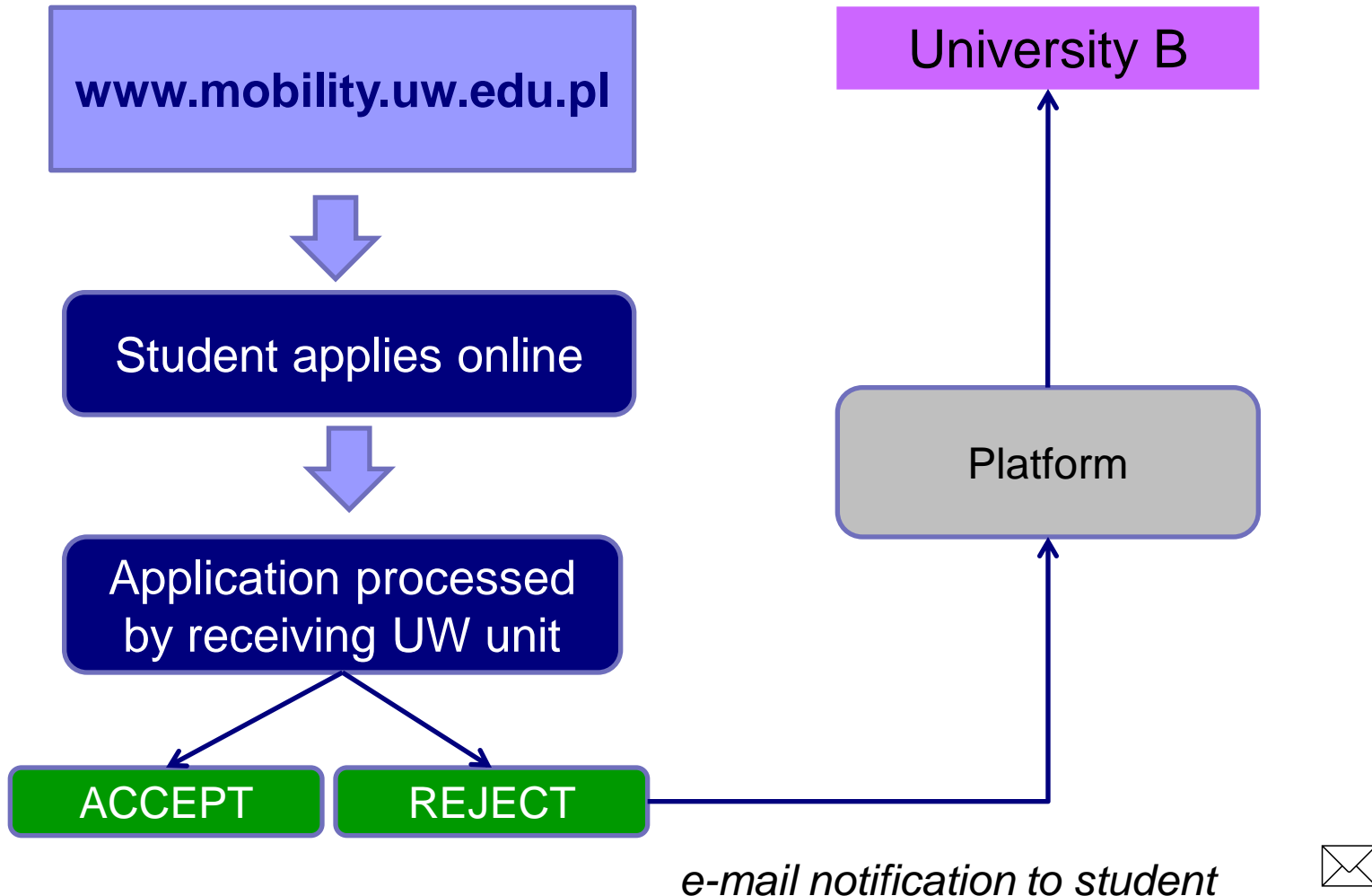
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[2](#) [3](#) [4](#) [5](#) >>[next](#)

<u>E-mail</u>	<u>Name</u>	<u>Surname</u>	<u>Year</u>	<u>Status</u>	<u>University</u>	<u>Submitted</u>
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

