



## Erasmus+ Programme

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

### Inter-institutional agreement 2014-2021 between programme countries

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>1</sup> (email, phone)	Website (eg. of the course catalogue)
UNIVERSITY OF CYPRUS		Erasmus Institutional Coordinator: Dr Gregory Makrides, Director Research and International Relations Service Tel. +35722894287 E-mail: <a href="mailto:makrides.g@ucy.ac.cy">makrides.g@ucy.ac.cy</a>	<a href="http://www.ucy.ac.cy">www.ucy.ac.cy</a>
DEPARTMENT OF CIVIL AND ENVIRONMENTAL ENGINEERING	CY NICOSIA01	Name of Academic Coordinator: Associate Professor Symeon Christodoulou Department of Civil and Environmental Engineering Tel. +357 22892270 Email: <a href="mailto:schristo@ucy.ac.cy">schristo@ucy.ac.cy</a>	<a href="http://ucy.ac.cy/cee/en/">http://ucy.ac.cy/cee/en/</a>
Lublin University of Technology	PL LUBLIN03	<u>Erasmus Departmental Coordinator:</u> Dr Magdalena Grudzińska Faculty of Civil Engineering and Architecture <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>



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**B. Mobility numbers 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 *
CY NICOSIA01	PL LUBLIN03	0732	Building and civil engineering	1st	1 (6)	
				2nd		
				3rd		
PL LUBLIN03	CY NICOSIA01	0732	Building and civil engineering	1st	1 (6)	
				2nd		
				3rd		

\*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	Staff Mobility for Training *



				average duration *)	
CY NICOSIA01	PL LUBLIN03	0732	Building and civil engineering	1	
PL LUBLIN03	CY NICOSIA01	0732	Building and civil engineering	1	


**E. Calendar**

**4. Termination of the agreement**

In the event of unilateral termination of the current agreement, 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 of the current year will only take effect as of 1 September of next year. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

**C-F. SEE ANNEX**

**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code]	Name, function	Date	Signature <sup>2</sup>
CY NICOSIA01	Dr Gregory Makrides, Director, Research and International Relations Service	31/8/15	
PL LUBLIN03	Dr Magdalena Grudzińska Erasmus coordinator, Department of Civil Engineering and Architecture	26.01.2015	LLP-Erasmus Coordinator Faculty of Civil Engineering and Architecture <i>M. Grudzińska</i> Dr. Magdalena Grudzińska



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### ANNEXES TO INTERINSTITUTIONAL AGREEMENT – PARTS C-F

#### ANNEX I : CY NICOSIA 01: UNIVERSITY OF CYPRUS

##### 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>3</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
CY NICOSIA01		Greek (majority of courses)	English (some courses)	B1 English language or B1 Greek language	B2 English language

For more details on the language of instruction recommendations, see the course catalogue.

##### D. Additional requirements

CY NICOSIA01 has the infrastructure to welcome students and staff with disabilities.

##### E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
CY NICOSIA01	15 May for nomination 15 June for application	15 October for nomination 15 November for application

2. CY NICOSIA01: University of Cyprus as the receiving institution will send its decision within 6 weeks.
3. CY NICOSIA01: A Transcript of Records will be issued by the University of Cyprus no later than 5 weeks after the assessment period has finished at the receiving HEI.

##### F. Information

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## 1. Grading system

### CY NICOSIA01

At the University of Cyprus the grading system for each unit module is numeric from 0 to 10 rounded to the nearest half unit and a GPA of 5 is the passing grade.

Excellent (Άριστα): 8.5-10

Very Good (Λίαν Καλώς): 6.5-8.49

Good (Καλώς): 5.0-6.49

## 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
CY NICOSIA01	Emma Zeniou, University Officer in charge, Mobility Support Office E-mail: <a href="mailto:erasmus@ucy.ac.cy">erasmus@ucy.ac.cy</a> Tel.: +35722894281	<a href="http://ucy.ac.cy/ir/en/llp-erasmus/erasmus-studies/incoming-students">http://ucy.ac.cy/ir/en/llp-erasmus/erasmus-studies/incoming-students</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.

