



## Institutional Factsheet of the University of Opole

### 1. Institutional Information

#### 1.1. Institutional details

<b>Name of the institution</b>	UNIVERSITY OF OPOLE
Erasmus Code	PL OPOLE01
EUC	51412
PIC number	996872396
Institution website	<a href="http://www.uni.opole.pl">www.uni.opole.pl</a> , <a href="http://www.studies.uni.opole.pl">www.studies.uni.opole.pl</a>
Online course catalogue	<a href="http://www.courses.uni.opole.pl">http://www.courses.uni.opole.pl</a>

#### 1.2. Main contacts

<b>Contact person</b>	Mrs Halina Palmer-Piestrak, MA
<b>Responsibility</b>	Institutional Erasmus+ Coordinator
<b>Contact details</b>	Phone: +48774527351 Email: <a href="mailto:erasmus@uni.opole.pl">erasmus@uni.opole.pl</a>

<b>Contact person</b>	Mrs Halina Palmer-Piestrak, MA
<b>Responsibility</b>	International Credit Mobility – Erasmus+ KA107
<b>Contact details</b>	Phone: +48774527352 Email: <a href="mailto:erasmus@uni.opole.pl">erasmus@uni.opole.pl</a>

<b>Contact person</b>	Mrs Katarzyna Grela, MA
<b>Responsibility</b>	International Credit Mobility – Erasmus+ KA107
<b>Contact details</b>	Phone: +48774527352 Email: <a href="mailto:erasmus@uni.opole.pl">erasmus@uni.opole.pl</a>

<b>Contact person</b>	Ms Magdalena Rudy, MA
<b>Responsibility</b>	Contact person for Teaching Staff Mobility, Training Staff Mobility, Bilateral Agreements
<b>Contact details</b>	Phone: +48774527352 Email: <a href="mailto:erasmus@uni.opole.pl">erasmus@uni.opole.pl</a>

<b>Contact person</b>	Mr Mohammad Murtaza Kohistani, MA
<b>Responsibility</b>	Contact person for incoming students
<b>Contact details</b>	Phone: +48774527353 Email: <a href="mailto:erasmus@uni.opole.pl">erasmus@uni.opole.pl</a>

<b>Contact person</b>	Mrs Karolina Młotek, MA
<b>Responsibility</b>	Contact person for outgoing students, SMS, SMP
<b>Contact details</b>	Phone: +48774527353 Email: <a href="mailto:erasmus@uni.opole.pl">erasmus@uni.opole.pl</a>

<b>Contact person</b>	Ms Daria Gogol, BA
<b>Responsibility</b>	Contact person for outgoing students SMS, SMP
<b>Contact details</b>	Phone: +48774527353 Email: <a href="mailto:erasmus@uni.opole.pl">erasmus@uni.opole.pl</a>

### 1.3. Erasmus+ Departmental Coordinators:

<http://hello.uni.opole.pl/koordynatorzy/>

## 2. Detailed requirements and additional information

### 2.1. 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	0230 (English studies)	English	<b>B2</b> - proof of English proficiency language (language certificate or other document of English language skills)
	other subject areas	Polish, English (limited courses)	<b>B1</b> in English - proof of English proficiency language (language certificate or other document of English language skills)
Staff mobility	0230 (English studies)	English	<b>C1</b> in English recommended
	other subject areas	Polish, English (limited courses)	<b>B2</b> in English recommended

### Additional requirements/information

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

### 2.2. Calendar

#### 2.2.1. Nomination/Deadlines

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

<b>Autumn term</b>	Nominations: May 15 <sup>th</sup> Applications: June 15 <sup>th</sup>
<b>Spring term</b>	Nominations: October 31 <sup>st</sup> Applications: November 30 <sup>th</sup>

Students will receive the Newsletter with the instructions and link to the Online Registration System (IRK). They have to upload the Learning Agreement and Application for Accommodation (for those willing to stay in UO dormitories). All documents should be upload before the deadline (for the fall term – 15<sup>th</sup> June; for the spring term – 30<sup>th</sup> November).

For staff mobility, the Teaching Programme ([http://hello.uni.opole.pl/formularze-dla-nauczycieli-akademickich-2/?et\\_fb=1](http://hello.uni.opole.pl/formularze-dla-nauczycieli-akademickich-2/?et_fb=1)) or the Training Programme ([http://hello.uni.opole.pl/formularze-dla-pracownikow-w-celu-udzialu-w-szkoleniu/?et\\_fb=1](http://hello.uni.opole.pl/formularze-dla-pracownikow-w-celu-udzialu-w-szkoleniu/?et_fb=1)) should be discussed and prearranged with the particular Departmental Coordinator.

The students are guided by Departmental Coordinators for didactic issues as well as by the Office for Research and Project Management/International Mobility for practical issues like registration, residence permit, student ID, transportation options, accommodation, etc.

University of Opole has the infrastructure to welcome students with disabilities.

## Decision Response

We will send our decision within 4 weeks.

### 2.2.2. 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.

### 2.2.3. Termination of Agreement

In case 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."

## 3. Additional information

### 3.1. Grading system

<u>Evaluation</u>	<u>Grade point</u>	<u>Letter grade</u>
Excellent	5	A
Very good	4,5	B
Good	4	C
Acceptable	3,5	D
Satisfactory	3	E
Fail	2	F

### 3.2. 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:

<b>Contact</b>	Mr Mohammad Murtaza Kohistani
<b>Contact details</b>	Phone: +48774527353 Email: <a href="mailto:erasmus@uni.opole.pl">erasmus@uni.opole.pl</a>
<b>Website</b>	<a href="http://studies.uni.opole.pl/">http://studies.uni.opole.pl/</a>

### 3.3. 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:

<b>Contact</b>	Mr Mohammad Murtaza Kohistani
<b>Contact details</b>	Phone: +48774527353 Email: <a href="mailto:erasmus@uni.opole.pl">erasmus@uni.opole.pl</a>
<b>Website</b>	<a href="http://studies.uni.opole.pl/">http://studies.uni.opole.pl/</a>

### 3.4. 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:

<b>Contact</b>	Mr Mohammad Murtaza Kohistani
<b>Contact details</b>	Phone: +48774527353 <a href="mailto:erasmus@uni.opole.pl">erasmus@uni.opole.pl</a>
<b>Website</b>	<a href="http://studies.uni.opole.pl/">http://studies.uni.opole.pl/</a> <a href="http://www.kampus.uni.opole.pl">http://www.kampus.uni.opole.pl</a>