



**Erasmus+ Programme**  
**Key Action 1**  
**– Mobility for learners and staff –**  
**Higher Education Student and Staff Mobility**

**Inter-institutional agreement 2014-2020**  
**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 (email, phone)	Website (eg. of the course catalogue)
Lublin University of Technology	PL LUBLIN03	<u>Erasmus Departmental Coordinator:</u> Dr Matylida Bojar Faculty of Management <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>
UNIVERSITY OF PALERMO	<b>I PALERMO01</b>	<b>Institutional Coordinator</b> Prof. Ada Maria Florena <i>Vice-Rector for International Mobility</i>  Dr. A.M. Adriana Ragonese <i>Head of UOA International Mobility and of the Erasmus Office</i>  Piazza Marina, 61 – 90133 Palermo ITALY  Tel. +39 091 238 93740 Email: <a href="mailto:relinter@unipa.it">relinter@unipa.it</a>  FRATINI Livan  Email: <a href="mailto:livan.fratini@unipa.it">livan.fratini@unipa.it</a>	<a href="http://offweb.unipa.it/">http://offweb.unipa.it/</a>  <a href="http://portale.unipa.it/internationalstudents/EducationalOffer/">http://portale.unipa.it/internationalstudents/EducationalOffer/</a>

## B. Mobility numbers 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.

### Student Mobility for Studies

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code [ISCED]	Subject area name	Study cycle			Number of student mobility periods		
				1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	<i>[total number of months of the study periods or average duration per study cycle]</i>		
PL LUBLIN03	I PALERMO01	52	Engineering and engineering trades	2	0	0	12	0	0
I PALERMO01	PL LUBLIN03	52	Engineering and engineering trades	2	2	0	12	12	0

### Staff Mobility for Teaching

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	Total number of days of teaching periods or average duration
PL LUBLIN03	I PALERMO01	52	Engineering and engineering trades	1	8
I PALERMO01	PL LUBLIN03	52	Engineering and engineering trades	1	8

## 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]	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
			Student Mobility for Studies <i>[Minimum recommended level: B1]</i>	Staff Mobility for Teaching <i>[Minimum recommended level: B2]</i>
PL LUBLIN03	English		B2	B2
I PALERMO01	Italian		B1	B1

Where there is a compulsory language requirement, it must be indicated in this agreement. 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

### **Additional requirements at I PALERMO01**

The University of Palermo has the infrastructure to welcome students and staff with disabilities. See table below for contact details.

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
I PALERMO01	<a href="mailto:giulia.ingrassia@unipa.it">giulia.ingrassia@unipa.it</a> +39 091 23862419	<a href="http://tud.unipa.it">http://tud.unipa.it</a>

### **Additional requirements at 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:

<b>Receiving institution [Erasmus code]</b>	<b>Autumn term [month]</b>	<b>Spring term [month]</b>
PL LUBLIN03	15 June	30 November
I PALERMO01	JUNE	OCTOBER

2. The receiving institution will send its decision within six weeks.

3. Academic Calendar

<b>Receiving institution [Erasmus code]</b>	<b>Autumn term [from - to]</b>	<b>Spring term [from - to]</b>
PL LUBLIN03	<a href="http://bwm.pollub.pl/en-erasmus-ac.en">http://bwm.pollub.pl/en-erasmus-ac.en</a>	
I PALERMO01	October - February	March - July

4. A Transcript of Records will be issued by the receiving institution no later than five weeks after the assessment period has finished at the receiving HEI.
5. Termination of the agreement: In whichever case, either party can terminate the Agreement by informing the other party expressly in writing with at least one year's notice. *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. Students selected prior the date of notification must be admitted by the receiving institution.* 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

#### I PALERMO01 grading system

Examinations are graded according to a scale ranging from 0 to 30, with 18 as a pass mark. A "cum laude" may be added to the highest grade (30; 30 e lode) as a mention of special distinction. All examination results are used to calculate the overall degree mark on a scale of 0 – 110. The final result is based on exam results plus the presentation of a project or dissertation in front of a Board of Examiners. The pass mark is 66 and students who obtain full marks of 110 may also be awarded 'summa cum laude' (110 e lode).

Statistical distribution of grades according to the descriptions in the ECTS users' guide will be available at <http://portale.unipa.it/amministrazione/area2/uoa06/grading-systems/>

#### PL LUBLIN03 grading system

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
PL LUBLIN03	Students: Celina Handzel, MPhil tel.: +48 81 53 84 790 email: <a href="mailto:c.handzel@pollub.pl">c.handzel@pollub.pl</a> Teachers:	<a href="http://bwm.pollub.pl/en-erasmus.en">http://bwm.pollub.pl/en-erasmus.en</a>

	Marcin Żuk, MPhil tel.: +48 81 53 84 719 email: <a href="mailto:m.zuk@pollub.pl">m.zuk@pollub.pl</a>	
I PALERMO01	studentistranieri.cot@unipa.it +3909123865500	<a href="http://portale.unipa.it/strutture/cot/Sportelli_e_Servizi/Sportello_Accoglienza_Studenti_Stranieri/index.html">http://portale.unipa.it/strutture/cot/Sportelli_e_Servizi/Sportello_Accoglienza_Studenti_Stranieri/index.html</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:

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: <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>
I PALERMO01	UOA - Polizze e denunce assicurative e-mail: <a href="mailto:stella.neri@unipa.it">stella.neri@unipa.it</a> Tel: +39 091 238 90809	<a href="http://portale.unipa.it/amministrazione/area5/set40/polizze/">http://portale.unipa.it/amministrazione/area5/set40/polizze/</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>
I PALERMO01	CASAUNIPA - Servizio Alloggi  Viale delle Scienze – Ed. "3" Segreteria Studenti – 90128 Palermo  Tel. 091.23890905 email: <a href="mailto:servizioalloggi@unipa.it">servizioalloggi@unipa.it</a>	<a href="http://portale.unipa.it/amministrazione/area1/ssp10/CASAUNIPA.html">http://portale.unipa.it/amministrazione/area1/ssp10/CASAUNIPA.html</a>

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

Institution [Erasmus code]	Name, function	Date	Signature
PL LUBLIN03	Dr Matylda Bojar, Erasmus Departmental Coordinator, Faculty of Management	16.12.2013	 Dr. Matylda Bojar Koordynator Programu ERASMUS Wydział Zarządzania
I PALERMO01	Università degli Studi di Palermo  Roberto Lagalla Rector  Dott. Angela M. Adriana Ragonese Head of the UOA International Mobility Deputy to sign	29/01/2014	