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
CY NICOSIA01	Emma Zeniou, University Officer in charge, Mobility Support Office E-mail: <a href="mailto:erasmus@ucy.ac.cy">erasmus@ucy.ac.cy</a> Tel.: +35722894281	<a href="http://ucy.ac.cy/ir/en/llp-erasmus/erasmus-studies/incoming-students">http://ucy.ac.cy/ir/en/llp-erasmus/erasmus-studies/incoming-students</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:



Institution [Erasmus code]	Contact details (email, phone)	Website for information
CY NICOSIA01	Emma Zeniou, University Officer in charge, Mobility Support Office E-mail: <a href="mailto:erasmus@ucy.ac.cy">erasmus@ucy.ac.cy</a> Tel.: +35722894281 Lambrou Christina, University Officer in charge, Housing Office E-mail: <a href="mailto:housing@ucy.ac.cy">housing@ucy.ac.cy</a> Tel.: +35722894031	<a href="http://ucy.ac.cy/ir/en/llp-erasmus/erasmus-studies/incoming-students">http://ucy.ac.cy/ir/en/llp-erasmus/erasmus-studies/incoming-students</a> <a href="http://ucy.ac.cy/fmweb/en/organizational-structure/welfare-sector-2/housing-office">http://ucy.ac.cy/fmweb/en/organizational-structure/welfare-sector-2/housing-office</a>

**Frequently asked questions:**

If the agreement is for 2 students for 10 months (example), will you allow 4 students for 5 months each instead?

YES

Are there any restrictions for Erasmus students when it comes to course selection? Are Erasmus students allowed to sign up for courses outside the subject area of the exchange agreement?

Erasmus students must take the majority of their courses from the department with which the exchange agreement exists. Only 1-2 courses selection from other departments is allowed

Are the students required to take a certain number of ECTS credits within the subject area of the agreement?

30 ECTS per semester



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## ANNEXES TO INTERINSTITUTIONAL AGREEMENT – PARTS C-F

### ANNEX II: PL LUBLIN03, Lublin University of Technology

#### 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	Language of instruction	Recommended language of instruction level <sup>4</sup>	
		1	2	Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL LUBLIN03		English	-	B1	B1

For more details on the language of instruction recommendations, see the course catalogue.

#### 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.]*

#### PL LUBLIN03:

In case you need more detailed information please contact the International Exchange Office. Students (academic matters): [c.handzel@pollub.pl](mailto:c.handzel@pollub.pl)  
Students (non-academic matters): [m.wojcieszek@pollub.pl](mailto:m.wojcieszek@pollub.pl)  
Teachers: [m.wojcieszek@pollub.pl](mailto: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]
PL LUBLIN03	15 June	30 November

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]*

## F. Information

### 1. Grading system

*[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>5</sup>. 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.]*

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

<sup>5</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)





## 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	<b>Students:</b> Celina Handzel, PhD tel.: +48 81 53 84 790 email: <a href="mailto:c.handzel@pollub.pl">c.handzel@pollub.pl</a> <b>Teachers:</b> Małgorzata Wojcieszek, MA tel.: +48 81 53 84 357 email: <a href="mailto:m.wojcieszek@pollub.pl">m.wojcieszek@pollub.pl</a>	<a href="http://bwm.pollub.pl/en-erasmus.en">http://bwm.pollub.pl/en-erasmus.en</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.

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	<b>Students and Teachers:</b> Małgorzata Wojcieszek, MA tel.: +48 81 53 84 357 email: <a href="mailto:m.wojcieszek@pollub.pl">m.wojcieszek@pollub.pl</a>	<a href="http://bwm.pollub.pl/en-erasmus.en">http://bwm.pollub.pl/en-erasmus.en</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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
PL LUBLIN03	<b>Students:</b> Online application <b>Teachers:</b> Małgorzata Wojcieszek, MA tel.: +48 81 53 84 357 email: <a href="mailto:m.wojcieszek@pollub.pl">m.wojcieszek@pollub.pl</a>	<a href="http://bwm.pollub.pl/sms-en-accommodation.en">http://bwm.pollub.pl/sms-en-accommodation.en</a>



**Frequently asked questions:**

**If the agreement is for 2 students for 10 months (example), will you allow 4 students for 5 months each instead?**

YES/NO

**Are there any restrictions for Erasmus students when it comes to course selection? Are Erasmus students allowed to sign up for courses outside the subject area of the exchange agreement?**

**YES/NO, IF YES PLEASE EXPLAIN**

When it comes to course selection, students are obliged to choose the majority of courses from the subject area of the exchange agreement.

**Are the students required to take a certain number of ECTS credits within the subject area of the agreement?**

**YES/NO, IF YES INDICATE NUMBER OF ECTS**

Students are allowed to sign up for courses outside the subject area of the exchange agreement.

However, number of ECTS credits from outside the Faculty of Civil Engineering and Architecture should constitute no more than 20% of total ECTS points in applicant's Learning Agreement.

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