



# Erasmus+ Programme

## Key Action 1 – Mobility for learners and staff – Higher Education Student and Staff Mobility

### Inter-institutional<sup>1</sup> agreement 2014/2015- 2020/2021<sup>2</sup>

between programme countries

[Minimum requirements]<sup>3</sup>

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution.

#### A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details <sup>4</sup> (email, phone)	Website (eg. of the course catalogue)
Lublin University of Technology	PL LUBLIN03	<u>Erasmus Departmental Coordinator:</u> Dr Tomasz Cholewa Faculty of Environmental Engineering <u>International Exchange Office Coordinator:</u> Marcin Żuk, MPhil ul. Nadbystrzycka 42 a (D.S. 4, p. 8) 20-501 Lublin, Poland tel.: +48 81 53 84 719 fax: +48 81 53 84 792 email: <a href="mailto:m.zuk@pollub.pl">m.zuk@pollub.pl</a>	International Exchange Office website: <a href="http://www.bwm.pollub.pl">www.bwm.pollub.pl</a> ECTS Catalogue: <a href="http://bwm.pollub.pl/ects.en">http://bwm.pollub.pl/ects.en</a>
Christian-Albrechts-Universität zu Kiel	D KIEL01	<u>Erasmus Institutional Coordinator</u> Antje Volland <u>Erasmus Officer</u> Dr. Elisabeth Grunwald Westring 400, 24098 Kiel, Germany Tel: +49 431 880 3717; Fax: +49 431 880 7307; E-mail: <a href="mailto:avolland@uv.uni-kiel.de">avolland@uv.uni-kiel.de</a> <u>Erasmus Departmental Coordinator:</u> Institution Bodenkunde Prof. Dr. Dr. h. c. Rainer Horn E-Mail: <a href="mailto:rhorn@soils.uni-kiel.de">rhorn@soils.uni-kiel.de</a> Telefon: +49 431 880-3190	General: <a href="http://www.uni-kiel.de">www.uni-kiel.de</a> <a href="http://www.international.uni-kiel.de/de">www.international.uni-kiel.de/de</a>  Course catalogue : <a href="http://univis.uni-kiel.de/form?s=2&amp;dsc=anew/lecture&amp;dir=&amp;tdir=&amp;anonymous=1&amp;lang=en&amp;ref=lecture&amp;sem=2013w&amp;_e=1">http://univis.uni-kiel.de/form?s=2&amp;dsc=anew/lecture&amp;dir=&amp;tdir=&amp;anonymous=1&amp;lang=en&amp;ref=lecture&amp;sem=2013w&amp;_e=1</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

## B. Mobility numbers<sup>5</sup> per academic year

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeship S *
PL LUBLIN03	D KIEL01	529	Engineering and engineering trades			
		443 05	Geoscience		3 Students 18 Months	
D KIEL01	PL LUBLIN03	529	Engineering and engineering trades			
		443 05	Geoscience		3 Students 18 Months	

[\*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of teaching periods or average duration*]	Staff Mobility for Training *
PL LUBLIN03	D KIEL01	529	Engineering and engineering trades	1 Teacher	
		443 05	Geoscience		
D KIEL01	PL LUBLIN03	529	Engineering and engineering trades	1 Teacher	
		443 05	Geoscience		

## C. Recommended language skills

The sending institution, following agreement with the receiving 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:

<sup>5</sup> Mobility numbers can be given per sending/receiving institutions and per education field (optional\*): <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL LUBLIN03		English	-	B2	B2
D KIEL01		German	English (limited offers available)	B1 German B1 English B1 in German OR English (no certificate required)	B2 German B2 English

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

#### D. Additional requirements

##### PL LUBLIN03:

In case you need more detailed information please contact the International Exchange Office. Students: [c.handzel@pollub.pl](mailto:c.handzel@pollub.pl)

Teachers: [m.zuk@pollub.pl](mailto:m.zuk@pollub.pl)

##### Kiel University (D KIEL01):

Students with disabilities could be accepted after the consultation with our International Office. There are a limited number of barrier-free rooms in dormitories available.

<http://www.handicap.uni-kiel.de/info.shtml>, Contact: [ksala@uv.uni-kiel.de](mailto:ksala@uv.uni-kiel.de)

#### E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
PL LUBLIN03	15 June	30 November
D KIEL01	June 1 <sup>st</sup>	December 1 <sup>st</sup>

[\* to be adapted in case of a trimester system]

2. The receiving institution will send its decision within 8 weeks, provided the documents are complete.

**D KIEL01:** Nominated students will receive an email directly within the next two weeks with further information about the application process.

