



Erasmus+ Programme

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

Inter-institutional agreement 2014/2015-2020/2021 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.



TÉCNICO LISBOA

Técnico Lisboa
(Universidade de Lisboa)
P LISBOA109



Lublin University of Technology
(Politechnika Lubelska)
PL LUBLIN03

A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details	Website (eg. of the course catalogue)
Técnico Lisboa	P LISBOA109		http://tecnico.ulisboa.pt/en/education/masters/
Institutional Erasmus Coordinator		Silvia Santos NMCI Av. Rovisco Pais, 1049-001 Lisboa Phone-+351218419545 silvia.santos@tecnico.ulisboa.pt	
Student Mobility Coordinators (SMC)		Cristina Sousa & Paula Lopes NMCI Av. Rovisco Pais, 1049-001, Lisboa Phone-+351218419245 & +351218417685 cristina.sousa@tecnico.ulisboa.pt paula.lopes@tecnico.ulisboa.pt	
Lublin University of Technology	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	International Exchange Office website: www.bwm.pollub.pl ECTS Catalogue: http://bwm.pollub.pl/ects.en

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 [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code *	Subject area name *	Study cycle 1 st , 2 nd or 3 rd	Number of student mobility periods Student Mobility for Studies [months per study period]
P LISBOA109	PL LUBLIN03	0533	Physics	2 nd cycle	2x10 months each
PL LUBLIN03	P LISBOA109	0533	Physics	2 nd cycle	2x10 months each
P LISBOA109	PL LUBLIN03	0611	Computer Use (Computer Science)	2 nd cycle	2x10 months each
PL LUBLIN03	P LISBOA109	0611	Computer Use (Computer Science)	2 nd cycle	2x10 months each
P LISBOA109	PL LUBLIN03	0722	Materials (glass, paper, plastic and wood) (Materials Engineering)	2 nd cycle	2x10 months each
PL LUBLIN03	P LISBOA109	0722	Materials (glass, paper, plastic and wood) (Materials Engineering)	2 nd cycle	2x10 months each
P LISBOA109	PL LUBLIN03	0715	Mechanics and Metal Work (Mechanical Engineering)	2 nd cycle	2x10 months each
PL LUBLIN03	P LISBOA109	0715	Mechanics and Metal Work (Mechanical Engineering)	2 nd cycle	2x10 months each

* See Appendix 1 for the Area Code and Subject Name

- 1 Students must have completed their BSc education to participate in the exchange programme.
- 2 Only classes in Master Programmes are given in English.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code *	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching [days / teaching period]	Staff Mobility for Training [days / training period]
P LISBOA109	PL LUBLIN03	0611	Computer Use (Computer Science)	1 teacher/5 hours	
P LISBOA109	PL LUBLIN03	0722	Materials (glass, paper, plastic and wood) (Materials Engineering)	1 teacher/5 hours	
P LISBOA109	PL LUBLIN03	0715	Mechanics and Metal Work (Mechanical Engineering)	1 teacher/5 hours	
PL LUBLIN03	P LISBOA109				

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:

* See Appendix 1 for the Area Code and Subject Name

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies	Staff Mobility for Teaching
PLISBOA109		English (2 nd cycle)	Portuguese (1 st cycle)	B2	B2
PLLUBLIN03		English	-	B2	B2

D. Additional requirements

P LISBOA109 – Information for incoming exchange students

- 1 Exchange students will meet the admission requirements of the host university in terms of prerequisites for courses and language proficiency.
- 2 The host university will provide Reception Days for incoming students.
- 3 Exchange students are entitled to the same rights and privileges as students normally enrolled at the host university, except for the right for graduation.
- 4 The host university will comply with all relevant health and safety regulations of the host country for incoming exchange students.

