



Erasmus+ Programme

Key Action 1 – Mobility for learners and staff – Higher Education Student and Staff Mobility Inter-institutional¹ agreement 2014-2021² between programme countries [Minimum requirements]³

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 ⁴ (email, phone)	Website (eg. of the course catalogue)
INSTITUTO POLITÉCNICO DE CASTELO BRANCO (IPCB)	P CASTELO01	Prof. João Pedro Luz Head of International Relations Office gri.coord@ipcb.pt Dr.ª Conceição Baptista Institutional Erasmus Coordinator cbaptista@ipcb.pt Ph.: +351 272 339 600	www.ipcb.pt/en
University College of Enterprise and Administration in Lublin (WSPA)	PL LUBLIN06	Paulina Obszańska International Office Tel. +48 81 45 29 468 Fax. +48 81 45 29 413 Email. p.obszanska@wspa.pl	General information http://www.en.wspa.pl Course catalogue: http://www.en.wspa.pl/international/erasmus/courses_in_english/
[...]			

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers⁵ 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]	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
P CASTELO01	PL LUBLIN06	34	Business and administration	1st	1X6 months	
		343	Finance	1st	1X6 months	
PL LUBLIN06	P CASTELO01	34	Business and administration	1st	1X6 months	
		343	Finance	1st	1X6 months	

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 *
P CASTELO01	PL LUBLIN06	34	Business and administration	1X1 week (1 week – 8 hours/week)	1X1 week (1 week – 8 hours/week)
		343	Finance	1X1 week (1 week – 8 hours/week)	
PL LUBLIN06	P CASTELO01	34	Business and administration	1X1 week (1 week – 8 hours/week)	1X1 week (1 week – 8 hours/week)
		343	Finance	1X1 week (1 week – 8 hours/week)	

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

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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P CASTELO 01	All	Portuguese	English	B1	B2
PL LUBLIN06		Polish	English	B1	

For more details on the language of instruction recommendations, see the course catalogue of each institution.

D. Additional requirements

Partner data

University College of Enterprise and Administration in Lublin (WSPA)

PL LUBLIN06: Integration of mobile students: Welcome Days, tutoring, Selections are made by fixed criteria: http://www.en.wspa.pl/international/erasmus/admission_procedures/

Administrative contact to which Transcript of Record and Attendance certificate have to be sent

Erasmus code	Contact details for Transcript of Records and attendance certificate ⁷ (email, phone)	Website (eg. of the course catalogue)
P CASTELO 01	International Office, Av. ^a Pedro Alvares cabral, n ^o 12, 6000-084 Castelo Branco Portugal	
PL LUBLIN06	International Office, Bursaki 12 Street, 20-150 Lublin, Poland internationaloffice@wspa.pl	http://www.en.wspa.pl/international/erasmus/courses_in_english/

⁶ 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>

⁷ Contact details to send ToR and attendance certificate for outgoing students .

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
P CASTELO 01	May 31 (April 30 for students with visa requirement)	November 30 (October 31 for students with visa requirement)
PL LUBLIN06	June- to be confirmed by official mail year by year	November- to be confirmed by official mail year by year

2. Partner data

University College of Enterprise and Administration in Lublin (WSPA)

The receiving institution will send its decision within 4 weeks from nomination deadline. The WSPA will send its acceptance by email directly to the students.

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

Any unilateral or bilateral decision to discontinue or modify the exchanges will be notified to the other party by 1 September 20XX and it 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 a conflict.

F. Information

1. Grading systems of the institutions

Partner data

University College of Enterprise and Administration in Lublin (WSPA)

In Poland students are normally graded on scale ranging from 2 to 5.

2-fail

3-satisfactory

4-good

5-very good

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

Partner data

University College of Enterprise and Administration in Lublin (WSPA)

According to the requirements of the Erasmus Charter for Higher Education the WSPA will assist those of its incoming mobile staff/students who need a visa by issuing in a timely manner, upon request, the necessary documentation for the visa application (i.e. letters confirming staff/students status at the institution)

Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P CASTELO 01	Foreign People and Borders Office Tel: +351 272 349 500 del.cbranco@sef.pt	http://www.sef.pt/portal/V10/EN.aspx/page.aspx
PL LUBLIN06	International Office, Bursaki 12 Street, 20-150 Lublin, Poland internationaloffice@wspa.pl	http://www.en.wspa.pl/international/erasmus/admission_procedures/ Visa detail information's : under construction

3. Insurance

University College of Enterprise and Administration in Lublin (WSPA)

According to the requirements of the Erasmus Charter for Higher Education insurance cover is the responsibility of the mobile participant. In cases in which insurance cover is not automatically provided, the WSPA will inform and assist mobile participants.

Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P CASTELO 01	European Commission (Employment, Social Affairs & Inclusion)	European Health Insurance Card http://ec.europa.eu/social/main.jsp?catId=559 http://www.ipcb.pt/en/index.php/before-departure
PL LUBLIN06	International Office, Bursaki 12 Street, 20-150 Lublin, Poland internationaloffice@wspa.pl	http://www.en.wspa.pl/international/erasmus/admission_procedures/ Insurance detail information's : under construction

4. Housing



University College of Enterprise and Administration in Lublin (WSPA)

According to the requirements of the Erasmus Charter for Higher Education the WSPA will guide incoming mobile participants in finding accommodation on the private market through specific enterprises agreements.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P CASTELO 01	Paula Ribeiro gri@ipcb.pt Ph.: +351 272 339 625	http://www.ipcb.pt/en/index.php/before-departure
PL LUBLIN06	International Office, Bursaki 12 Street, 20-150 Lublin, Poland internationaloffice@wspa.pl	http://www.en.wspa.pl/international/erasmus/accommodation/

F. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸
P CASTELO 01	Prof. Dr. José Carlos Gonçalves Vice- President	12/02/2014	
PL LUBLIN06	Grzegorz Wójcikowski, Chancellor		

⁸ Scanned signatures are accepted