



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.

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)
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 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
Universität Potsdam D POTSDAM01	Institutional Coordinator : Marita Böhning – International Relations Office Am Neuen Palais 10 – 14469 Potsdam – GER – marita.boehning@uni-potsdam.de Tel. /Fax : +49 331 977 4190/1798 Departmental Coordinator : Prof. Dr. Svetlana Santer – Institute for Physics santer@uni-potsdam.de – Tel. : +49 331 977 5762 www.uni-potsdam.de		

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 * [ISCED]	Subject area name *	Study cycle	Number of student mobility periods
					Student Mobility for Studies [total number of months of the study periods or average duration*]
PL LUBLIN03	D POTSDAM01	0533	Physics / Material Science	1 st	1*9 months (each)
D POTSDAM01	PL LUBLIN03				

[*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.]

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 *]
PL LUBLIN03	D POTSDAM01	0533	Physics / Material Science	2 teachers á 1 week
D POTSDAM01	PL LUBLIN03			2 teachers á 1 week

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	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ¹	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL LUBLIN03	0533	English	-	B2	B2
D POTSDAM 01	0533	German		B1 (recommended)	

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

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:

¹ 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>

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
PL LUBLIN03	15 June	30 November

Receiving Institution	Deadline for E-Nomination via moveonnet		Deadline for Student application	
	Winter term [month]	Summer term [month]	Winter term [month]	Summer term [month]
D POTSDAM 01	June 15 th	December 15 th	July 15 th	January 15 th

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

D POTSDAM 01: <http://www.uni-potsdam.de/studium/ausland/studium/erasmus/ects.html>

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	<u>Students:</u> Celina Handzel, MPhil // tel.: +48 81 53 84 790 // c.handzel@pollub.pl <u>Teachers:</u> Marcin Żuk, MPhil // tel.: +48 81 53 84 719 // m.zuk@pollub.pl http://bwm.pollub.pl/en-erasmus.en	
D POTSDAM 01	Incoming Students: Mrs. Diana González-Olivo incoming-exchange@uni-potsdam.de http://www.uni-potsdam.de/en/studium/data-storage/zielgruppenbereich/international-students/entry-requirements.html	

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	<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
D POTSDAM 01	Incoming Students: Mrs. Diana González-Olivo incoming-exchange@uni-potsdam.de http://www.uni-potsdam.de/en/studium/data-storage/zielgruppenbereich/international-students/health-insurance.html	

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: m.zuk@pollub.pl	http://bwm.pollub.pl/sms-en-accommodation.en
D POTSDAM 01	Incoming Students: Mrs. Diana González-Olivo incoming-exchange@uni-potsdam.de http://www.uni-potsdam.de/studium/potsdam/wohnen.html	

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ²
PL LUBLIN03	Dr Jarosław Zubrzycki, Erasmus Departmental Coordinator, Faculty of Mechanical Engineering	28.10.2013	<p>LLP-Erasmus Co-ordinator Faculty of Mechanical Engineering Lublin University of Technology Ph. D. (Eng.) Jarosław Zubrzycki</p> 
D POTSDAM 01	Mrs. Marita Böhning Erasmus Institutional Coordinator	26.02.2014	<p>UNIVERSITÄT POTSDAM Dezernat für Studienangelegenheiten Akademischer Auswahlausschuss Am Neuen Palais 10 14469 Potsdam Germany</p> 

² Scanned signatures are accepted