

Erasmus+ Programme

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

Inter-institutional¹ agreement 2015-20[21]² between institutions from programme and partner 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 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 the higher education institutions

Full name of the institution / country	Erasmus code or city ⁴	Name of the contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
Lublin University of Technology	PL LUBLIN03	<u>Erasmus Institutional Coordinator:</u> Prof. Marzenna Dudzińska, Ph.D., D.Sc. Deputy Rector for Scientific Affairs	<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

¹ Inter-institutional agreements can be signed by two or more higher education institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.

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 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.

Modern University for Business and Science / Lebanon	Beirut	Latifa Attieh, Ph.D. Erasmus projects coordinator Chair of Marketing and Management	lattieh@mubs.edu.lb Tel. +961 5 601801 Ext. 235	http://mubs.edu.lb/assets/templates/mubs/files/catalogue2014.pdf
[...]				

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 the end of January at the latest in the preceding academic year.]

FROM [Erasmus code or city of the sending institution]	TO ⁷ [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	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*]	Student Mobility for Traineeships*
PL LUBLIN03		0732	Building and civil engineering	1 st , 2 nd	30 mobilities	-
		0731	Architecture and town planning		150 months	
		0713	Electricity and energy			
		0611	* Computer use			
		071	Engineering and engineering trades			
		0715	Mechanics and metal trades			

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>)

		0533	Physics			
		104	Transport services			
		0541	Mathematics			
		0714	Electronics and automation			
		041	*Business and administration			
Beirut	PL LUBLIN03	0732	Building and civil engineering	1 st , 2 nd	30 mobilities	-
		0731	Architecture and town planning		150 months	
		0713	Electricity and energy			
		0611	*Computer use			
		071	Engineering and engineering trades			
		0715	Mechanics and metal trades			
		0533	Physics			
		104	Transport services			
		0541	Mathematics			
		0714	Electronics and automation			
		041	*Business and administration			

[*Optional: subject 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.]

FROM⁷ [Erasmus]	TO⁷ [Erasmus]	Subject area	Subject area name	Number of staff mobility periods
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code or city of the sending institution]	code or city of the receiving institution]	code * [ISCED 2013]	*	Staff Mobility for Teaching <i>[total number of days of the teaching periods or average duration*]</i>	Staff Mobility for Training *
PL LUBLIN03		0732	Building and civil engineering	20 mobilities 140 days	20 mobilities 140 days
		0731	Architecture and town planning		
		0713	Electricity and energy		
		0611	Computer use		
		071	Engineering and engineering trades		
		0715	Mechanics and metal trades		
		0533	Physics		
		104	Transport services		
		0541	Mathematics		
		0714	Electronics and automation		
		041	Business and administration		
Beirut	PL LUBLIN03	0732	Building and civil engineering	20 mobilities 140 days	20 mobilities 140 days
		0731	Architecture and town planning		
		0713	Electricity and energy		
		0611	*Computer use		
		071	Engineering and engineering trades		
		0715	Mechanics and metal trades		
		0533	Physics		
		104	Transport		

			services		
		0541	Mathematics		
		0714	Electronics and automation		
		041	*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]	Optional: Subject area	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
Beirut	All	English		TOEFL IBT score of 65 or equivalent or B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

⁶ See Common European Framework of Reference for Languages

D. Respect of fundamental principles and other mobility 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:

http://eacea.ec.europa.eu/funding/2014/call_the_charter_en.php

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 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

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

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.

E. Any additional requirements

[To be completed if necessary. Other requirements may be agreed 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 including cultural preparation before mobility; the recognition tools used]

[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: a.radziszewska@pollub.pl

Staff: m.wilczynska@pollub.pl

MUBS:

For students and staff mobility, please contact Dr. Latifa Attieh at lattieh@mubs.edu.lb

F. Calendar

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

Receiving institution	Autumn term*	Spring term*
[Erasmus code or city]	[month]	[month]
PL LUBLIN03	15 June	30 November
Beirut	15 June	30 November

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

2. The receiving institution will send its decision within [2] 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

[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."]

G. 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' guide⁸.

⁸ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

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

MUBS:http://mubs.edu.lb/en/current/examination.aspx?searched=grading&advsearch=oneword&highlight=ajaxSearch_highlight+ajaxSearch_highlight1

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 (e-mail, 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	http://bwm.pollub.pl/en-erasmus.en
Beirut	Office of International Affairs Erasmus Coordinator Email : lattieh@mubs.edu.lb Tel. +961 5 601801	http://mubs.edu.lb/oia/index.aspx

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 (e-	Website for
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[Erasmus code or city]	mail, phone)	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	http://bwm.pollub.pl/en-erasmus.en
Beirut	Office of International Affairs Erasmus coordinator Email : lattieh@mubs.edu.lb Tel. +961 5 601801	http://mubs.edu.lb/oia/index.aspx

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 (e-mail, phone)	Website for information
PL LUBLIN03	Students: Online application Staff: Małgorzata Wilczyńska, MA tel.: +48 81 53 84 357 email: m.wilczynska@pollub.pl	http://bwm.pollub.pl/sms-en-accommodation.en
Beirut	Office of International Affairs Erasmus coordinator Email : lattieh@mubs.edu.lb Tel. +961 5 601801	http://mubs.edu.lb/oia/index.aspx

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date

PL LUBLIN03	Prof. Marzenna Dudzińska, Ph.D., D.Sc., Deputy Rector for Scientific Affairs, Erasmus Institutional Coordinator	11.01.2016	Prorektor ds. Nauki <i>Prof. dr hab. Marzenna Dudzińska</i>
MUBS	Bassem Kaissi, Ph.D. VP for International Affairs	11.01.2016	<i>KAISSI</i>