



# 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 of Faculty of Electrical Engineering and Computer Science:</u>  <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> 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.

Universidade Lusófona de Humanidades e Tecnologias	P LISBOA52	Dra. Teresa do Rosário Damásio Director of the International, Career & Entrepreneurship Office Av. Campo Grande, nº 376, 1749-024 Lisboa trdamasio@ulusofona.pt +351 21 751 55 65	<a href="http://www.ulusofona.pt/guias-ects.html">http://www.ulusofona.pt/guias-ects.html</a>
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## 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	P LISBOA52	0611	Computer Sciences	1st	2 (20 months)	
P LISBOA52	PL LUBLIN03	0611	Computer Sciences	1st	2 (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	P LISBOA52	0611	Computer Sciences	1 teacher 5 days	-
P LISBOA52	PL LUBLIN03	0611	Computer Sciences	1 teacher 5 days	-

<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
P LISBOA52		Portuguese	English	English B2	English 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

#### 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

#### P LISBOA52

-Nomination, application documents and registration received after application deadlines will not be accepted;

-Procedures for Application:

-Official nomination by the host University;

-The students must be registered in: <http://apps.grupolusofona.pt/pls/apex/f?p=110:26>

-We need to receive by email carmen.pereira@ulusofona.pt and by post to:

Learning Agreement, Medical Report and a Copy of your Identity Card or Passport and European Health Card.

-Please Pay Attention to these Instructions:

The Learning Agreement must be signed and stamped by your University.

The Medical Report must be filled and stamped by the doctor.

The address to send the original documents:

<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
P LISBOA52	31th of May	31th of October

[\* 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. . **(According with the Course Directors confirmation.)**
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]* . **(According with the Course Directors confirmation.)**
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

### **Grading Scale at the Universidade Lusófona de Humanidades e Tecnologias**

The University System of grades in Portugal varies between 0 and 20 where the minimum grade to pass is 10. (Law by the Decree nº 42/2005 (22 February 2005))

Grade	Qualification
20 / 18	Excellent
17 / 16	Very good
15 / 14	Good
13 / 10	Sufficient
10/0	Fail

ECTS grading scale:

ECTS Grade	% of successful students normally achieving the grade	Definition
A	10	EXCELLENT - outstanding performance with only minor errors
B	25	VERY GOOD - above the average standard but with some errors
C	30	GOOD - generally sound work with a number of notable errors
D	25	SATISFACTORY - fair but with significant shortcomings
E	10	SUFFICIENT - performance meets the minimum criteria
FX	-	FAIL - some more work required before the credit can be awarded
F	-	FAIL - considerable further work is required

**ECTS credits:**

1 full academic year = 60 credits

1 semester = 30 credits

1 term/trimester = 20 credits

## **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	<b>Students:</b> Celina Handzel, MPhil tel.: +48 81 53 84 790 email: <a href="mailto:c.handzel@pollub.pl">c.handzel@pollub.pl</a> <b>Teachers:</b> Marcin Żuk, MPhil tel.: +48 81 53 84 719	<a href="http://bwm.pollub.pl/en-erasmus.en">http://bwm.pollub.pl/en-erasmus.en</a>

	email: <a href="mailto:m.zuk@pollub.pl">m.zuk@pollub.pl</a>	
P LISBOA52	<a href="mailto:elisabete.lourenco@ulusofona.pt">elisabete.lourenco@ulusofona.pt</a> +351 21 751 55 65	<a href="http://www.ulusofona.pt/mobilidade-e-relacoes-internacionais.html">http://www.ulusofona.pt/mobilidade-e-relacoes-internacionais.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.

#### **All the participants must have the European Health Card.**

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>
P LISBOA52	<a href="mailto:elisabete.lourenco@ulusofona.pt">elisabete.lourenco@ulusofona.pt</a> +351 21 751 55 65	<a href="http://www.ulusofona.pt/mobilidade-e-relacoes-internacionais.html">http://www.ulusofona.pt/mobilidade-e-relacoes-internacionais.html</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>
P LISBOA52	<a href="mailto:cristina.matos@ulusofona.pt">cristina.matos@ulusofona.pt</a> +351 21 751 55 65	<a href="http://residencia.ulusofona.pt">http://residencia.ulusofona.pt</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	30.06.2014	
P LISBOA52	Dra. Teresa do Rosário Damásio Director of the International, Career & Entrepreneurship Office	23/06/2014	

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

