



Erasmus+ Programme

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

Inter-institutional agreement 2016-21* between programme countries

[Minimum requirements]

**It is understood that the implementation of this Agreement will commence on the day of signature, and will continue thereafter for six years, subject from time to time revision or modification by mutual agreement. Representatives from both institutions will discuss the terms of a renewal, and either party must give the other party no less than one year (academic year) notice in writing of intention to either revise or terminate this Agreement before its natural termination.*

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	Erasmus code	Contact details	Website
VIA University College VIA School of Business, Technology & Creative Industries <i>International Office</i> <i>Chr. M. Østergaards Vej 4</i>	DK RISSKOV06	Contact person in charge of this agreement and staff exchange visits: Thea Thaysen E-mail: thea@via.dk Tel.: +45 8755 4021 *****	Website: www.en.via.dk

<p>DK-8700 Horsens Denmark</p>		<p>Contact person in charge of admission of students for Architectural Technology and Construction Management or Civil Engineering:</p> <p>Hanne Miller</p> <p>E-mail: hami@via.dk Tel.: +45 8755 4319 *****</p> <p>Contact person in charge of admission of students for Business and Communication (Global Business Engineering), Mechanical Engineering, ICT Engineering, Value Chain Management or International Sales and Marketing Management:</p> <p>Lise Hjerrild</p> <p>E-mail: lh@via.dk Tel.: +45 8755 4318</p>	
<p>Lublin University of Technology</p>	<p>PL LUBLIN03</p>	<p><u>Erasmus Departmental Coordinators:</u> Michał Dmitruk, MSc Faculty of Civil Engineering and Architecture Dr Tomasz Cholewa Faculty of Environmental Engineering</p> <p><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</p>	<p>International Exchange Office website: www.bwm.pollub.pl ECTS Catalogue: http://bwm.pollub.pl/ects.en</p>

B. Mobility numbers per academic year

FROM	TO	Subject area code (ISCED 2013)	Subject area name	Study cycle	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships
DK RISSKOV 06	PL LUBLIN03	0730	Architecture and construction	1 st , 2 nd	2 students 1 term/5 months	N/A
		0732	Building and civil engineering	1 st , 2 nd	2 students 1 term/5 months	N/A
PL LUBLIN03	DK RISSKOV 06	0730	Architecture and construction (Architectural Technology and Construction Management)	1 st , 2 nd	2 students 1 or 2 terms (if same academic year)	N/A
		0732	Building and civil engineering (Civil Engineering)	1 st , 2 nd	2 students 1 or 2 terms	N/A

FROM	TO	Subject area code (ISCED 2013)	Subject area name	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training
DK RISSKOV 06	PL LUBLIN03		TBA	2 days/8 hours	2 days
PL LUBLIN03	DK RISSKOV 06		TBA		

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 area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies	Staff Mobility for Teaching
DK RISSKOV06		English	Danish	B2 – certificate required*	B2 – no certificate required
PL LUBLIN03		English	-	B1	B1

*Requirement does not apply to native English speakers or students from the Nordic countries: Norway, Sweden, Iceland and Finland.

For a list of accepted tests, please see our website: <http://en.via.dk/programmes/student-life/campus-horsens>

D. Additional requirements

DK RISSKOV06:

1. New students will be welcomed by our Tutor Society as well as the International Coordinator and Academic Coordinator of the exchange programme. When receiving the Acceptance Letter, the incoming students will learn more about study start. Students may also rely on the following website for practical information on Denmark and VIA University College: <http://en.via.dk/programmes/student-life>
2. VIA University College, the School of Business, Technology and Creative Industries in Horsens, welcomes students and staff with disabilities, as our institution has the required infrastructure: elevators, bathroom facilities, etc.

