



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014/2015-2020/2021² between programme 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 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 ⁴ (email, phone)	Website (eg. of the course catalogue)
Lublin University of Technology	PL LUBLIN03	<u>Erasmus Departmental Coordinator:</u> Dr Andrzej Smolarz Faculty of Electrical Engineering and Computer Science <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
CYPRUS UNIVERSITY OF TECHNOLOGY Dr. Charalambos Chrisostomou Director for Research and International Relations Erasmus Institutional Coordinator	CY LIMASSO02	CYPRUS UNIVERSITY OF TECHNOLOGY P.O. Box 50329, 3603, Limassol-Cyprus Tel: 00 357 25 00 25 62 Fax: 00 357 25 00 27 63 c.chrisostomou@cut.ac.cy	Web: www.cut.ac.cy

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 Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

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

Marios Kassinopoulos Assistant Professor Department of Electrical Engineering, Computer Engineering and Informatics		m.kassinopoulos@cut.ac.cy Tel: +357 25 00 24 40 Fax: +357 25 00 27 63	http://www.cut.ac.cy/ecei/vision/
Stavroulla Antoniou Erasmus Officer Service for Research and International Relations		Stavroulla.antoniou@cut.ac.cy Tel: +357 25 00 23 90 Fax: +357 25 00 27 63	Web: www.cut.ac.cy http://www.cut.ac.cy/erasmus/data/

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 of the sending institution]	TO [Erasmus code 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 LUBLIN03	CY LIMASSO02	481	Computer Science	1	2 (10 months)	
CY LIMASSO02	PL LUBLIN03	11.3	Computer Science	1	2 (10 months)	

[*Optional: subject area 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.]

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>)

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
PL LUBLIN03	CY LIMASSO02	481	Computer Science	2	Maximum 1 week-8 hours
CY LIMASSO02	PL LUBLIN03	11.3	Computer Science	2	Maximum 1 week-8 hours

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]	Optional: Subject area	Language of instruction 1	Language of instruction 2	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	-	B2	B2
CY LIMASSO02		Greek	English	English B1	English B2
				Greek B1	Greek B2

Language Policy for incoming students and staff

<http://www.cut.ac.cy/erasmus/data/>

CUT organizes EILC courses of Greek for incoming participants every August prior to students' studies. The Language Centre provides Greek Language courses annually, for all language levels, designed to offer adequate linguistic support to incoming students as well as staff interested to attend them. Courses are free of charge. Apart from Greek, incoming participants can attend English, French, Spanish and German language courses.

Language of Instruction

Greek is the official language of instruction. Incoming students are encouraged to attend the Greek Language intensive courses- EILC- offered by the Language School of

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>

the University. They may also attend free of charge Greek intensive courses offered during the semesters. Both options give 5 and 4 ECTS respectively.

Incoming students are also expected to have knowledge of the English language up to level B1 at least. They should include in their application documents official language examination certificates such as TOEFL, IGCSE or other similar. In case these are not available the students must present a certificate from their home university which verifies their knowledge of English Language up to level B1 and at the same time indicate the courses and level of English attended on their Transcript of Records. It is up to the host department to decide whether this certificate is considered enough for the student's acceptance. Currently the Department of Communication and Internet Studies offers an English semester of 30 ECTS during the spring semester. Other CUT Departments may offer bibliography, assignments, tutorials and exams in English for certain courses that are pre-agreed with the academics in the relevant departments.

Courses

All courses taught at CUT are described in the official Language of the University, Greek. Course information can be also found in the web page of each department independently. A Course catalogue in English is updated on the website regularly so as to allow incoming participants to make well informed choices prior to mobility.

<http://www.cut.ac.cy/university/administration/proffice/publications/?languageId=2>

Where there is a compulsory language requirement, it must be indicated in this agreement. For more details on the language of instruction recommendations, see the course catalogue of each institution *[Links provided on the first page]*.

D. Additional requirements

CY LIMASSO02

Incoming students and their home university receive an original Transcript of Records with all the subjects, corresponding ECTS credits and grades that were achieved during the exchange period at Cyprus University of Technology.

PL LUBLIN03:

In case you need more detailed information please contact the International Exchange Office. Students: c.handzel@pollub.pl

Teachers: m.zuk@pollub.pl

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
CY LIMASSO02	May 15 th for academic year/ Fall Semester	October 31 st for Spring Semester including Summer Placements

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

2. The receiving institution will send its decision within **six** weeks.

3. Academic Calendar

Receiving institution [Erasmus code]	Autumn term [from - to]	Spring term [from - to]
CY LIMASSO02	September start- December 23 rd including exams	January- May end including exams

4. A Transcript of Records will be issued by the receiving institution no later than **five weeks** after the assessment period has finished at the receiving HEI.

5. Termination of the agreement: In whichever case, either party can terminate the Agreement by informing the other party expressly in writing with at least one year's notice. *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. Students selected prior the date of notification must be admitted by the receiving institution.* 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

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

Program Requirements: The grading system is numeric from 0 to 10 rounded to the nearest half unit and 5 is the passing grade. A student must satisfy the program requirements as described in the University's prospectus corresponding to the year of entry

Grade Point	Meaning
9.5 – 10.0	Excellent with Distinction (Άριστα με Διάκριση):
8.5 – 9.49	Excellent (Άριστα)
6.5 – 8.49	Very Good (Λίαν Καλώς)
5.0 - 6.49	Good (Καλώς)
I	Incomplete
P	Pass (non marked course)
W	Official Withdrawal of course

Calculation of Semester Grade Point Average (GPA)

For each course, the number of credits is multiplied by the numerical value of the ordinal grade received to obtain the Grade Points:

