



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-20[21]² 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)
UNIVERSIDADE NOVA DE LISBOA – Faculdade de Ciências e Tecnologia	P LISBOA03	Institutional Coordinator : Prof. José Esteves Pereira, Email: erasmus@unl.pt Tel.: +351 21 384 52 07/8; ----- Subject Area Contact: Prof. Alexandra Ribeiro Email: abr@fct.unl.pt Tel.: + 351 21 294 83 00 ----- Administrative contact: SAE-AM	www.unl.pt http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms

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.

		Email: div.a.ee.mobility@fct.upl.pt Tel: + 351 21 294 78 20/7	
WARSAW UNIVERSITY OF TECHNOLOGY – Faculty of Environmental Engineering	PL WARSZAW02	Bożena Snopińska, ERASMUS Institutional Coordinator bsnopinska@cwm.pw.edu.pl phone: +48 22 234 74 04, phone/fax: +48 22 629 80 09 Apoloniusz Kodura Departmental Coordinator apoloniusz.kodura@is.pw.edu.pl	International: http://www.cwm.pw.edu.pl/EN/ http://www.is.pw.edu.pl/index.php/en/
[...]			

B. Mobility numbers⁵ 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.]

Student mobility:

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	Student Mobility for Traineeships +
					[total number of months of the study periods or average duration*]	
P LISBOA03	PL WARSZAW02	07	Engineering, Manufacturing and Construction	1 st , 2 nd	1 * 6	TBD
		052	Environment	1 st , 2 nd	1 * 6	TBD
PL WARSZAW02	P LISBOA03	07	Engineering, Manufacturing and Construction	1 st , 2 nd	1 * 6	TBD
		052	Environment	1 st , 2 nd	1 * 6	TBD

⁵ 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>)

[*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

Staff mobility

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 LISBOA03	PL WARSZAW02	07	Engineering, Manufacturing and Construction	1 TBD * 8h	---
		052	Environment	1 TBD * 8h	---
PL WARSZAW02	P LISBOA03	07	Engineering, Manufacturing and Construction	1 TBD * 8h	---
		052	Environment	1 TBD * 8h	---

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	Staff Mobility for Teaching
<i>Minimum</i>					

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>

				recommended level: B1	Minimum recommended level: B2
P LISBOA03		Portuguese (for 1 st cycles)	Portuguese and/or English (for 2 nd and 3 rd cycles)		
PL WARSZAW02		English	Polish	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

[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]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

PL WARSZAW02:

- Master students need to send a bachelor certificate OR a transcript of records with 210 ECTS credits to the Student Exchange Office.
- PhD students need to send a master certificate to the Student Exchange Office. PhD students will only receive ECTS credits if they complete courses at the host institution. Therefore, they will not receive any ECTS credits from the host institution for PhD-related research they undertake. The home institution is responsible for accrediting PhD students with ECTS credits for research completed at the host Institution.
- It is not possible for students to hand-in their final BA-/MA-/PhD-thesis at the host institution. Final theses need to be graded by the home institution.

- The Warsaw University of Technology offers counseling for students with disabilities and chronic diseases. We assist with finding suitable accommodation (wheelchair users are advised to apply for accommodation as early as possible), we provide information about public transport, access to health care, and about financial support in case of additional disability expenditure on the part of the student. The Office for Students with Special Needs moreover gives information concerning the accessibility of university buildings and helps to move a class to another room, if needed. Accommodated study and exam conditions, e.g. additional study papers for blind and visually impaired students, or extra time to use technical devices during exams can also be arranged.

Contact: Support for Students with Special Educational Needs
 Ewa Dolińska
 Gmach Matematyki
 ul. Koszykowa 75, pok. 461, 462
 00-662 Warszawa
 E-mail: niepelnosprawni.bss@ca.pw.edu.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]
P LISBOA03	May 31 st	October 31 st
PL WARSZAW02	May, 31st	November, 30th

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

2. The receiving institution will send its decision within [4] weeks (minimum).
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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement

[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 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

Please click:

http://www.fct.unl.pt/sites/default/files/erasmus_incoming/EU_Scale_FCT.pdf

PL WARSZAW02:

Grade	Meaning	Comments	Estimated corresponding ECTS grade
5	Excellent	Knowledge of the student is significantly higher than the estimated normal level.	A
4,5	Very good	Knowledge corresponds to the highest expected level.	A
4	Good	The student has mastered the subject deeply and with understanding, is progressing within the expected limits, but makes minor mistakes.	B
3,5	Satisfactory	Awarded to students, who are progressing within the limits of their individual abilities, generally are not behind the appropriate age group, but make substantial mistakes and reproduce the facts rather than analyse them.	C
3	Sufficient	The very last positive grade. Awarded to students, who do their best but still make grave mistakes and just reproduce most of the relevant material.	D
2	Unsatisfactory	Marks of different levels for students whose records are below the expected.	Fall

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]	Contact details (email, phone)	Website for information
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code]		
P LISBOA03	Email: div.a.ae.mobilidade@fct.unl.pt Tel.: + 351 21 294 78 20/7	http://www.fct.unl.pt/en/student/student-orientation-and-mobility/information-incoming-students-and-other-visitors
PL WARSZAWO 2	apoloniusz.kodura@is.pw.edu.pl !	https://www.cwm.pw.edu.pl/EN/

3. Insurance

All students enrolled in P LISBOA03 are covered by an accident and third party liability insurance:

(http://www.fct.unl.pt/sites/default/files/documentos/estudante/informacao_academica/Seguro%20Escolar/Generali_apoliceSegAlunos_013.pdf).

It is mandatory that Mobility Students and Staff bring:

- European Health Insurance Card for medical assistance (just for people from the European Union's 27 Member States plus Iceland, Liechtenstein, Norway and Switzerland) to access health care services during temporary visits abroad
- Insurance Health for visitors outside European Union;

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 LISBOA03	Email: div.a.ae.mobilidade@fct.unl.pt Tel.: + 351 21 294 78 20/7	
PL WARSZAWO2	apoloniusz.kodura@is.pw.edu.pl	https://www.cwm.pw.edu.pl/EN/

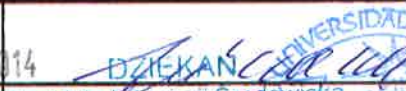

4. Housing

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
P LISBOA03	Email: div.a.ae.mobilidade@fct.unl.pt Tel.: + 351 21 294 78 20/7	http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms
PL WARSZAWO2	apoloniusz.kodura@is.pw.edu.pl	http://kwaterunek.pw.edu.pl

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
P LISBOA03	Institutional Coordinator, Prof. José Esteves Pereira	07 MAR. 2014	 DZIEKAN
PL WARSZAWO2	Prof. Krzysztof Wojdyga Dean		 Wydziału Inżynierii Środowiska

⁷ Scanned signatures are accepted