



Erasmus+ Programme

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

Inter-institutional agreement 2017-2021 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 (Institutional Coordinator and Departmental Coordinator)	Erasmus code	Contact details (email, phone ...)	Website (Home page and course catalogue)
Lublin University of Technology Faculty of Management	PL LUBLIN03	Administrative coordinator: Marta Batorczak-Żuchowska, MPhil erasmus@pollub.pl or m.batorczak@pollub.pl +48 81 5384653 ul. Nadbystrzycka 38D, 20-618 Lublin, Poland Erasmus Institutional Coordinator: Paweł Drożdżel, PhD, D.Sc. (Eng.), Associate Professor International Exchange Coordinators: Magdalena Maciaszczyk, PhD Faculty of Management	Office of International Education website: www.bkm.pollub.pl ECTS Catalogue: http://bwm.pollub.pl/ects.en
Universidad de Córdoba Institutional Coordinator Prof. Dr. Carlos García Departmental Coordinator(s) Prof. Sandra Sanchez- Cañizares	E CORDOBA01	International Relations Office Av. Medina Azhara,5 - 14071 Córdoba (Spain) E-mail: ori@uco.es Facultad de Derecho y CC.EE y Empresariales Oficina de Programas de Intercambio Calle Puerta Nueva S/N-14071 Córdoba (España) E-mail: r-exteriores@uco.es sandra.sanchez@uco.es Tel./Fax: 0034 957218839	Web page: http://www.uco.es/ http://www.uco.es/derechoyccee/principial/movilidad/internacionales.html#erasmus_extranjeros Course Catalogue: http://www.uco.es/derechoyccee/gderecho/planificacion/index.html http://www.uco.es/derechoyccee/gadmempresas/planificacion/index.html

B. Mobility numbers 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	TO	Subject area ISCED	Subject area name ISCED	Study cycle*	Total Number of students/months	
					SMS ¹	SMT ²
PL LUBLIN03	E CORDOBA01	340	Business Studies	1 st	4 (5 months ea.)	0/0
E CORDOBA01	PL LUBLIN03	340	Business Studies	1 st	4 (5 months ea.)	0/0

FROM	TO	Subject area ISCED	Subject area name ISCED	Total Number of staff mobility/days	
				STA	STT
PL LUBLIN03	E CORDOBA01	340	Business Studies	2 (5 days ea.)	To be determined later
E CORDOBA01	PL LUBLIN03	340	Business Studies	2 (5 days ea.)	To be determined later

¹ Student Mobility for Studies

² Student Mobility for Traineeship

* 1st =Bachelor, 2nd =Master, 3rd =doctoral

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	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
			Student Mobility for Studies	Staff Mobility for Teaching
PL LUBLIN03	English	-	B1*	B2
E CORDOBA01	Spanish English		B1 (not certificate) English B1 (only for subjects in English)	

*For more details on the language of instruction recommendations, see the course catalogue and the website: bkm.pollub.pl.

D. Additional requirements

University of Córdoba:

Local mentors will help incoming students with practical issues like opening a bank account, registration, accommodation , etc.

Language course: International students with knowledge of B2 Spanish or less are encouraged to participate in the intensive courses before their studies in Córdoba start. The courses are free of charge and offered for four weeks. More info in http://www.uco.es/empresa/ucoidiomas/spanish_courses_erasmus.php

The University of Córdoba welcomes students and staff with disabilities and provides an information and assistance center. Learn more at: <http://www.uco.es/educacion/principal/servicios/uane/index.html>

Lublin University of Technology:

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

Student Mobility for Studies

Receiving institution [Erasmus code]	Subject area	Minimum Number of Credits to be included in the study plan	Faculty or Department(s) where students will be entitled to attend courses/modules	Access to other Faculties or Departments (yes / no)	Support and infrastructure to welcome students/staff with disabilities (yes / no)
PL LUBLIN03	Business Studies	30 per semester	Faculty of Management	Yes (to be agreed upon in advance on a case by case basis)	Yes
E CORDOBA01	Business Studies	30 per semester	Business	Yes (to be agreed upon in advance on a case by case basis)	Yes