(Number of ECTS) X (Numerical (European) Value of the Ordinal Grade) = Grade Points

Then, calculate the semester grade point average by dividing the sum of grade points by the sum of the semester credits: (Sum of Grade Points) / (Sum of Semester Credits) = Semester Grade Point Average

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: Celina Handzel, MPhil tel.: +48 81 53 84 790 email: c.handzel@pollub.pl</p> <p>Teachers: Marcin Żuk, MPhil tel.: +48 81 53 84 719 email: m.zuk@pollub.pl</p>	<p>http://bwm.pollub.pl/en-erasmus.en</p>
CY LIMASSO02		<p>Erasmus Office</p> <p>Erasmus@cut.ac.cy</p> <p>Tel: 00 357 25 00 23 90</p> <p>Visas are not required for European Union (E.U.) students.</p> <p>Non – European Union (non E.U.) students should contact the University of Cyprus to inquire whether they need to apply for a visa. Should a visa be required, students may apply to the Cyprus Embassy or Consulate in their</p>

		<p>country of origin.</p> <hr/> <p>• Visa Requirements for citizens from countries that there is a Cyprus Embassy or Consulate</p> <hr/> <p>Those students will obtain their visa from the Cyprus Embassy or Consulate in their country. However, to be able to do so they are required first to submit at Cyprus University of Technology the following documents (two copies each). It is to be noted that the Cyprus Civil Registry and Migration Department, will forward the documents of each individual at the Cyprus Embassy or Consulate in their country:</p> <ul style="list-style-type: none"> • Certified copy of a valid passport or other travel document to cover: <ul style="list-style-type: none"> ○ At least its intended course of study or ○ At least two years, • Duly certified copies of academic qualifications. • Duly certified copy of good conduct letter from the police authorities in their country with an official translation into English or Greek. This letter is considered valid for a six month period. • Duly certified copies of medical certificates attesting to good health, and including blood tests (hepatitis B, C, HIV and syphilis) and Chest X-Ray (Tuberculosis). Medical examinations are considered valid for a four-month period. • Acceptance letter from Cyprus University of Technology, with full description of his/her program and its duration. • Documentary proof from a bank in their country that first-semester tuition fees have been transferred through Western Union/ Money Gram or by swift transfer (this is not required when the foreigner is granted a full scholarship). • Documentary proof from a bank in their country that the student can afford to pay his/her living expenses in Cyprus and tuition fees or
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		<p>documentary proof for granting a scholarship from an institution in their country. Students must present in cash or travel checks the amount of \$2.600 or €2.000 for their living expenses (full scholarship students are excluded).</p> <ul style="list-style-type: none"> • 4 passport size photographs. • €85,43 visa fees. <p>The above documents are requested to be duly certified and will be certified by the Embassy/Consulate of Cyprus. The Cypriot Embassy or Consulate in their country will contact the individuals and invite them for an interview. At the time of the interview they need to present the original documents of all the above. If the entry visa is granted to the individual, the Consulate will stamp his/her documents and will return them back to him/her. The students who are successful in obtaining a Visa they have to present the stamped documents as they were presented during the interview at the Embassy/Consulate, at the point of entry at Larnaka airport in Cyprus</p>
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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><u>Students:</u> Celina Handzel, MPhil tel.: +48 81 53 84 790 email: c.handzel@pollub.pl</p> <p><u>Teachers:</u> Marcin Żuk, MPhil tel.: +48 81 53 84 719 email: m.zuk@pollub.pl</p>	http://bwm.pollub.pl/en-erasmus.en
CY LIMASSO02		<p>Erasmus Office</p> <p>Tel 00 357 25 00 23 90</p> <p>Fax 00 357 25 00 27 63</p> <p>Erasmus@cut.ac.cy</p> <p>The Student General Accident Insurance Scheme mentioned at http://www.cut.ac.cy/erasmus/data/ which costs 7€, will be covered on behalf of the</p>

		<p>Erasmus Office for each incoming student. Please keep in mind that the start period of the Student General Accident Insurance Scheme starts mid October for all (local or international Students) and is valid until the end of academic year (May end). Students are expected to use their own Health and Safety Plan prior or after the above mentioned period. A visit to Hospital/ Clinic for medical reasons is only free to Governmental Hospitals in the event that students present their European Blue card (or health card).</p> <p>E.U. students, who have the European Medical Card E111, are entitled to free medical care by Cyprus national hospitals, upon presentation of the card.</p> <p>Non – E.U. students, as well as E.U. students not in possession of the above card, must obtain private medical insurance for in-hospital and outpatient medical treatment in Cyprus</p> <p>All students must have medical insurance in their country. Any further document required by a Company during a placement regarding liability, must be arranged on the part of the Incoming Student.</p>
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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]	Contact details (email, phone)	Website for information
PL LUBLIN03	<p><u>Students:</u> Online application <u>Teachers:</u> Marcin Żuk, MPhil tel.: +48 81 53 84 719 email: m.zuk@pollub.pl</p>	<p>http://bwm.pollub.pl/sms-en-accommodation.en</p>
CY LIMASSO02	<p>Housing Office: housing@cut.ac.cy c.anaxagorou@cut.ac.cy</p>	<p>http://www.cut.ac.cy/studies/accommodation/studentHalls/</p>

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
PL LUBLIN03	Dr Andrzej Smolarz, Erasmus Departmental Coordinator, Faculty of Electrical Engineering and Computer Science	17.10.2013	
CY LIMASSO02	Dr. Charalambos Chrisostomou Director for Research and International Relations	11/11/2013	 

⁷ Scanned signatures are accepted