

Erasmus+ Programme

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

Inter-institutional¹ agreement 2016-2021² between institutions from programme and partner 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 of the organisation and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

A. Information about higher education institutions

Name of the institution / country	Erasmus code or city ³	Name of the contact person	Contact details ⁴ (email, phone)	Website (eg. of the course catalogue)
Lublin University of Technology	PL LUBLIN03	<u>Erasmus Faculty Coordinators:</u> Andrzej Smolarz, PhD Eng., Associate Professor Faculty of Electrical Engineering and Computer Science	<u>Inter-institutional agreements:</u> Dorota Tylus, MPhil Email: d.tylus@pollub.pl <u>Administrative coordinator:</u>	<u>Office of International Education website:</u> www.bwm.pollub.pl ECTS Catalogue: http://bwm.pollub.pl

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 Higher Education Institutions (HEI) from Erasmus+ programme countries should indicate their Erasmus code while Partner Countries HEI should mention the city where they are located.

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		<p>Tomasz Cholewa, PhD Eng. Faculty of Environmental Engineering</p> <p>Sylwester Samborski, PhD Eng Faculty of Mechanical Engineering</p> <p>Magdalena Maciaszczyk, PhD Faculty of Management</p>	<p>Marta Batorczak- Zuchowska, MPhil Email: Erasmus@pollub.pl</p> <p><u>Erasmus Coordinator:</u> Paweł Drożdziel, PhD, D.Sc. (Eng.), Associate Professor Ul. Nadbystrzycka 38D 20-618 Lublin, Poland Phone: +48 81 538 41 01 Email: prorektor.rd@pollub.pl</p>	pl/ects.en
Belarusian State Technological University	BSTU, Minsk	Olga Rogova Head of International Relations Office	13a Sverdlova Str., 220006 Minsk, Belarus +375 17 327 30 21 inter@belstu.by	https://en.belstu.by/international-students/programs-offered.html

B. Mobility numbers⁵ 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 or city of the sending institution]	TO [Erasmus code or city 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	Student Mobility for Traineeships *
					[total number of months of the study periods or average duration*]	
PL LUBLIN	BSTU, Minsk	0713	Electricity and Energy	1 st , 2 nd	5 (5 months)	0
		0610	Information and Communicat ion Technologies (ICTs)			
		0719	Engineering and			

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>)

			Engineering Trades			
		0712	Environmental Protection Technology			
		0715	Mechanics and Metal Trades			
		0419	Business and Administration			
BSTU, Minsk	PL LUBLIN	0713	Electricity and Energy	1 st , 2 nd	5 (5 months)	0
		0610	Information and Communication Technologies (ICTs)			
		0719	Engineering and Engineering Trades			
		0712	Environmental Protection Technology			
		0715	Mechanics and Metal Trades			
		0419	Business and Administration			

[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	TO	Subject	Subject area	Number of staff mobility periods
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[Erasmus code or city of the sending institution]	[Erasmus code or city of the receiving institution]	area code * [ISCED]	name *	Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
PL LUBLIN	BSTU, Minsk	0713	Electricity and Energy	2 (5 days)	2 (5 days)
		0610	Information and Communication Technologies (ICTs)		
		0719	Engineering and Engineering Trades		
		0712	Environmental Protection Technology		
		0715	Mechanics and Metal Trades		
		0419	Business and Administration		
BSTU, Minsk	PL LUBLIN	0713	Electricity and Energy	2 (5 days)	2 (5 days)
		0610	Information and Communication Technologies (ICTs)		
		0719	Engineering and Engineering Trades		
		0712	Environmental Protection Technology		
		0715	Mechanics and Metal Trades		
		0419	Business and Administration		

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 or city]	Main Language of instruction	Additional Language of instruction	Recommended language of instruction level ⁶	
			Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL LUBLIN03		English	B1	B2
BSTU, Minsk		English	B1	B2

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

D. Additional requirements

The higher education institution(s) located in a **programme country**⁷ of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here:

https://eacea.ec.europa.eu/erasmus-plus/funding/erasmus-charter-for-higher-education-2014-2020_en

The higher education institution(s) located in a **partner country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees, in the case of credit mobility, to incoming students for tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

The higher education institution located in a **partner country** of Erasmus further

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>

⁷ Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.

undertakes to:

Before mobility

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.
- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organisational support grants. See the information / insurance section for contact details.
- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

During and after mobility

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.
 - Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.
 - Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.
 - Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
 - Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.
- Both above mentioned institutions have the conditions for the acceptance of students and staff with disabilities.

PL LUBLIN03: In case you need more detailed information please contact the Office of International Education.

