

Erasmus+ Programme

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

**Inter-institutional agreement 2017-2021
between programme countries**

[Minimum requirements]

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)
University of Córdoba	E CORDOBA01	<p><u>Institutional Coordinator</u> Dr. Carlos García Martínez Director of International Office Tel.: +34 957 21 25 52 Fax: +34 957 21 25 83 Email: relaciones-internacionales@uco.es</p> <p><u>Departmental Erasmus Coordinator</u> Dr. Juan Luna Rodríguez, Dean Dr. Joost van Duijn, Mobility Coordinator School of Engineering Sciences at Córdoba Edificio Paraninfo, 1ª planta. Campus de Rabanales. Universidad de Córdoba, 14071 Córdoba (Spain). Tel.: +34 957 21 83 19 Fax: +34 957 21 83 16 Email: mobilityeps@uco.es</p>	<p>http://www.uco.es/internacional</p> <p>http://www.uco.es/eps</p>
Lublin University of Technology Faculty of Fundamentals of Technology Faculty of Electrical Engineering and Computer Science Faculty of Mechanical Engineering	PL LUBLIN03	<p><u>Administrative coordinator:</u> Marta Batorczak-Zuchowska, MPhil erasmus@pollub.pl or m.batorczak@pollub.pl +48 81 538 4653 ul. Nadbystrzycka 38D, 20-618 Lublin, Poland</p> <p><u>Erasmus Institutional Coordinator:</u> Paweł Drożdżel, PhD, D.Sc. (Eng.), Associate Professor</p> <p><u>International Exchange Coordinators:</u> Izolda Gorgol, PhD Faculty of Fundamentals of Technology</p> <p>Andrzej Smolarz, PhD Eng., Associate Professor Faculty of Electrical Engineering and Computer Science</p> <p>Sylwester Sámorski, PhD Eng., Faculty of Mechanical Engineering</p>	<p><u>Office of International Education website:</u> www.bwm.pollub.pl</p> <p><u>ECTS Catalogue:</u> http://bwm.pollub.pl/ects.en</p>

B. Mobility numbers¹ 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 st , 2 nd or 3 rd] *	Student Mobility for Studies	
					Student number	Months (=sum)

1. 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>)

E CORDOBA01	PL LUBLIN03	0610	Information and communication technologies	1 st	2	9
		0713	Electricity and energy	1 st	2	9
		0714	Electronics and automation	1 st	2	9
		0715	Mechanics and metal trades	1 st	2	9
		0710	Engineering and engineering trades	2 nd	2	9
PL LUBLIN03	E CORDOBA01	0610	Information and communication technologies	1 st	2	9
		0713	Electricity and energy	1 st	2	9
		0714	Electronics and automation	1 st	2	9
		0715	Mechanics and metal trades	1 st	2	9
		0710	Engineering and engineering trades	2 nd	2	9

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Staff Mobility	
				For teaching	For training
				[total number of days of teaching periods or average duration *]	*
E CORDOBA01	PL LUBLIN03	0610	Information and communication technologies	5	To be agreed
		0713	Electricity and energy	5	To be agreed
		0714	Electronics and automation	5	To be agreed
		0715	Mechanics and metal trades	5	To be agreed
		0710	Engineering and engineering trades	5	To be agreed
PL LUBLIN03	E CORDOBA01	0610	Information and communication technologies	5	To be agreed
		0713	Electricity and energy	5	To be agreed
		0714	Electronics and automation	5	To be agreed
		0715	Mechanics and metal trades	5	To be agreed
		0710	Engineering and engineering trades	5	To be agreed

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]	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ²	
			Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E CORDOBA01	Spanish	English(*)	B1	B2
PL LUBLIN03	English	-	B1	B2

(*) Where available. Degree projects, bachelor and master thesis can be conducted in English.

E CORDOBA01: B1 certificate required for the language of instruction.

PL LUBLIN03: B1 certificate of English required. For more details on the language of instruction recommendations, please follow the website: bkm.pollub.pl

D. Additional requirements

E CORDOBA01:

1. Local tutors will help incoming students with practical issues like opening a bank account, registration procedures, etc. For further inquiries, please contact mobilityEPS@uco.es (School of Engineering at Córdoba).

2. Language courses: International students with knowledge of B2 Spanish or less are encouraged to participate in the intensive courses before their studies in Córdoba start. The courses are free of charge and are offered for four weeks in September and February.

