



# Erasmus+ Programme

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

### Inter-institutional agreement 2014-20[21] 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>1</sup> (email, phone)	Website (eg. of the course catalogue)
<b>University of Ljubljana</b> Faculty of Mechanical Engineering, Askerceva 6, SI-1000 Ljubljana, Slovenia	SI LJUBLJA01	Faculty coordinator: Prof Dr <b>Mirko Sokovic</b> Erasmus Coordinator Tel: +38614771214 E-mail: <a href="mailto:mirko.sokovic@fs.uni-lj.si">mirko.sokovic@fs.uni-lj.si</a>	<a href="http://www.uni-lj.si/international_relations/">http://www.uni-lj.si/international_relations/</a>  <a href="http://www.fs.uni-lj.si/">http://www.fs.uni-lj.si/</a>
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: <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>

		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>	
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## B. Mobility numbers<sup>2</sup> per academic year

[Paragraph to be added, if the agreement is signed for more than one 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 *
SI LJUBLJA01	PL LUBLIN03	071	Engineering and engineering trades	2 <sup>nd</sup> , 3 <sup>rd</sup>	2x5 months	-
PL LUBLIN03	SI LJUBLJA01	071	Engineering and engineering trades	2 <sup>nd</sup> , 3 <sup>rd</sup>	2x5 months	-

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

<http://www.uis.unesco.org/education/pages/international-standard-classification-of-education.aspx>

FROM	TO	Subject area code	Subject area name	Number of staff mobility periods
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<sup>2</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>)

[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	* [ISCED]	*	Staff Mobility for Teaching <i>[total number of days of teaching periods or average duration *]</i>	Staff Mobility for Training *
SI LJUBLJA01	PL LUBLIN03	071	Engineering and engineering trades	1 person/5 days	-
PL LUBLIN03	SI LJUBLJA01	071	Engineering and engineering trades	1 person/5 days	-

### 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>3</sup>	
				Student Mobility for Studies <i>[Minimum recommended level: B1]</i>	Staff Mobility for Teaching <i>[Minimum recommended level: B2]</i>
SI LJUBLJA01	071	Slovene	English	B2	B2
PL LUBLIN03	Mechanics and Metal Work (Mechanical Engineering)	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

*[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]*

<sup>3</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>

University of Ljubljana accepts students with disabilities after the consultations with Faculty International Offices.

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)

## E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
SI LJUBLJA01	May 15	November 15
PL LUBLIN03	15 June	30 November

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

*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. 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."*

## F. Information

### 1. Grading systems of the institutions

UL: [http://www.uni-lj.si/international\\_relations/](http://www.uni-lj.si/international_relations/)

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
SI LJUBLJA01	<p><u>Incoming:</u>  <a href="mailto:intern.office@uni-lj.si">intern.office@uni-lj.si</a>            Tel: 00 3861 2418592</p> <p><u>Outgoing</u>  <a href="mailto:student.office@uni-lj.si">student.office@uni-lj.si</a>            Tel: 00 386 1 2418594</p>	<a href="http://www.uni-lj.si/international_relations/">http://www.uni-lj.si/ international relations/</a>
PL LUBLIN03	<p><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></p> <p><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></p>	<a href="http://bwm.pollub.pl/en-erasmus.en">http://bwm.pollub.pl/en- erasmus.en</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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
SI LJUBLJA01	<i>Incoming</i> <a href="mailto:intern.office@uni-lj.si">intern.office@uni-lj.si</a> , Tel: 00 3861 2418592  <i>Outgoing</i> <a href="mailto:student.office@uni-lj.si">student.office@uni-lj.si</a> , Tel: 00 386 1 2418594	<a href="http://www.uni-lj.si/international_relations/">http://www.uni-lj.si/ international_relations/</a>
PL LUBLIN03	<i>Students:</i> Celina Handzel, MPhil tel.: +48 81 53 84 790 email: <a href="mailto:c.handzel@pollub.pl">c.handzel@pollub.pl</a> <i>Teachers:</i> 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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
SI LJUBLJA01	<a href="mailto:intern.office@uni-lj.si">intern.office@uni-lj.si</a>  Tel: 00 3861 2418592	<a href="http://www.uni-lj.si/international_relations/">http://www.uni-lj.si/ international_relations/</a>
PL LUBLIN03	<i>Students:</i> Online application <i>Teachers:</i> 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>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>4</sup>

<sup>4</sup> Scanned signatures are accepted

SI LJUBLJA01	Prof Dr <b>Branko Sirok</b> Dean of the Faculty by the Authorisation of the Rector	02/01/2014	 
PL LUBLIN03	Dr Jarosław Zubrzycki, Erasmus Departmental Coordinator, Faculty of Mechanical Engineering	22.01.2014	<b>LLP-Erasmus Co-ordinator</b> Faculty of Mechanical Engineering Lublin University of Technology  Ph. D. (Eng.) Jarosław Zubrzycki