Students: a.radziszewska@pollub.pl

Staff: m.wilczynska@pollub.pl , j.kubaj@pollub.pl

BSTU, Minsk: For more detailed information please contact International Relations Office: inter@belstu.by; Dean's Office for International Students: foreigners@belstu.by

E. Calendar

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

Receiving institution [Erasmus code or city]	Autumn term* [month]	Spring term* [month]
PL LUBLIN03	15 June	30 November
BSTU, Minsk	15 June	15 December

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

2. The receiving institution will send its decision within 8 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 institutions decide in mutual agreement on the procedure of modifying or terminating the agreement. In the event of unilateral termination, a notice of at least one academic year has to be given. Neither the European Commission nor the National Agencies can be held responsible in case of conflict.

F. Information

1. Grading systems of the institutions

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

BSTU:

MINSK:

ECTS grade		Local grade at BELARUSIAN STATE TECHNOLOGICAL UNIVERSITY
A	excellent	10
B	very good	9
C	good	7-8
D	satisfactory	5-6
E	sufficient	4
FX	fail	3
F	fail	1-2

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 or city]	Contact details (email, phone)	Website for information
PL LUBLIN03	Students: Anna Radziszewska, MA Tel.: +48 81 53 84 790 Email: a.radziszewska@pollub.pl Staff: Małgorzata Wilczyńska, MA Tel.: +48 81 53 84 357 Email: m.wilczynska@pollub.pl Julia Kubaj, MA Tel.: +48 81 53 84 598 Email: j.kubaj@pollub.pl	http://bwm.pollub.pl/en-erasmus.en
BSTU, Minsk	inter@belstu.by foreigners@belstu.by +375 17 327 30 21 +375 17 327 65 92	https://en.belstu.by/international-students/arrival.html https://en.belstu.by/international-students/registration.html

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 or city]	Contact details (email, phone)	Website for information
PL LUBLIN03	<p><u>Students:</u> Anna Radziszewska, MA tel.: +48 81 53 84 790 email: a.radziszewska@pollub.pl</p> <p><u>Staff:</u> Małgorzata Wilczyńska, MA tel.: +48 81 53 84 357 email: m.wilczynska@pollub.pl</p> <p>Julia Kubaj, MA Tel.: +48 81 53 84 598 Email: j.kubaj@pollub.pl</p>	http://bwm.pollub.pl/en-erasmus.en
BSTU, Minsk	<p>inter@belstu.by foreigners@belstu.by +375 17 327 30 21 +375 17 327 65 92</p>	https://en.belstu.by/international-students/registration.html

4. Housing



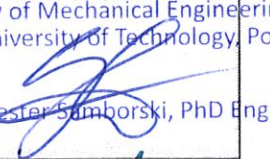
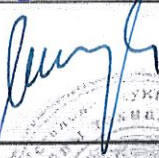
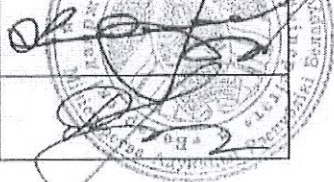
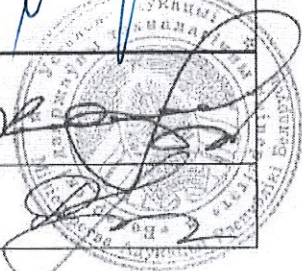
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
PL LUBLIN03	<p><u>Students:</u> Online application; Anna Radziszewska, MA tel.: +48 81 53 84 790 email: a.radziszewska@pollub.pl</p> <p><u>Staff:</u> Małgorzata Wilczyńska, MA tel.: +48 81 53 84 357</p>	http://bwm.pollub.pl/en-erasmus.en

	email: m.wilczynska@pollub.pl	
BSTU, Minsk	inter@belstu.by foreigners@belstu.by +375 17 327 30 21 +375 17 327 65 92	https://en.belstu.by/international-students/accommodation.html

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁸
PL LUBLIN03	Andrzej Smolarz, PhD Eng. Faculty of Electrical Engineering and Computer Science		
	Tomasz Cholewa, PhD Eng. Faculty of Environmental Engineering	22/12/2016	 Coordinator for International Exchange Faculty of Mechanical Engineering Lublin University of Technology, Poland
	Sylwester Samborski, PhD Eng Faculty of Mechanical Engineering	24.12.2016	 Sylwester Samborski, PhD Eng.
	Magdalena Maciaszczyk, PhD Faculty of Management		
BSTU, Minsk	Andrei Sakovich, PhD Vice-rector for Academic Affairs	7.12.2016	 
	Olga Rogova, Head of International Relations Office	7.12.2016	

⁸ Scanned signatures are accepted