



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2014-20[21]<sup>2</sup> between programme countries

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>3</sup> (email, phone)	Website (eg. of the course catalogue)
University of Deusto	E BILBAO02	<a href="mailto:relint@deusto.es">relint@deusto.es</a> +34 94 4139288	<a href="#">Course Catalogue</a>
Lublin University of Technology	PL LUBLIN03	<u>Erasmus Departmental Coordinator:</u> Dr Andrzej Smolarz Faculty of Electrical Engineering and Computer Science <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>

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

## B. Mobility numbers<sup>4</sup> per academic year

[Paragraph to be added, if the agreement is signed for more than one 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 [n° of student(s) x months (total n° of months)*]	Student Mobility for Traineeships * TBD= To be determined
E BILBAO02	PL LUBLIN03	52	Engineering and engineering trades	1st	2x5 (10)	TBD
PL LUBLIN03	E BILBAO02	52	Engineering and engineering trades	1st	2x5 (10)	TBD

[\*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 [n° of week(s) x n° of hours each week *] TBD= To be determined	Staff Mobility for Training * TBD= To be determined
E BILBAO02	PL LUBLIN03	52	Engineering and engineering trades	TBD	TBD
PL LUBLIN03	E BILBAO02	52	Engineering and engineering trades	TBD	TBD

<sup>4</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>)

### 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:

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Language of instruction 3	Recommended language of instruction level <sup>5</sup>	
					Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
EBILBAO02		SPANISH	BASQUE	ENGLISH	B1	B2
PL LUBLIN03		English	-		B2	B2

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

#### **UNIVERSITY OF DEUSTO:**

##### STUDENTS

- To prepare the students' arrival these are sent a Welcome E-mail with information and instructions on how to start preparing their stay with us (on-line form, how to apply for accommodation, information about Spanish courses and course catalogue, visa application, etc.). The following documents will be required:
  - Copy of legal ID card or passport
  - Copy of European Health Insurance Card (only for EU citizens) and/or private insurance
  - Sending Institution's statement of participation by the student in a mobility to UD specifying programme
  - Statement/Certificate/Proof of Enrollment in the Home University for the period of the mobility indicating: the field, the level and the year of studies
  - Scanned passport-sized photograph with white background saved as jpg file named with name and surname
  - Provisional Learning Agreement signed by Home University coordinators

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<sup>5</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>

- Before the semester begins an Orientation Week is offered. Meetings in Spanish and English are held. In these meetings information is provided about steps to follow to register, learn how to use the ICTs the university offers, academic coordinators, Spanish courses, Sports, Culture possibilities, groups, etc.
- Students are offered a Spanish intensive course before the semester begins. Also a Regular course is offered throughout the semester. Students take a placement upon arrival and they are placed in groups according to their level of the language.
- The Student Service Office offers the Buddy Programme which enables local and international students to meet people from different countries, cultures and allows the students to get immerse in a new atmosphere, to enhance the university experience but above all, the personal experience. Those international students applying for the programme, will be assigned a Buddy, according to common hobbies or studies. The Buddy will advise and guide international students during their stay at UD.

## STAFF

Guided Campus and Library tour are arranged in order to know the history and the facilities of the University.

### **Service for social action and inclusion**

This service assists students who have social, personal or family issues that may affect their studies. The main goal of the service is to improve students' quality of life at this university through special attention to those who have specific problems or are in situations of disadvantage.

The aim is to ensure that all students are integrated in university life through joint work with other services.

- Support for disabled students
- Career guidance for disabled students
- Focus on social needs
- University Volunteer group

### 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)

## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
EBILBAO02	JUNE 15 <sup>th</sup>	NOVEMBER 15 <sup>th</sup>
PL LUBLIN03	15 June	30 November

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

2. The receiving institution will send its decision within 4 weeks.
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]*
4. Termination of the agreement

*[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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. 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."]*

## F. Information

### 1. Grading systems of the institutions

#### **Spanish university grading system**

In the Spanish university system, students receive a mark for each subject on a scale of 0 to 10 with one decimal place. Each numerical grade corresponds to a descriptor as follows:

Suspense: 0-4.9; Aprobado: 5-6.9; Notable: 7-8.9; Sobresaliente: 9-10; Matrícula de Honor is a grade of Sobresaliente plus a special mention.

The minimum pass mark for a subject is 5. (RD 1125 / 2003, BOE (Official Spanish Gazette) of 9/18/2003).

Note: "No presentado" means Not taken or Not Shown. The subject is therefore not passed.

#### **Grade point average shown on the academic record**

Depending on the year the degree programme is completed, the grade point average shown on the academic record and on the European Diploma Supplement is calculated according to one of the two systems:

On a scale of 0 to 10 (RD 1125/2003, BOE (Official Spanish Gazette) of 9/18/2003). A minimum grade of 5 is required to pass. Suspense: 0-

4.9.Aprobado: 5-6,9; Notable: 7- 8,9; Sobresaliente: 9-10; Matrícula de Honor: Sobresaliente plus special mention.

On a scale of 1 to 4 (RD 1267/1994, BOE (Official Spanish Gazette) of 6/11/1994). A minimum grade of 1 point is required to pass.Aprobado: 1 point, Notable: 2 points, Sobresaliente: 3 points, Matrícula de Honor: 4 points.

In both cases, the grade point average is the weighted average of the marks based on credits and is calculated as follows: The credits assigned to each subject are multiplied by the mark obtained. These amounts are added up and the sum is divided by the total number of credits.

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

## 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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
EBILBAO02	<a href="mailto:relint@deusto.es">relint@deusto.es</a> +34 94 4139288	We are now updating our webpage and the link will be provided in due time
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>

### **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>
EBILBAO02	<a href="mailto:seguros@deusto.es">seguros@deusto.es</a> +34 944139147	We are now updating our webpage and the link will be provided in due time
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>



### **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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
EBILBAO02	<a href="mailto:nqaratea@deusto.es">nqaratea@deusto.es</a> +34 94 4139337	<a href="#">Housing</a>
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>

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

Institution [Erasmus code]	Name, <i>function</i>	Date	Signature <sup>6</sup>
EBILBAO02	Dr. Álvaro de la Rica Aspiunza. <i>Vicerrector for International Relations</i>	02/10/2013	
PL LUBLIN03	Dr Andrzej Smolarz, Erasmus Departmental Coordinator, Faculty of Electrical Engineering and Computer Science	25.10.2013	

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<sup>6</sup>Scanned signatures are accepted