3. The University of Córdoba welcomes students and staff with disabilities and provides an information and assistance centre. Learn more at:

<http://www.uco.es/educacion/principal/servicios/uane/index.html>

4. Information about calendar, deadlines, requested documentation, etc. can be queried from:

http://www.uco.es/internacional/extranjeros/erasmus/index_en.html

PL LUBLIN03:

1. For information about calendar, deadlines, requested documents please follow the website: bkm.pollub.pl

2. Lublin University of Technology has the conditions for the acceptance of students and staff with disabilities. In case you need more detailed information please contact the Office of International Education:

Students: a.radziszewska@pollub.pl, erasmus@pollub.pl

Staff: m.wilczynska@pollub.pl, j.kubaj@pollub.pl

E. Calendar

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

² 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]
E CORDOBA01	July 31	December 31
PL LUBLIN03	15 June	30 November

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

E-CORDOBA01:

2. After having received the paper application the letter of admission will be send within a max of 6 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"

PL LUBLIN03:

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. Neither the European Commission nor the National Agencies can be held responsible in case of conflict.

F. Information

1. Grading systems of the institutions

E CORDOBA01: Student performances are graded individually and not on a statistical basis. In general, the University of Córdoba uses the grading system charted below. For details please visit our webpage:

<http://www.uco.es/internacional/extranjeros/erasmus/guiasects-en.html#ects>

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	NIDOSTATECZNY	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
E CORDOBA01	infoori@uco.es	http://www.uco.es/Internacional/extranjeros/visados/tramitacionvisados-en.html
PL LUBLIN03	<p>Students: Anna Radziszewska +48 81 53 84 790 a.radziszewska@pollub.pl</p> <p>Staff: Małgorzata Wilczyńska, +48 81 53 84 357 m.wilczynska@pollub.pl</p> <p>Julia Kubaj +48 81 53 84 598 j.kubaj@pollub.pl</p>	www.bkm.pollub.pl

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
E CORDOBA01	<p>International Relations Office</p> <p>infoori@uco.es</p>	https://www.uco.es/servicios/sega/informaciongeneral/sequ-comple
PL LUBLIN03	<p>Students: Anna Radziszewska +48 81 53 84 790 a.radziszewska@pollub.pl</p> <p>Staff: Małgorzata Wilczyńska, +48 81 53 84 357 m.wilczynska@pollub.pl</p> <p>Julia Kubaj +48 81 53 84 598 j.kubaj@pollub.pl</p>	www.bkm.pollub.pl

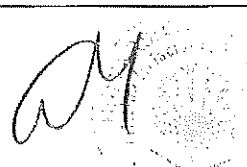
4. Housing

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
E CORDOBA01	<p>A) Residence Hall: - phone number: (+34) 957 21 8152 - e-mail to: alojamiento@uco.es</p> <p>B) Shared Flats - phone number: (+34) 957 21 2403 - e-mail to: informacion@uco.es</p> <p>Local mentors for international students give the necessary support to find accommodation.</p> <p>Please contact: tutorEPS@uco.es</p>	<p>http://www.uco.es/servicios/alojamiento/</p> <p>http://www.uco.es/servicios/informacion/alojamiento/alojamiento.html</p>
PL LUBLIN03	<p><u>Students:</u> Anna Radziszewska +48 81 53 84 790 a.radziszewska@pollub.pl</p> <p><u>Staff:</u> Małgorzata Wilczyńska, +48 81 53 84 357 m.wilczynska@pollub.pl</p> <p>Julia Kubaj +48 81 53 84 598 j.kubaj@pollub.pl</p>	www.bkm.pollub.pl

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ³
E CORDOBA01	<p>Carlos Garcia Martinez Director of International Office Tel.: +34 957212552 Fax: +34 957212583 Email: relaciones-internacionales@uco.es</p>	11 ENE, 2013	

³ Scanned signatures are accepted

PL LUBLIN03	Izolda Gorgol, PhD Faculty of Fundamentals of Technology	International Exchange Coordinator Faculty of Fundamentals of Technology <i>I Gorgol</i> Izolda Gorgol, PhD
	Andrzej Smolarz, PhD Eng., Associate Professor Faculty of Electrical Engineering and Computer Science	International Exchange Coordinator Faculty of Electrical Engineering and Computer Science <i>AS</i> PhD (Eng.) Andrzej Smolarz
	Sylwester Samborski, PhD Eng. Faculty of Mechanical Engineering	Coordinator for International Exchange Faculty of Mechanical Engineering Lublin University of Technology, Poland <i>SS</i> Sylwester Samborski, PhD Eng.