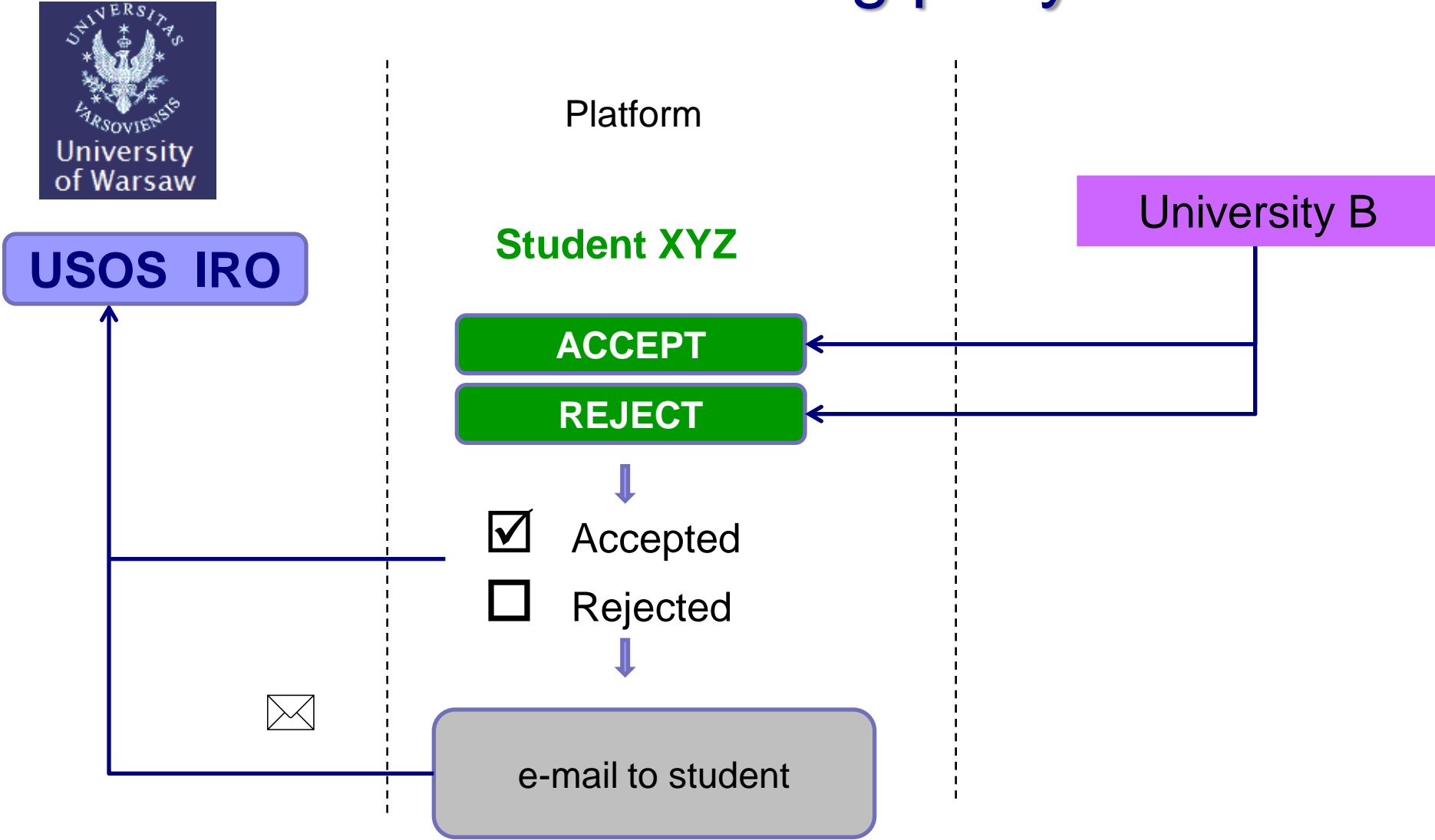
Confirmation of Acceptance

UW as a receiving party



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:

University of Warsaw

Country:

Poland

DETAILS OF THE PROPOSED STUDY PROGRAM ABROAD/LEARNING AGREEMENT

Receiving institution:

Vrije Universiteit Amsterdam

Country:

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

List of subjects entered by the student

USOS web

e-Learning Agreement

USOS

Platform

e-Learning Agreement



ACCEPT

REJECT

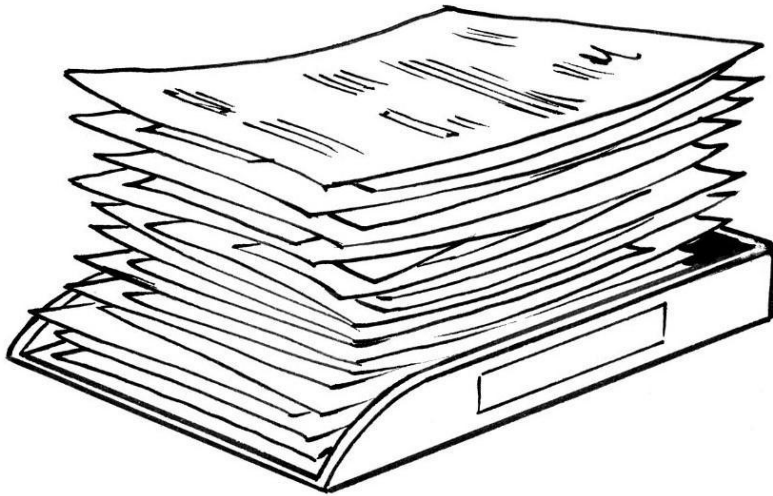
ALTER

University B

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



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