PL LUBLIN03:

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

Teachers: m.wilczynska@pollub.pl

E. Calendar

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

Receiving institution	Autumn term	Spring term
DK RISSKOV06	1 May	1 November
PL LUBLIN03	15 June	30 November

2. The receiving institution 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.
4. Termination of the agreement: The present agreement becomes effective upon the signature of the present document and will be valid for the academic year(s) stated in the agreement. It is renewable for another academic year upon mutual consent from the each party. 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

DK RISSKOV06:

The grading system in Denmark applies to all educational institutions. The seven-point scale allows you to easily convert your Danish grades to ECTS credits according to the EU's European Credit Transfer and Accumulation System. For more information, please visit: <http://studyindenmark.dk/study-options/the-danish-way-of-teaching-1/the-danish-grading-system>

PL LUBLIN03: <http://bwm.pollub.pl/GradingSystemLUT.en>

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
DK RISSKOV06	Contact person in charge of admission of students for Architectural Technology and Construction Management or Civil	http://en.via.dk/programmes/admissions

	<p>Engineering:</p> <p>Hanne Miller</p> <p>E-mail: hami@via.dk Tel.: +45 8755 4319 *****</p> <p>Contact person in charge of admission of students for Business and Communication (Global Business Engineering), Mechanical Engineering, ICT Engineering, Value Chain Management or International Sales and Marketing Management:</p> <p>Lise Hjerrild</p> <p>E-mail: lh@via.dk Tel.: +45 8755 4318</p>	
PL LUBLIN03	<p><u>Students:</u> Celina Handzel, PhD tel.: +48 81 53 84 790 email: c.handzel@pollub.pl</p> <p><u>Teachers:</u> Małgorzata Wilczynska, MA tel.: +48 81 53 84 357 email: m.wilczynska@pollub.pl</p>	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	Contact details	Website for information
DK RISSKOV06	<p>Contact person in charge of admission of students for Architectural Technology and Construction Management or Civil Engineering:</p> <p>Hanne Miller</p> <p>E-mail: hami@via.dk Tel.: +45 8755 4319 *****</p> <p>Contact person in charge of admission of students for Business and Communication (Global Business Engineering), Mechanical</p>	http://en.via.dk/programmes/fe-es-and-finances

	Engineering, ICT Engineering, Value Chain Management or International Sales and Marketing Management: Lise Hjerrild E-mail: lh@via.dk Tel.: +45 8755 4318	
PL LUBLIN03	<u>Students:</u> Celina Handzel, PhD tel.: +48 81 53 84 790 email: c.handzel@pollub.pl <u>Teachers:</u> Małgorzata Wilczyńska, MA tel.: +48 81 53 84 357 email: m.wilczynska@pollub.pl	http://bwm.pollub.pl/en-erasmus.en

DK RISSKOV06:

According to the Erasmus+ insurance requirements, the below scheme specifies for which study programmes, VIA requires that the students have a personal *accident insurance*, when participating in classes as part of their stay at VIA (either due to field trips to construction sites, laboratory tests etc.). *We recommend that all students, regardless of their study programme, have a liability insurance.*

Study programme	Accident insurance required (x = yes)
Civil Engineering	X
Architectural Technology and Construction Management	X
Marketing Management	
International Sales and Marketing Management	
Value Chain Management	
Mechanical Engineering	X
Global Business Engineering	X
Information and Communication Technology	X

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	Contact details	Website for information
DK RISSKOV06	VIA collaborates with the independent housing association, Drosselbo. E-mail: adm@drosselbo.com Phone: +45 2634 3420	www.drosselbo.com
PL LUBLIN03	<u>Students:</u> Online application <u>Teachers:</u> Małgorzata Wilczyńska, MA tel.: +48 81 53 84 357 email: m.wilczynska@pollub.pl	http://bwm.pollub.pl/sms-en-accommodation.en

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name, function	Date	Signature
DK RISSKOV06	Konstantin Lassithiotakis, vice-rector	08.01.2016	
PL LUBLIN03	Michał Dmitruk Erasmus + coordinator (Architecture)	21.03.2016	International Student Exchange Co-ordinator Faculty of Civil Engineering and Architecture  MSc Michał Dmitruk
PL LUBLIN03	Dr Tomasz Cholewa, Erasmus Departmental Coordinator, Faculty of Environmental Engineering	22.03.2016	