PL LUBLIN03:

For further information please refer to the following website: <http://bkm.pollub.pl>

E CORDOBA01:

For further information please refer to the International Students Guide available online:

<http://www.uco.es/internacional/internacional/pap-erasmus/index.html>

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term APPLICATION DEADLINE	Spring term APPLICATION DEADLINE
PL LUBLIN03	15 June	30 November
E CORDOBA01	30 June	30 November

PL LUBLIN03:

Partner institutions should send nominations by e-mail to: erasmus@pollub.pl

E CORDOBA01:

Partner institutions should send nominations by e-mail to: r-exteriores@uco.es

Once nominated by their Home Institutions students will receive a personal link in order to fill in the Application Form

University of Córdoba:

2. After having received the paper application (printed online application) the letter of admission will be send within a max of 6 weeks.

Lublin University of Technology:

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

[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 31 October 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."]

F. Information

1. Grading systems of the institutions

University of Córdoba: students' performance are graded individually and not on a statistical basis. In general, the University of Córdoba uses the grading system charted below. For details, please visit our webpage:

<http://www.uco.es/internacional/extranjeros/erasmus/documentos/EquivalenceMarksECTS.pdf>

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide. 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.]

Lublin University of Technology:

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

Receiving institution [Erasmus code]	ECTS Link
PL LUBLIN03	http://bwm.pollub.pl/ects.en
E CORDOBA01	http://www.uco.es/internacional/extranjeros/erasmus/documentos/EquivalenceMarksECTS.pdf

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>Students: Anna Radziszewska +48 81 53 84 790 a.radziszewska@pollub.pl</p> <p>Staff: 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>	http://www.bkm.pollub.pl
E CORDOBA01	International Relations Office ori@uco.es	http://www.uco.es/internacional/internacional/pap-erasmus/index.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]	Contact details (email, phone)	Website for information
PL LUBLIN03	Students: Anna Radziszewska +48 81 53 84 790 a.radziszewska@pollub.pl Staff: Małgorzata Wilczyńska, +48 81 53 84 357 m.wilczynska@pollub.pl Julia Kubaj +48 81 53 84 598 j.kubaj@pollub.pl	www.bkm.pollub.pl
E CORDOBA01	International relations Office infoori@uco.es	https://www.uco.es/servicios/sega/informaciongeneral/segu-comple

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	Students: Anna Radziszewska +48 81 53 84 790 a.radziszewska@pollub.pl Staff: Małgorzata Wilczyńska, +48 81 53 84 357 m.wilczynska@pollub.pl Julia Kubaj +48 81 53 84 598 j.kubaj@pollub.pl	http://www.bkm.pollub.pl

E CORDOBA01	<p>A) Residence Hall</p> <ul style="list-style-type: none"> - Phone number: (+34) 957218152 - E-mail to: alojamiento@uco.es <p>B) Shared flats</p> <ul style="list-style-type: none"> - Phone number: (+34) 957 212403 - E-mail to: informacion@uco.es - Local mentors for international students give the necessary support or find accommodation. 	<p>http://www.uco.es/servicios/alojamiento/ http://www.uco.es/servicios/informacion/alojamiento/alojamiento.html</p>
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G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature (scanned signatures are accepted)
PL LUBLIN03	<p>Dr Magdalena Maciaszczyk Deputy Dean for Student Affairs Faculty of Management Email: m.maciaszczyk@pollub.pl</p>	January 8, 2018	 Vice-dean Faculty of Management Magdalena Maciaszczyk, Ph.D.
E CORDOBA01	<p>Prof. Carlos García Director of International Office Tel: +34 957212552 Fax: +34 957212583 Email: relaciones-internacionales@uco.es</p>		