



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2014/2015-2020/2021<sup>2</sup> 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 <sup>3</sup> (email, phone)	Website (eg. of the course catalogue)
Lublin University of Technology  60312-LA-1-2014-1-PL-E4AKA1-ECHE	PL LUBLIN03	<u>Erasmus Departmental Coordinator:</u> Dr Jarosław Zubrzycki Faculty of Mechanical Engineering <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: <a href="mailto:m.zuk@pollub.pl">m.zuk@pollub.pl</a>	International Exchange Office website: <a href="http://www.bwm.pollub.pl">www.bwm.pollub.pl</a> ECTS Catalogue: <a href="http://bwm.pollub.pl/ects.en">http://bwm.pollub.pl/ects.en</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement in academic years

<sup>3</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

<p><b>Université d'Artois</b></p> <p>28512-LA-1-2014-1-FR-E4AKA1-ECHE</p> <p>Service des Relations Internationales</p> <p>Institut Universitaire de Béthune</p>	<p>F ARRAS12</p>	<p>9 rue du Temple, BP 10665, F-62030, ARRAS cedex France</p> <p><b>Institutional Coordinator :</b> Stephen Rowley, <a href="mailto:sri@univ-artois.fr">sri@univ-artois.fr</a></p> <p><b>Administrative contact :</b> Manon Benaouda, <a href="mailto:manon.benaouda@univ-artois.fr">manon.benaouda@univ-artois.fr</a> tel. +33(0)321606185 fax +33(0)321604931</p> <p><b>Departmental coordinator :</b> Prof. Yannick VANHOVE, <a href="mailto:yannick.vanhove@univ-artois.fr">yannick.vanhove@univ-artois.fr</a></p> <p><b>Administrative contact :</b> Sylvie LABRUYERE, <a href="mailto:sylvie.labruyere@univ-artois.fr">sylvie.labruyere@univ-artois.fr</a> tel. +33(0)321632305 fax +33(0)321520269</p>	<p><a href="http://www.univ-artois.fr/international/etudier-a-l-universite-d-artois">http://www.univ-artois.fr/international/etudier-a-l-universite-d-artois</a></p> <p><a href="http://formations.univ-artois.fr/cdm33rc2/ws?cmd=getLastCatalog&amp;redirect=voir_default_program&amp;recherche=0&amp;oidProgramAnnexe=">http://formations.univ-artois.fr/cdm33rc2/ws?cmd=getLastCatalog&amp;redirect=voir_default_program&amp;recherche=0&amp;oidProgramAnnexe=</a></p>
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## B. Mobility numbers<sup>4</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 [total number of months of the study periods or average duration*] Student Mobility for Traineeships *
PL LUBLIN03	F ARRAS12	715	Mechanics and metal trades	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2 x 5 months
F ARRAS12	PL LUBLIN03	715	Mechanics and metal trades	Short, 1st	2 x 3 months

\*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. Traineeships must be organized through specific and individual traineeship agreements.  
Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.

<sup>4</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>

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	F ARRAS12	715	Mechanics and metal trades	1 x5 days	
F ARRAS12	PL LUBLIN03	715	Mechanics and metal trades	1 x5 days	

\*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. Traineeships must be organized through specific and individual traineeship agreements.

Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.

### 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>5</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL LUBLIN03	715	English	-	B2	B2
F ARRAS12	715	French	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].

<sup>5</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>

## D. Additional requirements

### PL LUBLIN03:

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)

### F ARRAS12 :

Incoming students and staff must follow the relevant application procedure of Artois University and organisation of their stay: <http://www.univ-artois.fr/international/etudier-a-l-universite-d-artois>

Artois University has the necessary infrastructure to welcome students and staff with disabilities: <http://www.univ-artois.fr/Vie-etudiante/accueil-des-etudiants-en-situation-de-handicap>

## 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
F ARRAS12	31 May	31 October

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

2. The receiving institution will send its decision within 8 weeks, provided the documents are complete.

3. Academic Calendar

Receiving institution (Erasmus code)	Autumn term* (from-to)	Spring term* (from-to)
F ARRAS12	September – December/January	January - June
PL LUBLIN03	15 June	30 November

4. 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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

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 to 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.

This agreement is binding subject to obtaining the Erasmus University Charter 2014-2020 by each partner institution.

## 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

#### F ARRAS12 :

F ARRAS12			
French Scale (used in Artois University)		ECTS Scale	Definition
18 - 20	Très Bien (TB)	A	Excellent
16 - 17	Très Bien (TB)	A	Excellent
14 - 15	Bien (B)	B	Very Good
12 - 13	Assez Bien (AB)	C	Good
11	Passable (P)	D	Satisfactory
10	Passable (P)	E	Sufficient
0 - 9	Echec	FX/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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
PL LUBLIN03	<b>Students:</b> Celina Handzel, MPhil tel.: +48 81 53 84 790 email: <a href="mailto:c.handzel@pollub.pl">c.handzel@pollub.pl</a> <b>Teachers:</b> 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>
F ARRAS12	Ms Betty PAUL <a href="mailto:betty.paul@univ-artois.fr">betty.paul@univ-artois.fr</a> Phone : (+33) 3 21 60 38 68	<a href="http://www.univ-artois.fr/international/etudier-a-l-universite-d-artois/avant-votre-depart/visa">http://www.univ-artois.fr/international/etudier-a-l-universite-d-artois/avant-votre-depart/visa</a>

## 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</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
PL LUBLIN03	<b>Students:</b> Celina Handzel, MPhil tel.: +48 81 53 84 790 email: <a href="mailto:c.handzel@pollub.pl">c.handzel@pollub.pl</a> <b>Teachers:</b> 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>
F ARRAS12	Ms Betty PAUL <a href="mailto:betty.paul@univ-artois.fr">betty.paul@univ-artois.fr</a> Phone : (+33) 3 21 60 38 68	<a href="http://www.univ-artois.fr/international/etudier-a-l-universite-d-artois/a-votre-arrivee/Inscription-administrative">http://www.univ-artois.fr/international/etudier-a-l-universite-d-artois/a-votre-arrivee/Inscription-administrative</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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
PL LUBLIN03	<u>Students:</u> Online application <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/sms-en-accommodation.en">http://bwm.pollub.pl/sms-en-accommodation.en</a>
F ARRAS12	Ms Sylvie LABRUYERE <a href="mailto:Sylvie.labruyerel@univ-arts.fr">Sylvie.labruyerel@univ-arts.fr</a> Phone : (+33) 3 21 63 23 05	<a href="http://www.univ-arts.fr/international/etudier-a-l-universite-d-arts/avant-votre-depart/logement">http://www.univ-arts.fr/international/etudier-a-l-universite-d-arts/avant-votre-depart/logement</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>6</sup>
PL LUBLIN03	Dr Jarosław Zubrzycki, Erasmus Departmental Coordinator, Faculty of Mechanical Engineering	28.10.2013	LLP-Erasmus Co-ordinator Faculty of Mechanical Engineering Lublin University of Technology  Ph. D. (Eng.) Jarosław Zubrzycki
F ARRAS12	Francis MARCOIN President 	31 JAN. 2014	

<sup>6</sup> Scanned signatures are accepted