

Erasmus+

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

**Inter-institutional agreement 2016-2021
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

Full name of the institution / country	Erasmus code or city ¹	Contact details ² (email, phone)	Website (eg. of the course catalogue)
Lublin University of Technology/ Poland	PL LUBLIN03	<u>Administrative coordinator:</u> Julia Kubaj, MA j.kubaj@pollub.pl +48 81 538 4598 ul. Nadbystrzycka 38D, 20-618 Lublin, Poland <u>Erasmus Institutional Coordinator:</u> Prof. Marzenna Dudzińska <u>International Exchange Coordinators:</u> 1. Magdalena Grudzińska, PhD Eng. Faculty of Civil Engineering and Architecture 2. Andrzej Smolarz, PhD Eng., Associate Professor Faculty of Electrical Engineering and Computer Science 3. Tomasz Cholewa, PhD Eng. Faculty of Environmental Engineering 4. Sylwester Samborski, PhD Eng Faculty of Mechanical Engineering 5. Izolda Gorgol, PhD Faculty of Fundamentals of Technology 6. Matylida Bojar, PhD Faculty of Management	<u>Office of International Education website:</u> www.bwm.pollub.pl <u>ECTS Catalogue:</u> http://bwm.pollub.pl/ects.en

¹ Higher Education Institutions (HEI) from Erasmus+ Programme Countries should indicate their Erasmus code while Partner Country HEIs should mention the city where they are located.

² Contact details to reach the senior officer in charge of this agreement.

UNIVERSITE ABDELMALEK ESSAADI /Morocco	TETOUAN	Mr, Hassan EZBAKHE Vice président, chargé des affaires académiques Université Abdelmalek Essaâdi, BP : 2117, M'hannech, Tétouan - Maroc Hassan@ezbakhe.es +212644444788	http://www.uae.ma/ portail/FR/
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B. Mobility numbers³ 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 name	Study cycle	Number of student mobility periods	
				Student Mobility for Studies	Student Mobility for Traineeships
PL LUBLIN03	TETOUAN	Architecture and town planning	1 st , 2 nd	5 (5x5 months)*	0
		Building and civil engineering			
		Engineering and engineering trades			
		Electricity and energy			
		Information and Communication Technologies			
		Chemical engineering and processes/ Biomedical engineering			
		Materials			
		Environmental protection technology			
		Mathematics			
		Mechanics and metal trades			
		Electronics and automation/Mechatronics			
		Transport services			
		Management and administration			
Manufacturing and processing					
TETOUAN	PL LUBLIN03	Architecture and town planning	1 st , 2 nd	12 (12x5 months)*	0
		Building and civil engineering			
		Engineering and engineering trades			
		Electricity and energy			
		Information and Communication Technologies			
		Chemical engineering and processes/			

³ Mobility numbers can be given per sending/receiving institutions and per education field

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		Biomedical engineering			
		Materials			
		Environmental protection technology			
		Mathematics			
		Mechanics and metal trades			
		Electronics and automation/Mechatronics			
		Transport services			
		Management and administration			
		Manufacturing and processing			

* The mobilities may be carried out on the condition that in the given academic year they may be financed from the EU funds.

FROM [Erasmus code of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area name	Number of staff mobility periods	
			Staff Mobility for Teaching	Staff Mobility for Training
PL LUBLIN03	TETOUAN	Architecture and town planning	8 (8x5 days)*	10 (10x5 days)*
		Building and civil engineering		
		Engineering and engineering trades		
		Electricity and energy		
		Information and Communication Technologies		
		Chemical engineering and processes/ Biomedical engineering		
		Materials		
		Environmental protection technology		
		Mathematics		
		Mechanics and metal trades		
		Electronics and automation/Mechatronics		
		Transport services		
		Management and administration		
Manufacturing and processing				
TETOUAN	PL LUBLIN03	Architecture and town planning	8 (8x5 days)*	10 (10x5 days)*
		Building and civil engineering		
		Engineering and engineering trades		
		Electricity and energy		
		Information and Communication Technologies		
		Chemical engineering and processes/ Biomedical engineering		
		Materials		
		Environmental protection technology		
		Mathematics		
		Mechanics and metal trades		
Electronics and automation/Mechatronics				



		Transport services		
		Management and administration		
		Manufacturing and processing		

* The mobilities may be carried out on the condition that in the given academic year they may be financed from the EU funds.

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]	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁴	
			Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL LUBLIN03	English	-	B1	B2
TETOUAN	French	English	B1	B2

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

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **Programme Country** 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/actions/erasmus-charter_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.

