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**Erasmus+ Programme**

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

**Inter-institutional[[1]](#footnote-1) agreement 2019-2021[[2]](#footnote-2)  
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[[3]](#footnote-3)**  **(email, phone)** | **Website**  **(eg. of the course catalogue)** |
| Lublin University of Technology  Faculty of Civil Engineering and Architecture  Faculty of Electrical Engineering and Computer Science  Faculty of Environmental Engineering  Faculty of Fundamentals of Technology  Faculty of Management  Faculty of Mechanical Engineering | PL LUBLIN03 | Administrative coordinator:  Patrycja Wójtowicz, MSc  erasmus@pollub.pl or p.wojtowicz@pollub.pl  +48 81 538 4791  ul. Nadbystrzycka 38D, 20-618 Lublin, Poland  Erasmus Institutional Coordinator:  Paweł Droździel, PhD, D.Sc. (Eng.), Associate Professor  International Exchange Coordinators:  Magdalena Grudzińska, PhD Eng.  Faculty of Civil Engineering and Architecture  Andrzej Smolarz, PhD Eng., Associate Professor  Faculty of Electrical Engineering  and Computer Science  Tomasz Cholewa, PhD Eng.  Faculty of Environmental Engineering  Izolda Gorgol, PhD  Faculty of Fundamentals of Technology  Magdalena Maciaszczyk, PhD  Faculty of Management  Sylwester Samborski, D.Sc. Eng.,  Faculty of Mechanical Engineering | Office of International Education website:  www.bkm2.pollub.pl  ECTS Catalogue:  http://bkm2.pollub.pl/en/international-students/47-incoming-exchange-students/ects-catalogue |
| NAME OF THE INSTITUTION/Department | ERASMUS CODE | CONTACT DETAILS | WEBSITE |

**B. Mobility numbers[[4]](#footnote-4) 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, 1st , 2nd or 3rd]*** | **Number of student mobility periods** | |
| Student Mobility for Studies | *Student Mobility for Traineeships \** |
| PL LUBLIN03 | ERASMUS CODE | Architecture and Town Planning | 1st, 2nd | X | X |
| Building and Civil Engineering | 1st, 2nd | X | X |
| Civil Engineering | 1st, 2nd | X | X |
| ERASMUS CODE | PL LUBLIN03 | Architecture and Town Planning | 1st, 2nd | X | X |
| Building and Civil Engineering | 1st, 2nd | X | X |
| Civil Engineering | 1st, 2nd | X | X |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 | ERASMUS CODE | Architecture and Town Planning | X | X |
| Building and Civil Engineering | X | X |
| Civil Engineering | X | X |
| ERASMUS CODE | PL LUBLIN03 | Architecture and Town Planning | X | X |
| Building and Civil Engineering | X | X |
| Civil Engineering | X | X |

**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[[5]](#footnote-5)** | |
| Student Mobility for Studies  [*Minimum recommended level: B1*] | Staff Mobility for Teaching  [*Minimum recommended level: B2*] |
| PL LUBLIN03 | English | - | B1 | B2 |
| ERASMUS CODE | LANGUAGE | LANGUAGE | LEVEL | LEVEL |

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: m.majewska@pollub.pl, erasmus@pollub.pl

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

**NAME OF THE INSTITUTION:**

NAME OF THE INSTITUTION HAS/DOES NOT HAVE the conditions for the acceptance of students and staff with disabilities. In case you need more detailed information please contact …

**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 |
| ERASMUS CODE | DATE | DATE |

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 |

**NAME OF THE INSTITUTION:**

**PLEASE INCLUDE INFORMATION ON THE GRADING SYSTEM**

**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 | Students:  Monika Majewska  +48 81 53 84 719  m.majewska@pollub.pl  Staff:  Małgorzata Wilczyńska,  +48 81 53 84 357  m.wilczynska@pollub.pl  Yuliia Boiko  +48 81 53 84 598  [j.kubaj@pollub.pl](mailto:j.kubaj@pollub.pl) | www.bkm2.pollub.pl |
| ERASMUS CODE | CONTACT DETAILS | WEBSITE |

**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:  Dorota Adamczyk-Gruszka  +48 81 53 84 790  d.gruszka@pollub.pl  Staff:  Małgorzata Wilczyńska,  +48 81 53 84 357  [m.wilczynska@pollub.pl](mailto:m.wilczynska@pollub.pl)  Yuliia Boiko  +48 81 53 84 598  [j.kubaj@pollub.pl](mailto:j.kubaj@pollub.pl) | www.bkm2.pollub.pl |
| ERASMUS CODE | CONTACT DETAILS | WEBSITE |

**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:  Dorota Adamczyk-Gruszka  +48 81 53 84 790  d.gruszka@pollub.pl  Staff:  Małgorzata Wilczyńska,  +48 81 53 84 357  [m.wilczynska@pollub.pl](mailto:m.wilczynska@pollub.pl)  Yuliia Boiko  +48 81 53 84 598  [j.kubaj@pollub.pl](mailto:j.kubaj@pollub.pl) | www.bkm2.pollub.pl |
| ERASMUS CODE | CONTACT DETAILS | WEBSITE |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution**  **[Erasmus code]** | **Name, function** | **Date** | **Signature[[6]](#footnote-6)** |
| PL LUBLIN03 | Magdalena Grudzińska, PhD Eng.  International Exchange Coordinator  Faculty of Civil Engineering  and Architecture |  |  |
| Andrzej Smolarz, PhD Eng., Associate Professor  Faculty of Electrical Engineering  and Computer Science |  |  |
| Tomasz Cholewa, PhD Eng.  Faculty of Environmental Engineering |  |  |
| Izolda Gorgol, PhD  Faculty of Fundamentals of Technology |  |  |
| Magdalena Maciaszczyk, PhD  Faculty of Management |  |  |
| Sylwester Samborski, D.Sc. Eng.,  Faculty of Mechanical Engineering |  |  |
| ERASMUS CODE | NAME, FUNCTION |  |  |

1. Inter-institutional agreements can be signed by two or more higher education Institutions [↑](#footnote-ref-1)
2. Higher Education Institutions have to agree on the period of validity of this agreement [↑](#footnote-ref-2)
3. Contact details to reach the senior officer in charge of this agreement and of its possible updates. [↑](#footnote-ref-3)
4. 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*](http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx)*)* [↑](#footnote-ref-4)
5. 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> [↑](#footnote-ref-5)
6. Scanned signatures are accepted [↑](#footnote-ref-6)