



# Erasmus+ Programme

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

### Inter-institutional agreement 2014-20 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 (email, phone)	Website (eg. of the course catalogue)
České vysoké učení technické v Praze, Czech Technical University in Prague, Faculty of Mechanical Engineering	CZ PRAHA10	Erasmus Institut. Coordinator: Mrs. Dana Mrkvičková, European Office, rectorate, Zikova 4, CZ-166 36 Prague 6 T : +420 2 2435 3436, F : +420 2 2431 1042, <a href="mailto:dana.mrkvickova@rek.cvut.cz">dana.mrkvickova@rek.cvut.cz</a> Faculty coordinator: Mrs. Jana Slezáková, Technická 4, CZ-166 07 Prague 6, T : +420 2 2435 2889, <a href="mailto:jana.slezakova@fs.cvut.cz">jana.slezakova@fs.cvut.cz</a> Dept. of Manufacturing Technology: prof. Ing. Jan Suchánek, CSc., <a href="mailto:jan.suchanek@fs.cvut.cz">jan.suchanek@fs.cvut.cz</a>	<a href="http://www.cvut.cz/en?set_language=en">http://www.cvut.cz/en?set_language=en</a> , course catalogue: <a href="http://www.cvut.cz/inc omers/erasmus-exchange/prospectus">http://www.cvut.cz/inc omers/erasmus-exchange/prospectus</a>
Lublin University of Technology	PL LUBLIN03	Erasmus Departmental Coordinator: Dr Jarosław Zubrzycki	International Exchange Office website: <a href="http://www.bwm.pollub.pl">www.bwm.pollub.pl</a>

		Faculty of Mechanical Engineering International Exchange Office <u>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: <a href="mailto:m.zuk@pollub.pl">m.zuk@pollub.pl</a>	ECTS Catalogue: <a href="http://bwm.pollub.pl/ects.en">http://bwm.pollub.pl/ects.en</a>
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## B. Mobility numbers<sup>1</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 code * [ISCED]	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 [number of students/total number of months of the study periods *]	Student Mobility for Traineeships *
CZ PRAHA10	PL LUBLIN03	521	Mechanics and metal work	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2/10	No
PL LUBLIN03	CZ PRAHA10	521	Mechanics and metal work	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2/10	No

*[\*Optional: subject area code & name and study cycle are optional.]*

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 *

<sup>1</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>)

CZ PRAHA10	PL LUBLIN03	521	Mechanics and metal work	2 persons/5 days each	
PL LUBLIN03	CZ PRAHA10	521	Mechanics and metal work	2 persons/5 days each	

### 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 <sup>2</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
CZ PRAHA10		English	Czech	B2 English	B2 English
PL LUBLIN03		English		B2	B2

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

*CTU in Prague: Students with disabilities could be accepted after the consultation with International Office. There are non-barrier rooms available in some dorms.*

PL LUBLIN03:

<sup>2</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>

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

Teachers: [m.zuk@pollub.pl](mailto: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]
CZ PRAHA10	31 March- students from non-EU countries, 15 May – students from EU	31 October – students from non-EU countries, 30 November – students from EU
PL LUBLIN03	15 June	30 November

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

2. The receiving institution will send its decision within 4 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 4 weeks after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement

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 1 September 20XX will only take effect as of 1 September 20XX+1. 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

CTU in Prague: <http://www.cvut.cz/en/ects-ds/brief/sr>

ECTS grade	points	mark	Czech-in words	English-in words
A	100-90	1.0	VÝBORNĚ	EXCELLENT
B	89-80	1.5	VELMI DOBŘE	VERY GOOD

C	79-70	2.0	DOBŘE	GOOD
D	69-60	2.5	USPOKOJIVĚ	SATISFACTORY
E	59-50	3	DOSTATEČNĚ	SUFFICIENT
F	49-0	4	NEDOSTATEČNĚ	FAILED

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

## 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
CZ PRAHA10	Ms Lucie Bilova, <a href="mailto:lucie.bilova@rek.cvut.cz">lucie.bilova@rek.cvut.cz</a> , T: +420 2 2435 3467	<a href="http://www.cvut.cz/incomers/erasmus-exchange/visa">http://www.cvut.cz/incomers/erasmus-exchange/visa</a>
PL LUBLIN03	<u>Students:</u> Celina Handzel, MPhil	<a href="http://bwm.pollub.pl/en-erasmus.en">http://bwm.pollub.pl/en-erasmus.en</a>

	tel.: +48 81 53 84 790 email: <a href="mailto:c.handzel@pollub.pl">c.handzel@pollub.pl</a> <u>Teachers:</u> Marcin Żuk, MPhil tel.: +48 81 53 84 719 email: <a href="mailto:m.zuk@pollub.pl">m.zuk@pollub.pl</a>	
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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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
CZ PRAHA10	Ms Lucie Bilova, <a href="mailto:lucie.bilova@rek.cvut.cz">lucie.bilova@rek.cvut.cz</a> , T: +420 2 2435 3467	<a href="http://www.cvut.cz/incomers/erasmus-exchange/checklist">http://www.cvut.cz/incomers/erasmus-exchange/checklist</a>
PL LUBLIN03	<u>Students:</u> Celina Handzel, MPhil tel.: +48 81 53 84 790 email: <a href="mailto:c.handzel@pollub.pl">c.handzel@pollub.pl</a> <u>Teachers:</u> Marcin Żuk, MPhil tel.: +48 81 53 84 719 email: <a href="mailto:m.zuk@pollub.pl">m.zuk@pollub.pl</a>	<a href="http://bwm.pollub.pl/en-erasmus.en">http://bwm.pollub.pl/en-erasmus.en</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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
CZ PRAHA10	Ms Lucie Bilova, <a href="mailto:lucie.bilova@rek.cvut.cz">lucie.bilova@rek.cvut.cz</a> , T: +420 2 2435 3467	<a href="http://www.cvut.cz/incomers/erasmus-exchange/a">http://www.cvut.cz/incomers/erasmus-exchange/a</a>
PL LUBLIN03	<u>Students:</u> Online application <u>Teachers:</u>	<a href="http://bwm.pollub.pl/sms-en-accommodation.en">http://bwm.pollub.pl/sms-en-accommodation.en</a>

	Marcin Żuk, MPhil tel.: +48 81 53 84 719 email: <a href="mailto:m.zuk@pollub.pl">m.zuk@pollub.pl</a>	
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### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>3</sup>
CZ PRAHA10	Prof. Ing. František Hrdlička, CSc.  Dean of the Faculty of Mechanical Engineering	12.12.2013	
PL LUBLIN03	Dr Jarosław Zubrzycki, Erasmus Departmental Coordinator, Faculty of Mechanical Engineering	11.12.2013	LLP-Erasmus Co-ordinator Faculty of Mechanical Engineering Lublin University of Technology  Ph. D. (Eng.) Jarosław Zubrzycki

<sup>3</sup> Scanned signatures are accepted