



# 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	Erasmus Departmental Coordinator: Dr Andrzej Smolarz Faculty of Electrical Engineering and Computer Science International Exchange Office Coordinator: 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>
Universidad Carlos III de Madrid	E MADRID14	Ms. Sonia Górriz International Relations Office - Avda. Universidad, 30 28911 Leganés (Madrid) Spain Phone: + 34 91 624 59 28 Fax: + 34 91 624 88 74 Email: <a href="mailto:sgorriz@pa.uc3m.es">sgorriz@pa.uc3m.es</a>	<a href="http://www.uc3m.es/">http://www.uc3m.es/</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 Traineeships *
PL LUBLIN03	E MADRID14	481	Computer Science	1 <sup>st</sup>	2 studentsx10 months (total=20 months)	-----
E MADRID14	PL LUBLIN03	481	Computer Science	1 <sup>st</sup>	2 studentsx10 months (total=20 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	E MADRID14	481	Computer Science	1 teacherx8 hours	-----
E MADRID14	PL LUBLIN03	481	Computer Science	1 teacherx8 hours	-----

<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>)

### 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	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
E MADRID14		English	Spanish	B2	B2

The receiving institution **E MADRID14** relies on the selection of students made by the home institutions, therefore no language requirements or minimum GPA are demanded.

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)

#### E MADRID14:

Buddy Program:

[http://portal.uc3m.es/portal/page/portal/international/students/exchange/prior\\_arrival/buddy](http://portal.uc3m.es/portal/page/portal/international/students/exchange/prior_arrival/buddy)

The University has developed actions with the aim of improving the assistance offered to disabled persons. Among others, we offer specific services under the Integration Program for Disabled Students (see link), infrastructure adaptation and investigation projects devoted to improve their quality of life: [http://www.uc3m.es/portal/page/portal/cultura\\_y\\_deporte/discapacidad/english](http://www.uc3m.es/portal/page/portal/cultura_y_deporte/discapacidad/english)

Orientation Program and Welcome Event: The Welcome Event and the Orientation for international students will take place at the beginning of each semester:

[http://portal.uc3m.es/portal/page/portal/international/students/exchange/upon\\_arrival](http://portal.uc3m.es/portal/page/portal/international/students/exchange/upon_arrival)

<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>

## 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
E MADRID14	Nomination & Application: Mid-March to mid-May	Nomination & Application: Beginning of October to beginning of November.

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

- The receiving institution **PL LUBLIN03** will send its decision within 8 weeks, provided the documents are complete.  
The receiving institution **E MADRID 14** will send its decision within 6 weeks.
- A Transcript of Records will be issued by the receiving institution **PL LUBLIN03** 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]*  
A Transcript of Records will be issued by the receiving institution **E MADRID 14** no later than 4 weeks, after the assessment period has finished.
- 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."

## 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

#### **E MADRID 14:**

<http://www.uc3m.es/portal/page/portal/international/students/exchange>

## **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>
E MADRID 14	<a href="mailto:incoming-leganes@uc3m.es">incoming-leganes@uc3m.es</a>	<a href="http://www.uc3m.es/portal/page/portal/international/students/exchange/prior_arrival/immigration_visa">http://www.uc3m.es/portal/page/portal/international/students/exchange/prior_arrival/immigration_visa</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>
E MADRID 14	<a href="mailto:incoming-leganes@uc3m.es">incoming-leganes@uc3m.es</a>	<a href="http://www.uc3m.es/portal/page/portal/international/students/exchange/prior_arrival/documents">http://www.uc3m.es/portal/page/portal/international/students/exchange/prior_arrival/documents</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>
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>
E MADRID 14	<a href="mailto:incoming-leganes@uc3m.es">incoming-leganes@uc3m.es</a>	<a href="http://www.uc3m.es/portal/page/portal/servicios_jovenes/accommodation">http://www.uc3m.es/portal/page/portal/servicios_jovenes/accommodation</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
PL LUBLIN03	Dr Andrzej Smolarz, Erasmus Departmental Coordinator, Faculty of Electrical Engineering and Computer Science	25.10.2013	
E MADRID14	Prof. Álvaro Escribano Sáez Vice-Chancellor of International Relations	March 06, 2014	

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