



## 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)
<b>Maria Curie-Skłodowska University</b> 53428-LA-1-2014-1-PL- E4AKA1-ECHE	PL LUBLIN01	Mr. Ryszard Straszynski, Institutional Coordinator DS Femina, ul Langiewicza 20, 20-035 Lublin, Poland tel. (+48) 815375218, tel./fax (+48) 815375410 e-mail: <a href="mailto:ryszard.straszynski@poczta.umcs.lublin.pl">ryszard.straszynski@poczta.umcs.lublin.pl</a>	<a href="http://www.umcs.lublin.pl/dwz">http://www.umcs.lublin.pl/dwz</a>
<b>Maria Curie-Skłodowska University</b> Faculty of the Humanities		Justyna Wiśniewska Dept. Coordinator Zakład Studiów Portugalskich, UMCS, pl. M. Curie- Skłodowskiej 4a, 20-031 Lublin, Poland Tel.: +4881 5372660 email: <a href="mailto:wisniewskaj@wp.pl">wisniewskaj@wp.pl</a>	<a href="http://www.umcs.lublin.pl/dwz">http://www.umcs.lublin.pl/dwz</a>
<b>INSTITUTO POLITECNICO DE CASTELO BRANCO</b> (Portugal)	P CASTELO01	Prof. João Pedro Luz Head of International Relations Office <a href="mailto:gri.coord@ipcb.pt">gri.coord@ipcb.pt</a> Dr.ª Conceição Baptista Institutional Erasmus Coordinator <a href="mailto:cbaptista@ipcb.pt">cbaptista@ipcb.pt</a> Ph.: +351 272 339 600	

## B. Mobility numbers per 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 <i>[total number of months of the study periods or average duration]</i>	Student Mobility for Traineeships
PL LUBLIN01	P CASTELO01	222	Language and Philological Sciences	1 <sup>st</sup> , 2 <sup>nd</sup>	10 (2x5) (2 students)	---
P CASTELO01	PL LUBLIN01	222	Language and Philological Sciences	1 <sup>st</sup> , 2 <sup>nd</sup>	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 <i>[total number of days of teaching periods or average duration]</i>	Staff Mobility for Training
PL LUBLIN01	P CASTELO01	222	Language and Philological Sciences	2x5 days (= 10)	1 (5 days)
P CASTELO01	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 <i>[Minimum recommended level: B1]</i>	Staff Mobility for Teaching <i>[Minimum recommended level: B2]</i>
PL LUBLIN01		Polish	French, * Spanish, Italian, Portuguese English	B1	B2

			(selected courses)		
P CASTELO01	All	Portuguese	English	B1	B2

**\*PL LUBLIN01:**

Roman philology students can take selected courses and attend classes in French, Spanish Portuguese or Italian; the required level of language competence is B1 minimum.

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.

**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 CASTELO01	May 31 (April 30 for students with visa requirement)	November 30 (October 31 for students with visa requirement)

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

2. The receiving institution will send its decision within **four 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 CASTELO 01**; ECTS credits and scale:

1 full academic year = 60 credits  
 1 semester = 30 credits

The Portuguese grading scale is from 0 to 20.

- 10 is the minimum passing grade.
- 10 to 13 - Sufficient to Satisfactory
- 14 and 15 - Good
- 16 and 17 - Very good
- 18 to 20 - Excellent

**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: <a href="mailto:rysard.straszynski@poczta.umcs.lublin.pl">rysard.straszynski@poczta.umcs.lublin.pl</a>	<a href="http://www.umcs.lublin.pl/dwz">http://www.umcs.lublin.pl/dwz</a>
P CASTELO01	Foreign People and Borders Office Tel: +351 272 349 500 <a href="mailto:del.cbranco@sef.pt">del.cbranco@sef.pt</a>	<a href="http://www.sef.pt/portal/V10/EN.aspx/page.aspx">http://www.sef.pt/portal/V10/EN.aspx/page.aspx</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
PL LUBLIN01	Erasmus Office Tel/fax +48815375410 tel. (+48) 815375218 e-mail: <a href="mailto:ryszard.straszynski@poczta.umcs.lublin.pl">ryszard.straszynski@poczta.umcs.lublin.pl</a>	<a href="http://www.umcs.lublin.pl/dwz">http://www.umcs.lublin.pl/dwz</a>
P CASTELO01	European Commission (Employment, Social Affairs & Inclusion)	European Health Insurance Card <a href="http://ec.europa.eu/social/main.jsp?catId=559">http://ec.europa.eu/social/main.jsp?catId=559</a> <a href="http://www.ipcb.pt/en/index.php/before-departure">http://www.ipcb.pt/en/index.php/before-departure</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
PL LUBLIN01	Erasmus Office Tel/fax +48815375410 tel. (+48) 815375218 e-mail: <a href="mailto:ryszard.straszynski@poczta.umcs.lublin.pl">ryszard.straszynski@poczta.umcs.lublin.pl</a>	<a href="http://www.umcs.lublin.pl/dwz">www.umcs.lublin.pl/dwz</a>
P CASTELO01	Paula Ribeiro <a href="mailto:gri@ipcb.pt">gri@ipcb.pt</a> Ph.: +351 272 339 625	<a href="http://www.ipcb.pt/en/index.php/before-departure">http://www.ipcb.pt/en/index.php/before-departure</a>

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>1</sup>
PL LUBLIN01	Dr hab. Irmína Wawrzyczek Vice-Dean for International Cooperation	04.02. 2014	
	Prof. dr hab. Barbara Hlibowicka-Węglarz Vice Reitora da Universidade Maria Curie- Sklódowska	12.07. 2014	
P CASTELO01	Prof. Dr. José Carlos Gonçalves Vice-President	29/01/2014	

<sup>1</sup> Scanned signatures are accepted