



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-20[21]² **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 details⁴ (email, phone)	Website (eg. of the course catalogue)
University of Split Livanjska 5, HR- 21000 Split Faculty of Electrical Engineering, Mechanical Engineering and Naval Architecture	HR SPLIT01	Institutional Coordinator: Ana Ćosić International Relations Office e-mail: acosic@unist.hr Tel: +385 21 440 343 Fax: +385 21 440 344	www.unist.hr www.fesb.hr

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.

Rudera Boškovića 32, HR- 21 000 Split		Departmental coordinator: Vicko Dorić, PhD Tel: +385 21 305 694 E-mail: vdoric@fesb.hr	
Lublin University of Technology	PL LUBLIN03	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: m.zuk@pollub.pl Erasmus Departmental Coordinator: Dr Tomasz Cholewa Faculty of Environmental Engineering	International Exchange Office website: www.bwm.pollub.pl ECTS Catalogue: http://bwm.pollub.pl/ects.en
[...]			

B. Mobility numbers⁵ per academic year

[Paragraph to be added, if the agreement is signed for more than one 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 students/months of the study periods]	Student Mobility for Traineeships *
HR SPLIT01	PL LUBLIN03	071	Engineering and engineering trades	1,2	2 students 10 months	
PL LUBLIN03	HR SPLIT01	071	Engineering and engineering trades	1,2	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

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>)

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 *
HR SPLITO1	PL LUBLIN03	071	Engineering and engineering trades	2	
PL LUBLIN03	HR SPLITO1	071	Engineering and engineering trades	2	

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]
HR SPLITO1		Croatian	English	English B2 Croatian, if applicable	English C1
PL LUBLIN03		English	Polish	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

HR SPLITO1:

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>

In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the International Office: erasmus@unist.hr

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

E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
HR SPLIT01	1 June	1 November
PL LUBLIN03	15 June	30 November

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

2. The receiving institution will send its decision within 4-6 weeks.
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.
4. Termination of the agreement

The above parties agree to co-operate in the activities shown below within the Erasmus + programme. Both parties agree to abide by the principles and conditions set out in the Guidelines for Applicants and Erasmus Charter. Both parties undertake to abide by the bilaterally agreed terms of this co-operation agreement.

In the event of unilateral termination, a notice of at least one academic year should be given. 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. 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

HR SPLIT01:

<http://eng.unist.hr/InternationalRelations/AcademicInformation/tabid/413/Default.aspx>

Traditional Grading system is as follows:

- 1 – fail
- 2 – pass, sufficient

- 3 – good
- 4 – very good
- 5 – excellent

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

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
HR SPLIT01	incoming@unist.hr +385 21 440 343	http://eng.unist.hr/InternationalRelations/ERASMUS/tabid/414/Default.aspx
PL LUBLIN03	<u>Students:</u> Celina Handzel, MPhil tel.: +48 81 53 84 790 email: c.handzel@pollub.pl <u>Teachers:</u> Małgorzata Wojcieszek, MA tel.: +48 81 53 84 357 email: m.wojcieszek@pollub.pl	http://bwm.pollub.pl/en-erasmus.en

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
HR SPLIT01	incoming@unist.hr +385 21 440 343	http://eng.unist.hr/InternationalRelations/ERASMUS/tabid/414/Default.aspx
PL LUBLIN03	<u>Students and Teachers:</u> Małgorzata Wojcieszek, MA tel.: +48 81 53 84 357 email: m.wojcieszek@pollub.pl	http://bwm.pollub.pl/en-erasmus.en

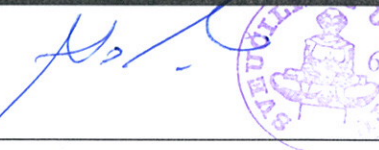

4. Housing

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
HR SPLIT01	incoming@unist.hr +385 21 440 343	http://eng.unist.hr/InternationalRelations/ERASMUS/tabid/414/Default.aspx
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

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
HR SPLIT01	Prof. Dr. Alen Soldo Vice rector for International Cooperation	22/1/2015	
PL LUBLIN03	Dr Tomasz Cholewa, Erasmus Departmental Coordinator, Faculty of Environmental Engineering	07/01/2015	

⁷ Scanned signatures are accepted

