



Erasmus+ Programme

Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility
Inter-institutional agreement 2014-21
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 (email, phone)	Website (eg. of the course catalogue)
Maria Curie-Skłodowska University	PL LUBLIN01	Mr. Ryszard Straszynski, Institutional Coordinator DG Femina, ul. Langiewicza 20 . 20-035 Lublin, Poland tel. (+48) 815375218, tel./fax (+48) 815375410 e-mail: ryszard.straszynski@poczta. umcs.lublin.pl	http://www.umcs.lublin.pl/dwz
Maria Curie-Skłodowska University Faculty of the Humanities	PL LUBLIN01	Justyna Wiśniewska Dept. Coordinator Zakład Studiów Portugalistycznych, UMCS, pl. M. Curie- Skłodowskiej 4a, 20-031 Lublin, Poland Tel.: +4881 5372660 email: wisniewskaj@wp.pl	http://www.umcs.lublin.pl/dwz
UNIVERSITY OF ALGARVE	P FARO02	Sofia Nunes, E.U. Programmes Coordinator mobilidade@ualg.pt +351 289 800 003	www.ualg.pt

B. Mobility numbers per academic year

FROM [Erasmus code]	TO [Erasmus code]	Subject area	Subject area name	Study cycle	Number of student mobility periods
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of the sending institution]	of the receiving institution]	code * (ISCED)	*	[short cycle, 1 st , 2 nd or 3 rd]	Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
PL LUBLIN01	P FARO 02	222	Language and Philological Sciences	1 st , 2 nd	10 (2x5) (2 students)	---
P FARO 02	PL LUBLIN01	222	Language and Philological Sciences	1 st , 2 nd	10 (2x5) (2 students)	---

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 LUBLIN01	P FARO 02	222	Language and Philological Sciences	2x5 days (= 10)	1 (5 days)
P FARO 02	PL LUBLIN01	222	Language and Philological Sciences	2x5 days (= 10)	1 (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	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL LUBLIN01		Polish	French, * Spanish, Italian, Portuguese English (selected courses)	B1	B2
P FARO 02		Portuguese	English	B1 English	B2 English

*PL LUBLIN01:

Roman philology students can attend classes in French, Spanish or Italian, required level - B1. 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 LUBLIN01

1. Application documents for students include: application form, Learning Agreement, transcript of records.
2. Exchange studies for PhD students are organized according to individual plans.
3. International staff members should enquire about teaching appointments or traineeship visits directly with the departmental coordinators of the respective partner faculty.

P FARO 02

1. Application documents for students include: application form, Learning Agreement, transcript of records and Curriculum Vitae.

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 LUBLIN01	15 May	15 November
P FARO 02	May 31 st	October 31 st

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

2. The receiving institution will send its decision within **four weeks**.

P FARO02: The receiving institution will send its decision within **6/8 weeks**.

3. A Transcript of Records will be issued by the receiving institution no later than **five 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]*
4. Termination of the agreement

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral termination, 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+1 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

PL LUBLIN01 uses the standard Polish grading system ranging from 2 (fail) to 5 (very good).

Often the marks "+" and "-" are added to the principal grades.

5. = (*bardzo dobry*) = very good,

4.5 / 4+ = (*dobry +*) = good plus,

4. = (*dobry*) = good;

3.5 / 3+ = (*dostateczny +*) = satisfactory plus,

3. = (*dostateczny*) = satisfactory,

2. = (*niedostateczny*) = unsatisfactory / failing

P FARO 02 – Description of the Institution's grading system

The result achieved in a course unit whether through continuous assessment or in an examination, is generally expressed in a 0 to 20 grading scale.

The lowest passing grade is 10.

ECTS credits:

1 full academic year = 60 credits

1 semester = 30 credits

1 trimester = 20 credits

ECTS grading scale:

ECTS scale	% of the successful students normally achieving the grade	Definition
A	10	EXCELLENT - outstanding performance with only minor errors
B	25	VERY GOOD - above the average standard but with some errors
C	30	GOOD - generally sound work with a number of errors
D	25	SATISFACTORY - fair but with significant shortcomings
E	10	SUFFICIENT - performance meets the minimum criteria
FX	-	FAIL - some work required before the criteria can be awarded
F	-	FAIL - considerable further work is required

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 LUBLIN01	Erasmus Office Tel/fax +48815375410 tel. (+48) 815375218 e-mail:	http://www.umcs.lublin.pl/dwz

	rysard.straszynski@poczta.umcs.lublin.pl	
P FARO 02	mobilidade@ualg.pt	http://www.ualg.pt/home/en/content/coming-0

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 LUBLIN01	Erasmus Office Tel/fax +48815375410 tel. (+48) 815375218 e-mail: rysard.straszynski@poczta.umcs.lublin.pl	http://www.umcs.lublin.pl/dwz
P FARO 02	mobilidade@ualg.pt	http://www.ualg.pt/home/en/content/insurance-0


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 LUBLIN01	Erasmus Office Tel/fax +48815375410 tel. (+48) 815375218 e-mail: rysard.straszynski@poczta.umcs.lublin.pl	www.umcs.lublin.pl/dwz
P FARO 02	mobilidade@ualg.pt	http://www.ualg.pt/home/en/content/accommodation-0

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ¹
PL LUBLIN01	Dr hab. Irmina Wawrzyczek Vice-Dean for International Cooperation	07.07. 2014	 Dr hab. Irmina Wawrzyczek prof. nadzw.
PL LUBLIN01	Prof. dr hab. Barbara Hilbowicka-Węglarz Vice Reitora da Universidade Maria Curie-Skłodowska	14.07. 2014	PROREKTOR  Dr hab. Barbara Hilbowicka-Węglarz prof. nadzw.
P FARO 02	Prof. Doutor Tomasz Boski, Vice-rector	28/01/2014	 

¹ Scanned signatures are accepted