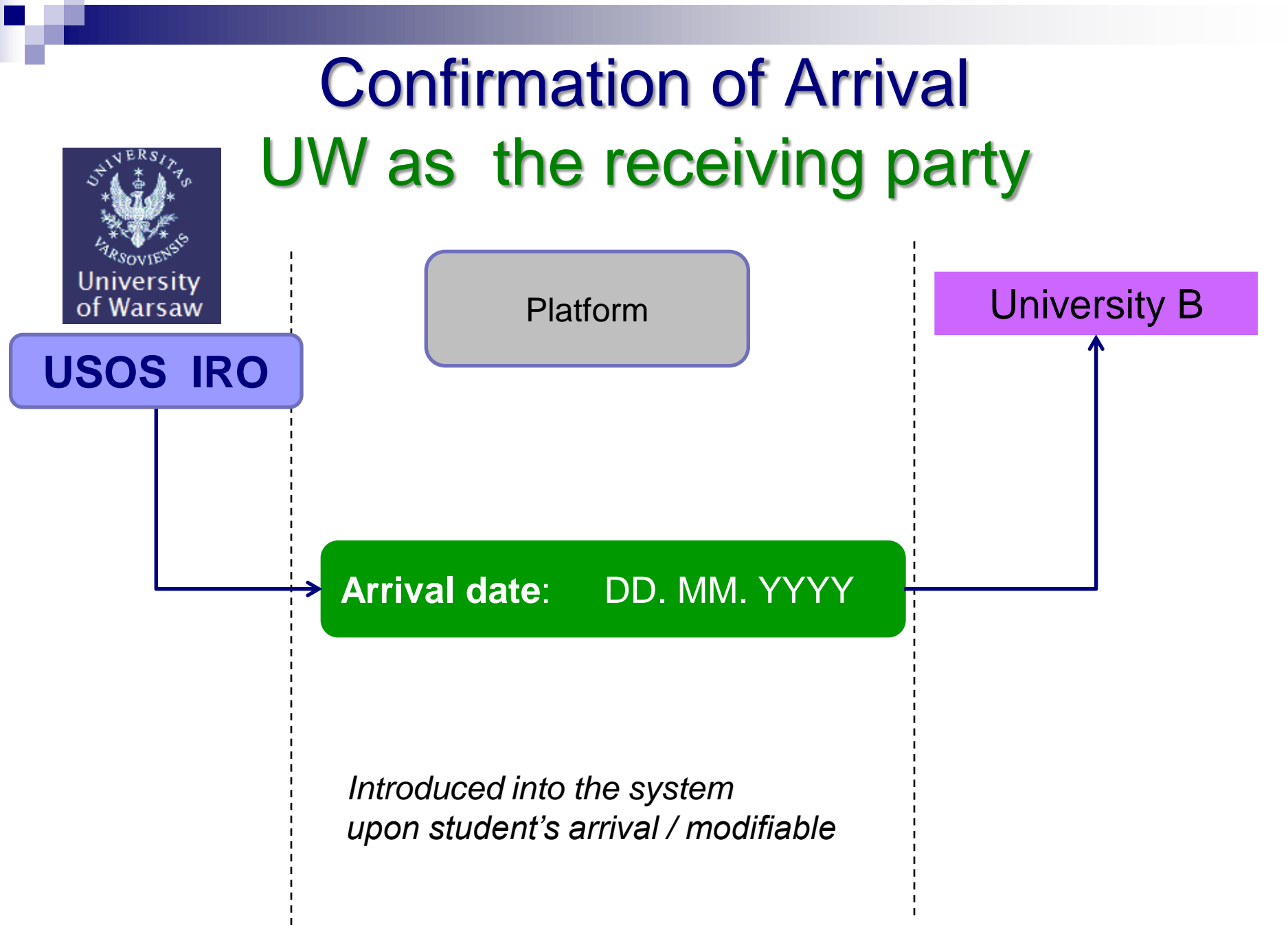
USOS IRO

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



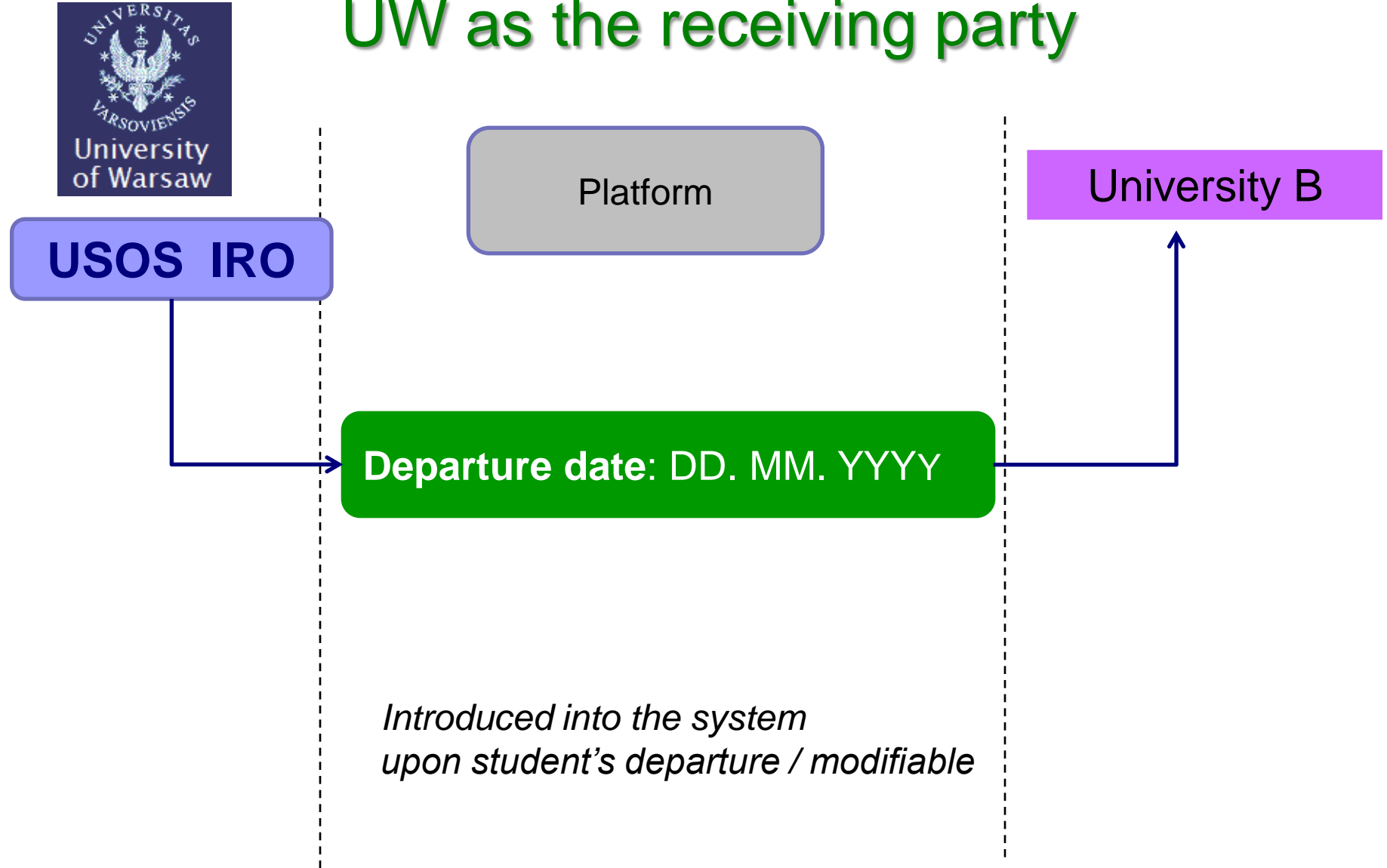
USOS IRO

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



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 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

