



Erasmus+ Programme

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

Inter-institutional¹ agreement 2015-2021² 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)
Brandenburg University of Technology Cottbus - Senftenberg	D COTTBUS03	Dr. Nina Wolfeil, Director International Office, ERASMUS+ Institutional Coordinator Karin Robel, International Office ERASMUS+ Student Mobility Coordinator	http://www.b-tu.de/b-tu/ Online course catalogue: www.tu-cottbus.de/modul Please choose only complete modules.

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.

		Phone: +49 355 69 2041, Fax: +49 355 69 2108 - Email: karin.robelt@b-tu.de Michael Mannel, International Office, ERASMUS+ Staff and Teaching Mobility, Inter-institutional Agreements Coordinator Phone: +49 355 69 2338, Fax: +49 355 69 2108 - Email: michael.mannel@b-tu.de Prof. Dr. Gerhard Wiegleb, Erasmus+ Departmental Coordinator Phone: +49 355 69 2291, Email: wiegleb@tu-cottbus.de	
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.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	TO	Subject area	Subject area	Study cycle	Number of student mobility periods
[Erasmus	[Erasmus				

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>)

code of the sending institution]	code of the receiving institution]	code * [ISCED]	name *	[short cycle, 1 st , 2 nd or 3 rd] *	Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
D COTTBUS03	PL LUBLIN03	0521	Environmental sciences	1 st , 2 nd	5 x 6 months (=30 months)	
PL LUBLIN03	D COTTBUS03	0521	Environmental sciences	1 st , 2 nd	5 x 6 months (= 30 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	Staff Mobility for Training *
				[total number of days of teaching periods or average duration *]	
D COTTBUS03	PL LUBLIN03	0521	Environmental sciences		
PL LUBLIN03	D COTTBUS03	0521	Environmental sciences		

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	Optional: Subject	Language of	Language of	Recommended language of instruction level ⁶
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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>

[Erasmus code]	area	instruction 1	instruction 2	Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D COTTBUS03	0521	English	German	B1	B2
PL LUBLIN03		English	-	B1	B1

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

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

BTU Cottbus – Senftenberg: **Incoming students** please check the following website for further information: <http://www.b-tu.de/b-tu/index.php?id=1871>

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]
D COTTBUS03	15 th July	15 th January
PL LUBLIN03	15 June	30 November

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

2. The receiving institution will send its decision within [6] weeks after receiving the student's application file.
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

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. The termination clauses must include the following disclaimer: "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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁷. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

Evaluation of Performance Verifications at BTU Cottbus - Senftenberg

Single Grade	Rating	Final Grade	Rating
1.0/1.3	very good	until 1.5	very good
1.7/2.0/2.3	good	above 1.5 – 2.5	good
2.7/3.0/3.3	satisfactory	above 2.5 – 3.5	satisfactory
3.7/4.0	sufficient	above 3.5 – 4.0	sufficient
4.1 - 5.0	fail	above 4.1	fail

When forming the final grade, the mean of all grades achieved in modules completed with an examination is weighted with the amount of credits achieved and attempted.

⁷ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

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
D COTTBUS03	karin.robel@b-tu.de + 49 355 69 2041	Home > International > Incoming students > Arrival
PL LUBLIN03	<u>Students:</u> Celina Handzel, PhD 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
D COTTBUS03	karin.robel@b-tu.de + 49 355 69 2041	Home > International > Incoming students > Arrival > Preparation
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
D COTTBUS03	karin.robel@b-tu.de + 49 355 69 2041	Home > International > Incoming students > Arrival > Preparation
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	Signature⁸
D COTTBUS03	Dr. Nina Wolfeil Director International		

⁸ Scanned signatures are accepted

	Office Institutional ERASMUS- Coordinator	20.04.2015	^{pp} Wolke
PL LUBLIN03	Dr Tomasz Cholewa, Erasmus Departmental Coordinator, Faculty of Environmental Engineering	29.04.2015	Cholewa