PLLUBLIN03

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. Application deadlines

Receiving institution [Erasmus code]	Autumn term [month]	Spring term [month]
P LISBOA109	15 th May till 15 th June	15 th October till 15 th November
PL LUBLIN03	15th June	30th November

P LISBOA109

- 1- **Link to the online applications-** <http://nmci.ist.utl.pt/en/estudar-no-ist/programas-de-mobilidade/erasmus/processo-de-candidatura/>

All documents must be submitted online. No hard copies are needed.

- 2- Técnico sends by mail notification on admission automatically within 5 weeks.
- 3- Técnico only sends Acceptance Letters to students that need Visa.
- 4- The host university will issue a Transcript of Records no later than **5** weeks after the assessment period has finished.
- 5- Termination of the agreement

If one or both parties wish to terminate the agreement a notice period 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. 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."

PL LUBLIN03

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

F. Information

1. Grading systems of the institutions

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide¹. 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.]

P LISBOA109

Grades and credits at Técnico Lisboa

The IST classification scale ranges from 10 to 20, linearly, in which 10 is the minimum mark to obtain approval. The awarding of ECTS classification is based on the distribution of marks obtained by all the students approved in the course unit in the last three academic years (can be extended to the last four or five years, if necessary), according to the following overall distribution:

¹ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

ECTS Classification	Mean % of achieving students in a course unit	Definition
A	10	10% - Highest classifications on the 10-20 mark scale
B	25	25% - Following classifications on the 10-20 mark scale
C	30	30% - Following classifications on the 10-20 mark scale
D	25	25% - Following classifications on the 10-20 mark scale
E	10	10% - Lowest classifications on the 10-20 mark scale

Grading System at **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.

The following contact points and information sources can provide information and assistance:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P LISBOA109	Ana Barbosa NMCI Av. Rovisco Pais, 1049-001 Lisboa Phone:+315218417550 ana.barbosa@tecnico.ulisboa.pt	https://docs.google.com/spreadsheets/ccc?key=0AjXu63umi3n0dHRjM2xGalFPVFB6RzZtcXFzUXFKc0E#gid=0
PL LUBLIN03	<u>Students:</u> Celina Handzel, MPhil tel.: +48 81 53 84 790 email: c.handzel@pollub.pl <u>Teachers:</u> Marcin Żuk, MPhil tel.: +48 81 53 84 719 email: m.zuk@pollub.pl	http://bwm.pollub.pl/en-erasmus.en

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. The following contact points and information sources can provide information and assistance:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P LISBOA109	Graduation Unit ngraduacao@tecnico.ulisboa.pt	
PL LUBLIN03	<u>Students:</u> Celina Handzel, MPhil tel.: +48 81 53 84 790 email: c.handzel@pollub.pl <u>Teachers:</u> Marcin Żuk, MPhil tel.: +48 81 53 84 719 email: m.zuk@pollub.pl	http://bwm.pollub.pl/en-erasmus.en


4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

The following persons and information sources can provide information and assistance:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P LISBOA109	Graça Pereira NMCI Av. Rovisco Pais, 1049-001 Lisboa Phone: +315218419893 gracapereira@tecnico.ulisboa.pt	https://docs.google.com/forms/d/1SAKXk_MYUqXzU8kTx_tu8Mco_l6MXXhHKijEpPJ1QaJg/edit
PL LUBLIN03	<u>Students:</u> Online application <u>Teachers:</u> Marcin Żuk, MPhil tel.: +48 81 53 84 719 email: m.zuk@pollub.pl	http://bwm.pollub.pl/sms-en-accommodation.en

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature² and stamp
P LISBOA109	Professor Arlindo Oliveira President of Técnico Lisboa	27.01.2014	  TÉCNICO LISBOA
PL LUBLIN03	Dr Jarosław Zubrzycki, Erasmus Departmental Coordinator, Faculty of Mechanical Engineering	22.01.2014	LLP-Erasmus Co-ordinator Faculty of Mechanical Engineering Lublin University of Technology  Ph. D. (Eng.) Jarosław Zubrzycki

² Scanned signatures may be accepted provided they are identical to the original document.