

		tel.: +48 81 53 84 719 fax: +48 81 53 84 792 email: m.zuk@pollub.pl	
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B. Mobility numbers³ 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 November** 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 months of the study periods or average duration ¹]	Student Mobility for Traineeships ¹
PL LUBLIN03	P PORTO05	041	Business and Administration	1 st /2 nd	2-10	
P PORTO05	PL LUBLIN03	041	Business and Administration	1 st /2 nd	2-10	

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 ¹]	Staff Mobility for Training ¹
PL LUBLIN03	P PORTO05	041	Business and Administration	2/5	
P PORTO05	PL LUBLIN03	041	Business and Administration	2/5	

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 ⁴	
			Student Mobility for	Staff Mobility for

³ 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>

⁴ 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>

			Studies [Minimum recommended level: B1]	Teaching [Minimum recommended level: B2]
P PORTO05	Portuguese	English (under tutorial guidance)	B1 PORTUGUESE or ENGLISH	B2 PORTUGUESE or ENGLISH
PL LUBLIN03	English	English	B1	B1

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

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
P PORTO05	JUNE, 1st	NOVEMBER, 15th
PL LUBLIN03	15 June	30 November

2. **P PORTO05** will send its decision within **4 weeks**

PL LUBLIN03 will send its decision within **4 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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

4. Termination of the agreement

This agreement will take effect in the **2014** academic year being valid for a period of **3 years**, and will be tacitly renewed for further identical periods.

The above mentioned parties agree to cooperate in the following activities under the terms and conditions of the Erasmus+ Programme. Both parties agree to abide by the principles and conditions set out in the Erasmus+ Guidelines for Applicants and – if the application is successful – the financial agreement, and will work according to the principles of the Erasmus University Charter. Both parties undertake to abide by the bilaterally agreed terms of this co-operation agreement and will endeavour to carry out the agreement to the best of their abilities.

It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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

P PORTO05

1 - Local Grades

In the national grading system, the results are awarded in a scale from 0 to 20, and the minimum mark required for approval is 10.

2 - ECTS Grades

The ECTS grading scale is based on the percentile of a student in a given assessment, expressing the student's performance relatively to other students enrolled in the last three years of the same curricular unit/course (or in a significant group of students). Hence there is no direct fixed correspondence between the ECTS grade and the local grade.

ECTS Grade	% of students who have achieved this grade/	Definition (only for failing grades)/
A	10%	
B	25%	
C	30%	
D	25%	
E	10%	
F		FAIL - some more work required before the credit can be awarded
FX		FAIL - considerable further work is required

Portugal adopted ECTS mechanisms for our higher education system by law.

At IPP, the transfer of grades follows the ECTS procedures established in the Portuguese legislation which reflects these principles (DL 42/2005). Hence the ECTS grade calculation is made considering the percentile of each student that reflects the relative position of his/her mark in each curricular unit/course.

ECTS credits:

one full academic year	one semester	one trimester
60 ECTS credits	30 ECTS credits	20 ECTS credits

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
P PORTO05	incoming@estgf.ipp.pt Phone.: + 351 255 314 002	http://www.sef.pt/portal/V10/EN.aspx/page.aspx Further assistance: gcri@sc.ipp.pt
PL LUBLIN03	Students: Celina Handzel, PhD tel.: +48 81 53 84 790 email: c.handzel@pollub.pl Teachers: Małgorzata Wojcieszek, MA tel.: +48 81 53 84 357 email: m.wojciech@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
P PORTO05	European Commission (Employment, Social Affairs & Inclusion)	http://ec.europa.eu/social/main.jsp?catId=559 Further assistance: ESTGF International Office – incoming@estgf.ipp.pt
PL LUBLIN03	Students and Teachers: Małgorzata Wojcieszek, MA tel.: +48 81 53 84 357 email: m.wojciech@pollub.pl	http://bwm.pollub.pl/en-erasmus.en


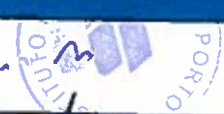
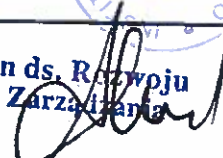
4. Housing

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
P PORTO05	incoming@estgf.ipp.pt	www.estgf.ipp.pt/internationaloffice
PL LUBLIN03	Students: Online application Teachers: Małgorzata Wojcieszek, MA tel.: +48 81 53 84 357 email: m.wojciech@pollub.pl	http://bwm.pollub.pl/sms-en-accommodation.en

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁵
P PORTO05	Prof. Rosário Gambôa, President	26/06/2015	 
PL LUBLIN03	Dr Krzysztof Czarnocki, Erasmus Departmental Coordinator, Faculty of Management	03/06/2015	 Prodziekan ds. Rozwoju Wydziału Zarządzania dr inż. Krzysztof Czarnocki

⁵ Scanned signatures are accepted