⁴ For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europa.europa.eu/en/resources/european-language-levels-cefr>



- 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 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. Additional requirements

The qualification and implementation procedures as well as financial rules are prepared by Lublin University of Technology. The Office of International Education will prepare information necessary for promoting the programme. Both universities will be involved in the promotional activities, selection of students and staff, drawing up protocols and other programme and mobility documents.

The monitoring activities will consist of the regular visits in the Office of International Education and contact with the faculties (students) and the direct monitoring during the mobilities (staff). The Mobility Tool system will be updated by Lublin University of Technology. Both universities will keep mobility records. UNIVERSITE ABDELMALEK ESSAADI will provide Lublin University of Technology with the selection results as well as promotion, impact and dissemination data. Lublin University of Technology will be responsible for the contact with the Polish National Agency, contracts, progress and final reports within the project, budget and evaluation of the project. The universities will provide the responsible units of the partner HEIs with the up-to-date information. Both universities will carry out dissemination activities.

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, erasmus@pollub.pl

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

UNIVERSITE ABDELMALEK ESSAADI:

UNIVERSITE ABDELMALEK ESSAADI DOES NOT HAVE the conditions for the acceptance of students and staff with disabilities. In case you need more detailed information please contact:

- Hassan@ezbakhe.es
- M.elkbiach@gmail.com
- Naima.mouyouh@gmail.com

F. Calendar

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

Receiving institution [Erasmus code or city]	Term*	Term*
PL LUBLIN03	15 June	30 November
TETOUAN	15 June	30 November

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.

G. 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	NIDOSTATECZNY	FAILED

UNIVERSITE ABDELMALEK ESSAADI:

<i>Grade in Spanish Academic Records</i>	<i>Definition</i>	<i>Numerical Mark</i>	<i>Estimated ECTS Grade</i>	<i>Definition</i>
4	Matrícula de Honor	10	A+	Honours
3-3.99	Sobresaliente	9-10	A	First Class
2-2.99	Notable	7-8.9	B	Second Class
1-1.99	Aprobado	5-6.9	C	Pass
0-0.99	Suspense	0-4.9	F	Fail

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	<p><u>Students:</u> Anna Radziszewska +48 81 53 84 790 a.radziszewska@pollub.pl</p> <p><u>Staff:</u> Małgorzata Wilczyńska, +48 81 53 84 357 m.wilczynska@pollub.pl</p> <p>Julia Kubaj +48 81 53 84 598 j.kubaj@pollub.pl</p>	www.bwm.pollub.pl
TETOUAN	<p>m.elkbiach@gmail.com</p> <p>naima.mouyouh@gmail.com</p> <p>+212539979316</p>	http://www.uae.ma

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 +48 81 53 84 790 a.radziszewska@pollub.pl</p> <p><u>Staff:</u> Małgorzata Wilczyńska, +48 81 53 84 357 m.wilczynska@pollub.pl</p> <p>Julia Kubaj +48 81 53 84 598 j.kubaj@pollub.pl</p>	www.bwm.pollub.pl

TETOUAN	m.elkbiach@gmail.com nalma.mouyouh@gmail.com +212539979316	http://www.uae.ma
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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> Anna Radziszewska +48 81 53 84 790 a.radziszewska@pollub.pl</p> <p><u>Staff:</u> Małgorzata Wilczyńska, +48 81 53 84 357 m.wilczynska@pollub.pl</p> <p>Julia Kubaj +48 81 53 84 598 j.kubaj@pollub.pl</p>	www.bwm.pollub.pl
TETOUAN	m.elkbiach@gmail.com nalma.mouyouh@gmail.com +212539979316	http://www.uae.ma

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁵
PL LUBLIN03	Magdalena Grudzińska, PhD Eng. International Exchange Coordinator Faculty of Civil Engineering and Architecture		International Exchange Coordinator Faculty of Civil Engineering and Architecture  Magdalena Grudzińska, PhD eng.

⁵ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation

	Andrzej Smolarz, PhD Eng., Associate Professor Faculty of Electrical Engineering and Computer Science		International Exchange Coordinator Faculty of Electrical Engineering and Computer Science
	Tomasz Cholewa, PhD Eng. Faculty of Environmental Engineering		PhD (Eng.) Andrzej Smolarz
	Sylwester Samborski, PhD Eng. Faculty of Mechanical Engineering		
	Izolda Gorgol, PhD Faculty of Fundamentals of Technology		International Exchange Coordinator Faculty of Fundamentals of Technology
	Faculty of Management KRZYSZTOF COBURNOWSKI, PhD Eng.		Izolda Gorgol, PhD
TETOUAN	Mr, Hassan EZBAKHE Vice président, chargé des affaires académiques		Pour Le Président et P.O. Vice-Président Hassan EZBAKHE