<sup>6</sup> For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

3. A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

**D KIEL01:** All students at Kiel University must order their own transcripts of records via email from the International Office. Results are available 3-4 weeks after the examination date.

4. Termination of the agreement

The institutions decide in mutual agreement on the procedure of modifying or terminating the agreement. In the event of unilateral termination, a notice of at least one academic year has to be given.

"Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."

**D KIEL01:** In the event 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. Any other modification can be made by both parties at short notice. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

## F. Information

### 1. Grading systems of the institutions

PL LUBLIN03:

ECTS grade	points	mark	Polish-in words	English-in words
A	91-100%	5,0	BARDZO DOBRY	EXCELLENT
B	81-90%	4,5	DOBRY PLUS	VERY GOOD
C	71-80%	4,0	DOBRY	GOOD
D	61-70%	3,5	DOSTATECZNY PLUS	SATISFACTORY
E	51-60%	3,0	DOSTATECZNY	SUFFICIENT
F	50% - 0%	2,0	NIEDOSTATECZNY	FAILED

D KIEL 01:

Local Grade	ECTS Grade	Definition	Translation of Definition
1,0	1	A	sehr gut
1,3	1 -	A -	gut bis sehr gut
1,7	2 +	B +	gut und besser
2,0	2	B	gut
2,3	2 -	C +	noch gut
2,7	3 +	C	befriedigend und besser
3,0	3	D	befriedigend
3,3	3 -	D -	noch befriedigend
3,7	4 +	E +	ausreichend und besser
4,0	4	E	ausreichend
5,0	5	FX	mangelhaft
6,0	6	F	ungenügend

ECTS credits: 1 credit = workload of 30 hours, 1 semester = 30 credits / 1 academic year = 60 credits  
Further information to ECTS: [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

## 2. Visa

The sending and receiving institutions 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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
PL LUBLIN03	<u>Students:</u> Celina Handzel, MPhil tel.: +48 81 53 84 790 email: <a href="mailto:c.handzel@pollub.pl">c.handzel@pollub.pl</a> <u>Teachers:</u> Marcin Żuk, MPhil tel.: +48 81 53 84 719 email: <a href="mailto:m.zuk@pollub.pl">m.zuk@pollub.pl</a>	<a href="http://bwm.pollub.pl/en-erasmus.en">http://bwm.pollub.pl/en-erasmus.en</a>
D KIEL01	Jan Bensien jbensien@uv.uni-kiel.de +49 431-880-3716	<a href="http://www.international.uni-kiel.de/en/study-in-kiel/service-information/visa-and-residency-permit?set_language=en">http://www.international.uni-kiel.de/en/study-in-kiel/service-information/visa-and-residency-permit?set_language=en</a>

## 3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The receiving 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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
PL LUBLIN03	<u>Students:</u> Celina Handzel, MPhil tel.: +48 81 53 84 790 email: <a href="mailto:c.handzel@pollub.pl">c.handzel@pollub.pl</a> <u>Teachers:</u> Marcin Żuk, MPhil tel.: +48 81 53 84 719 email: <a href="mailto:m.zuk@pollub.pl">m.zuk@pollub.pl</a>	<a href="http://bwm.pollub.pl/en-erasmus.en">http://bwm.pollub.pl/en-erasmus.en</a>
D KIEL01	Jan Bensien jbensien@uv.uni-kiel.de +49 431-880-3716	<a href="http://www.international.uni-kiel.de/en/study-in-kiel/service-information/health-insurance?set_language=en">http://www.international.uni-kiel.de/en/study-in-kiel/service-information/health-insurance?set_language=en</a>




## 4. Housing

The receiving institution 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 persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
PL LUBLIN03	<u>Students:</u> Online application <u>Teachers:</u> Marcin Żuk, MPhil tel.: +48 81 53 84 719 email: <a href="mailto:m.zuk@pollub.pl">m.zuk@pollub.pl</a>	<a href="http://bwm.pollub.pl/sms-en-accommodation.en">http://bwm.pollub.pl/sms-en-accommodation.en</a>
D KIEL01	Jan Bensien jbensien@uv.uni-kiel.de +49 431-880-3716	<a href="http://www.international.uni-kiel.de/en/study-in-kiel/service-information/living-in-kiel">http://www.international.uni-kiel.de/en/study-in-kiel/service-information/living-in-kiel</a>

## G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
PL LUBLIN03	<b>Dr Tomasz Cholewa,</b> Erasmus Departmental Coordinator, Faculty of Environmental Engineering	21.10.2013	
D KIEL01	<b>Antje Volland</b> Erasmus Institutional Coordinator <b>Dr. Elisabeth Grunwald</b> Erasmus Officer	10/01/2014	 

<sup>7</sup> Scanned signatures are accepted