



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 Izolda Gorgol Faculty of Fundamentals of Technology <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.pollub.pl/ects.en |

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.

| | | | |
|--|-------------|---|---|
| Technische Universität Clausthal Clausthal University of Technology | D CLAUSTH01 | Institutional Coordinator Astrid ABEL International Center Clausthal Graupenstrasse 11 D-38678 Clausthal-Zellerfeld Germany Astrid.Abel@tu-clausthal.de Phone +49 5323 72 3103 Fax +49 5323 72 3939 Incoming ERASMUS students Bettina SEKLER International Center Clausthal, Graupenstrasse 11, D-38678 Clausthal-Zellerfeld, Germany Bettina.Sekler@tu-clausthal.de Phone +49 5323 72 2231 Fax +49 5323 72 3939 | http://www.izc.tu-clausthal.de/en/ways-to-clausthal/exchange-semester/ |
|--|-------------|---|---|

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] | Subj ect area code * [ISCE D] | Subject area name * | Stud y 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 CLAUSTH01 | 461 | Mathematics | | 2 students 10 months | |
| | | | | | | |
| D CLAUSTH01 | PL LUBLIN03 | 461 | Mathematics | | 2 students 10 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 | TO | Subj | Subject area | Number of staff mobility periods |
|------|----|------|--------------|----------------------------------|
|------|----|------|--------------|----------------------------------|

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>)

| [Erasmus code of the sending institution] | [Erasmus code of the receiving institution] | ect area code * [ISCED] | name * | Staff Mobility for Teaching [total number of days of teaching periods or average duration *] | Staff Mobility for Training * |
|---|---|-------------------------|-------------|---|-------------------------------|
| PL LUBLIN03 | D CLAUSTH01 | 461 | Mathematics | 2 teachers 5 days each/8 hrs | |
| D CLAUSTH01 | PL LUBLIN03 | 461 | Mathematics | 2 teachers 5 days each/8 hrs | |

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 ⁶ | |
|---|------------------------|---------------------------|---------------------------|---|--|
| | | | | Student Mobility for Studies [Minimum recommended level: B1] | Staff Mobility for Teaching [Minimum recommended level: B2] |
| PL LUBLIN03 | | English | - | B2 | B2 |
| D CLAUSTH01 | | German | English (where indicated) | 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

PL LUBLIN03:

In case you need more detailed information please contact the International Exchange Office. Students (academic matters): c.handzel@pollub.pl

Students (non-academic matters): m.wojcieszek@pollub.pl

Teachers: m.wojcieszek@pollub.pl

D CLAUSTH01

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>

Not all of University buildings have the infrastructure to welcome students with disabilities. Please contact the International Center Clausthal (IZC) in order to get more information. Applicants with special needs will be contacted before the final approval of the acceptance. Final decision depends on extra services/facilities available.

A Welcome Week is offered for all international students. Throughout the Welcome Week students will be introduced to different aspects of being a student in Clausthal-Zellerfeld and Germany through practical information:

<http://www.izc.tu-clausthal.de/en/wege-an-die-tu-clausthal/praktische-informationen/>

<http://www.izc.tu-clausthal.de/en/ways-to-clausthal/practical-information/welcome-day/>

Language courses: Clausthal University of Technology offers German Language Courses to international students

<http://www.izc.tu-clausthal.de/en/sprachenzentrum/deutsch/>

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 CLAUSTH01 | 15 th April | 15 th 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.
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

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 |

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https://www.izc.tu-clausthal.de/fileadmin/Wege_an_die_TU_Clausthal/AUSTAUSCHSEMESTER/ERASMUS/Erasmus_Grading_System_TUC_Nov2013.pdf

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: c.handzel@pollub.pl Teachers: Małgorzata Wojcieszek, MA tel.: +48 81 53 84 357 email: m.wojcieszek@pollub.pl | http://bwm.pollub.pl/en-erasmus.en |
| D CLAUSTH01 | Bettina Sekler Bettina.Sekler@tu-clausthal.de | http://www.izc.tu-clausthal.de/en/ways-to-clausthal/exchange-semester/erasmus/visa/ |

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 | Students and Teachers: Małgorzata Wojcieszek, MA tel.: +48 81 53 84 357 email: m.wojcieszek@pollub.pl | http://bwm.pollub.pl/en-erasmus.en |
| D CLAUSTH01 | Bettina Sekler Bettina.Sekler@tu-clausthal.de | http://www.izc.tu-clausthal.de/en/ways-to-clausthal/exchange-semester/erasmus/health-insurance/ |

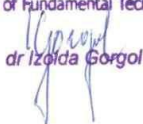


4. Housing

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> Małgorzata Wojcieszek, MA tel.: +48 81 53 84 357 email: m.wojcieszek@pollub.pl | http://bwm.pollub.pl/sms-en-accommodation.en |
| D CLAUSTH01 | Bettina Sekler Bettina.Sekler@tu-clausthal.de Janina Prager J.Prager@stw-on.de | http://www.izc.tu-clausthal.de/en/ways-to-clausthal/exchange-semester/erasmus/accommodation/ http://www.stw-on.de/en/clausthal/wohnen |

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

| Institution [Erasmus code] | Name, function | Date | Signature ⁷ |
|-------------------------------|---|------------|---|
| PL LUBLIN03 | Dr Izolda Gorgol, Erasmus Departmental Coordinator, Faculty of Fundamentals of Technology | 02.07.2014 | <p>LLP-Erasmus Co-ordinator Faculty of Fundamental Technology</p>  <p>dr Izolda Gorgol</p> |
| D CLAUSTH01 | Astrid Abel Institutional Coordinator | 01/07/2014 |  <p>Technische Universität Clausthal</p>  |

⁷ Scanned signatures are accepted