All Inter-institution agreements (IIA) concluded under Erasmus+ 2014-20 project are hereby null and void.

International Exchange Coordinators are responsible for signing agreements on the behalf of the University of Szczecin. A Coordinator is authorized to sign the agreement within the framework of the science disciplines which the Coordinator represents.

The agreements are to be signed in the DASHBOARD system.

Because not all universities are fully prepared to sign agreements **we have a conditional permission of the NA for renewal of the existing agreements for 2023/24 academic year on the basis of arrangements determined by exchanging e-mails.**

The IIA within the framework of which a participant will be able to depart in a given academic year must be concluded/renewed prior to the process of qualification for a particular type of mobility.

Useful links:

https://www.erasmus-dashboard.eu/iia-manager/faqs - offical FAQ

https://youtu.be/b93WOa22rNs - DASHBOARD instruction film

https://wiki.uni-foundation.eu/display/DASH/Erasmus+Dashboard – Dashboard knowledge base

EWP – Erasmus Without Paper, process of digitization of documents in the Erasmus+ programme

RENEWING AGREEMENTS ON THE BASIS OF EMAIL ARRANGEMENTS

1. Only agreements with institutions with which an agreement has been previously concluded can be renewed on the basis of "email arrangements". If there were no previous agreements concluded with a university there is no option for concluding a new paper agreement with this university (agreements can be concluded only using DASHBOARD). The institutions which have only just joined the Erasmus+ programme and are not fully adapted to the requirements of the EWP system are an exception - a paper agreement consistent with the template provided by the University of Szczecin can be concluded with such institutions.
2. The existing arrangements made by e-mail determined in the agreement (e.g. number of given mobilities, level of studies, language requirements, duration of mobility [one/two semesters]) can be changed when the agreement is renewed.
   In case of concluding an agreement regarding several ISCED codes the arrangements have to be unambiguously determined for each code separately.
3. The information regarding renewal of a given agreement are to be sent to the following e-mail address: joanna.czarnecka@usz.edu.pl. The information must include:
   a) a copy of the conversation with a partner which unambiguously indicates that both parties express their consent for renewing the agreement under existing or different terms. In case of making other arrangements or altering arrangements please explicitly indicate what has been changed;
   b) the ISCED code(s) for which the agreement is being renewed (in order to avoid a situation in which a coordinator unknowingly renews agreement for codes assigned to a different coordinator when renewing own agreement).
4. If a coordinator will not provide the information regarding renewal of the agreement in the manner indicated above the agreements will not be registered and there will be no possibility of engaging in mobility within the framework of said agreement.
5. In case of receiving an email from a partner regarding renewing the agreement (also an email redirected from the IRD) which includes information indicating that lack of reply to this e-mail shall be automatically recognized as acceptance for renewal of the agreement - a reply should be nevertheless sent to the Partner and such email should be also forwarded to the IRD (joanna.czarnecka@usz.edu.pl) for the purpose of registering the agreement.
6. Mails concerning renewing the agreement under conditions stipulated in emails are stored by the IRD.
7. Employees of the IRD are not responsible for renewing agreements or making arrangements with partner institutions in regards to affairs related to determining provisions of the agreement. In case of an email regarding a case related to an agreement being sent to the IRD such email is forwarded to appropriate coordinators.

THE AGREEMENTS CONCLUDED IN THE DASHBOARD SYSTEM

1. The agreements initiated in the DASHBOARD system are recognized as valid following both parties approving of the agreement.
2. At present there is no possibility for introducing changes into an agreement or removing an agreement following acceptance of terms of an agreement by both parties.
3. We implore you to draw particular attention to the ISCED codes proposed by the Partner. The coordinator competent for international exchange appointed by the University of Szczecin can sign an agreement only in respect to the ISCED codes concerning own faculty.
4. Date of expiry of an agreement - if academic year 2023/24 will be indicated as the date of entry of the agreement into effect the staff mobility (STA/STT) in academic year 2022/23 will be impossible to implement (provided that regulations for such mobility shall be developed for this year).
5. Please enter email address of the coordinator signing the agreement in the Creator/Partner Sign Contact and Creator/Partner Contact boxes. The IRD is not responsible for the arrangements related to signing agreements and thus is not a contact unit for these affairs.
6. In case of signing an agreement concerning a greater number of ISCED codes please cautiously select the number of mobilities and include a note specifying how many mobilities can be implemented within the framework of one of the considered ISCED codes and what is duration of mobility (one/two semesters).
   Departures/arrivals of students/staff can be entered under several separate conditions, i.e. separately for each ISCED code. If done so a separate number of mobilities (and other factors e.g. level of studies, duration of mobility, language requirements [if any]) can be assigned to each ISCED code separately.
7. In case of signing an agreement for the following disciplines: language acquisition, literature and linguistics (ISCED: 0231, 0232, 0230) the agreement must include the information regarding the language to which the agreement pertains.