



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014/2015-2020/2021² between programme countries

[Minimum requirements]³

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 ⁴ (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: m.zuk@pollub.pl	International Exchange Office website: www.bwm.pollub .pl ECTS Catalogue: http://bwm.pollu b.pl/ects/en
Technische Universität München International Center	D MUNCHEN02	Joanna Mederle Erasmus Coordinator Tel.: +49 89 289 22161 mederle@zv.tum.de	http://www.inter national.tum.de/ en/home/
Technische Universität München Center of Life and Food Sciences Weihenstephan	D MUNCHEN02	Christa Gillmann and Christine Hirsch Erasmus Departmental Coordinators: international@wzw.tum.de Forestry Dr. Martin Döllerer: doellerer@tum.de	https://campus.t um.de/tumonline /webnav.ini

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Higher Education Institutions have to agree on the period of validity of this agreement

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

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

B. Mobility numbers⁵ 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 st , 2 nd or 3 rd] *	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	D MUNCHEN02	623	Forestry	1 st / 2 nd / 3 rd	1 Student x 6 months	---
D MUNCHEN02	PL LUBLIN03	623	Forestry	1 st / 2 nd / 3 rd	1 Student x 6 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 MUNCHEN02	623	Forestry	0	
D MUNCHEN02	PL LUBLIN03	623	Forestry	0	

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:

⁵ 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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL LUBLIN03		English	-	B2	B2
D MUNCHEN02		German	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 MUNCHEN02: For more details on the language of instruction recommendations, please refer to our international student advisers (<http://www.international.tum.de/en/contact/international-student-advisers/>).

D. Additional requirements

PL LUBLIN03:

In case you need more detailed information please contact the International Exchange Office.

Students: c.handzel@pollub.pl

Teachers: m.zuk@pollub.pl

D MUNCHEN02: E-Nomination & necessary application documents

The partner university selects students according to performance, commitment and language skills and nominates them for the exchange semester stay via the web-based platform "moveonnet" (= eNomination). After an acknowledgement-email from TUM, the International Office of the home university sends the completed application documents to TUM. Applications from students sent directly to the TUM International Office will not be accepted. Nominated Students should submit in the following documents, see: www.international.tum.de/en/welcome-to-tum/international-exchange-students/exchange-students/erasmus/

TUM welcomes students and staff with disabilities, learn more at:

<http://www.tum.de/en/studies/advising/barrier-free-education/>

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 MUNCHEN02	May 31 st	October 31 st

⁶ 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>

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

PL LUBLIN03:

- 2. The receiving institution will send its decision within **8** weeks, provided the documents are complete.
- 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 MUNCHEN02:

- 2. TUM will send its decision from July/December (for coming autumn term/spring term) on.
- 3. Transcripts of Records
Students should contact their international student advisers
(<http://www.international.tum.de/en/contact/international-student-advisers/>).

Further information:

<http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/exchange-students/transcript-of-records-and-other-confirmations/>

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."

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 MUNCHENO2:

According to § 17 of our "General Academic and Examination Regulations for Bachelor's and Master's Programs (APSO)" at Technische Universität München, please find below the description of the institutional grading system.

The subject grade is the average of the individual examination grades in that subject and is expressed according to the following scale:

1,0	to	1,5	"very good"
1,6	to	2,5	"good"
2,6	to	3,5	"satisfactory"
3,6	to	4,0	"sufficient"
4,1	to	5,0	"fail"

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
PL LUBLIN03	<u>Students:</u> Celina Handzel, MPhil tel.: +48 81 53 84 790 email: c.handzel@pollub.pl <u>Teachers:</u> Marcin Żuk, MPhil tel.: +48 81 53 84 719 email: m.zuk@pollub.pl	http://bwm.pollub.pl/en-erasmus.en
D MUNCHENO2	Ms Petra Ritter Coordinator Welcome Office and Visa counselor International Center, Arcisstr. 21, D-80333 München ritter@zv.tum.de Tel.: +49 89 289 25012	http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/entry-regulations/

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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
PL LUBLIN03	<u>Students:</u> Celina Handzel, MPhil tel.: +48 81 53 84 790 email: c.handzel@pollub.pl	http://bwm.pollub.pl/en-erasmus.en

	Teachers: Marcin Żuk, MPhil tel.: +48 81 53 84 719 email: m.zuk@pollub.pl	
D MUNCHEN02	---	http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/health-insurance/#c1511

4. Housing


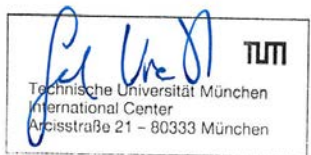
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

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	Students: Online application Teachers: Marcin Żuk, MPhil tel.: +48 81 53 84 719 email: m.zuk@pollub.pl	http://bwm.pollub.pl/sms-en-accommodation.en
D MUNCHEN02	incoming_help@zv.tum.de	http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/accommodation/exchange-students/

D MUNCHEN02: Please note that TUM does not own any accommodation and search will be difficult, but our institution will guide incoming student/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. The application for the Erasmus program at TUM does not include an offer for a room in a dorm. Students have to find a room themselves on the private market with the list of hints on finding accommodation (see above).

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
PL LUBLIN03	Dr Tomasz Cholewa, Erasmus Departmental Coordinator, Faculty of Environmental Engineering	21.10.2013	
D MUNCHEN02	Sabine Viererbl, Erasmus Institutional Coordinator	20/03/14	

⁷ Scanned signatures are accepted