



# Erasmus+ Programme

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

## Inter-institutional<sup>1</sup> agreement 2017-2021<sup>2</sup> 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>3</sup> (email, phone)	Website (eg. of the course catalogue)
Lublin University of Technology  Faculty of Management	PL LUBLIN03	<u>Administrative coordinator:</u> Marta Batorczak-Żuchowska, MPhil erasmus@pollub.pl or m.batorczak@pollub.pl +48 81 538 4653 ul. Nadbystrzycka 38D, 20-618 Lublin, Poland  <u>Erasmus Institutional Coordinator:</u> Paweł Drożdziel, PhD, D.Sc. (Eng.), Associate Professor  <u>International Exchange Coordinators:</u> Magdalena Maciaszczyk, PhD Faculty of Management	<u>Office of International Education website:</u> <a href="http://www.bwm.pollub.pl">www.bwm.pollub.pl</a>  <u>ECTS Catalogue:</u> <a href="http://bwm.pollub.pl/ects.en">http://bwm.pollub.pl/ects.en</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

Technische Universität Braunschweig	D BRAUNSC01	Institutional Coordinator: Björn Mehlhorn International Office, Bültenweg 74/75, 38106 Braunschweig T: +49 531 391 4373 F: +49 531 391 4332 <a href="mailto:b.mehlhorn@tu-bs.de">b.mehlhorn@tu-bs.de</a>	<a href="http://www.tu-braunschweig.de">http://www.tu-braunschweig.de</a>
---	----------------	--	---

### B. Mobility numbers<sup>4</sup> 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 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	Student Mobility for Traineeships
PL LUBLIN03	D BRAUNSC01	Business and administration	1 <sup>st</sup> , 2 <sup>nd</sup>	2 (2X9 months)	0
D BRAUNSC01	PL LUBLIN03	Business and administration	1 <sup>st</sup> , 2 <sup>nd</sup>	2 (2X9 months)	0

FROM Erasmus code of the sending institution	TO Erasmus code of the receiving institution	Subject area name	Number of staff mobility periods	
			Staff Mobility for Teaching	Staff Mobility for Training
PL LUBLIN03	D BRAUNSC01	Business and administration	1 (1x5 days)	X
D BRAUNSC01	PL LUBLIN03	Business and administration	1 (1x5 days)	TBD

<sup>4</sup> 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>)

### 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 <sup>5</sup>	
			Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL LUBLIN03	English	-	B1	B2
D BRAUNSC01	German	English	B1 German or English	B1 German or English

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

### D. Additional requirements

Acceptance of students and staff with disabilities:

#### **PL LUBLIN03:**

Lublin University of Technology has the conditions for the acceptance of students and staff with disabilities. In case you need more detailed information please contact the Office of International Education:

Students: [a.radziszewska@pollub.pl](mailto:a.radziszewska@pollub.pl), [erasmus@pollub.pl](mailto:erasmus@pollub.pl)

Staff: [m.wilczynska@pollub.pl](mailto:m.wilczynska@pollub.pl), [j.kubaj@pollub.pl](mailto:j.kubaj@pollub.pl)

#### **D BRAUNSC01:**

Please contact the Erasmus+ Institutional Coordinator.

<sup>5</sup> 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>

## 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
D BRAUNSC01		
Application deadline:	June, 1 <sup>st</sup>	1 December
Decision response:	End of June	End of December

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

#### D BRAUNSC01:

Grade	Definition

1,0 - 1,3	VERY GOOD: outstanding performance
1,7 - 2,3	GOOD: above the average standard but with some errors
2,7 - 3,3	SATISFACTORY: generaly sound work with a number of notable errors
3,7 - 4,0	SUFFICIENT: performance meets the minimum criteria
4,3 - 5,0	FAIL: substantial improvement necessary; requirement for further work

## 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	<p><u>Students:</u> Anna Radziszewska +48 81 53 84 790 <a href="mailto:a.radziszewska@pollub.pl">a.radziszewska@pollub.pl</a></p> <p><u>Staff:</u> Małgorzata Wilczyńska, +48 81 53 84 357 <a href="mailto:m.wilczynska@pollub.pl">m.wilczynska@pollub.pl</a></p> <p>Julia Kubaj +48 81 53 84 598 <a href="mailto:j.kubaj@pollub.pl">j.kubaj@pollub.pl</a></p>	<a href="http://www.bwm.pollub.pl">www.bwm.pollub.pl</a>
D BRAUNSCO 1	<p>Anne Kaiser; <a href="mailto:exchange@tu-brunschweig.de">exchange@tu-brunschweig.de</a> T: +49 531 391 4375</p>	<a href="http://www.tu-brunschweig.de/international/incomings/exchange/preparation/index.html">http://www.tu-brunschweig.de/international/incomings/exchange/preparation/index.html</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	<p><b>Students:</b> Anna Radziszewska +48 81 53 84 790 <a href="mailto:a.radziszewska@pollub.pl">a.radziszewska@pollub.pl</a></p> <p><b>Staff:</b> Małgorzata Wilczyńska, +48 81 53 84 357 <a href="mailto:m.wilczynska@pollub.pl">m.wilczynska@pollub.pl</a></p> <p>Julia Kubaj +48 81 53 84 598 <a href="mailto:j.kubaj@pollub.pl">j.kubaj@pollub.pl</a></p>	<a href="http://www.bwm.pollub.pl">www.bwm.pollub.pl</a>
D BRAUNSCO 1	<p>Anne Kaiser: <a href="mailto:exchange@tu-braunschweig.de">exchange@tu-braunschweig.de</a></p> <p>T: +49 531 391 4375</p>	<a href="http://www.tu-braunschweig.de/international/incomings/exchange/preparation/index.html">http://www.tu-braunschweig.de/international/incomings/exchange/preparation/index.html</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	<p><b>Students:</b> Anna Radziszewska +48 81 53 84 790 <a href="mailto:a.radziszewska@pollub.pl">a.radziszewska@pollub.pl</a></p> <p><b>Staff:</b> Małgorzata Wilczyńska,</p>	<a href="http://www.bwm.pollub.pl">www.bwm.pollub.pl</a>

	+48 81 53 84 357 <a href="mailto:m.wilczynska@pollub.pl">m.wilczynska@pollub.pl</a>  Julia Kubaj +48 81 53 84 598 <a href="mailto:j.kubaj@pollub.pl">j.kubaj@pollub.pl</a>	
D BRAUNSCO 1	Anne Kaiser: <a href="mailto:exchange@tu-braunschweig.de">exchange@tu-braunschweig.de</a>  T: +49 531 391 4375	<a href="http://www.tu-braunschweig.de/international/incomings/exchange/preparation/index.html">http://www.tu-braunschweig.de/international/incomings/exchange/preparation/index.html</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>6</sup>
PL LUBLIN03	Magdalena Maciaszczyk, PhD Faculty of Management		<i>Magdalena Maciaszczyk, Ph.D.</i> Vice-dean Faculty of Management
D BRAUNSCO1	Björn Mehlhorn ERASMUS Institutional Coordinator	26.06.17	<i>[Signature]</i> technische Universität Braunschweig Der Präsident Intern. Office

<sup>6</sup> Scanned signatures are accepted

