Erasmus+ Programme

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

Inter-institutional[1] 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. Rui Micaelo Email: ruilbm@fct.unl.pt Tel.: + 351 21 294 8580 -------------------------	www.unl.pt

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[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.

		Administrative contact: SAE-AM 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
WARSAW UNIVERSITY OF TECHNOLOGY – Faculty of Chemical and Process Engineering	PL WARSZAW02	For questions related to the international affairs policy, institutional collaboration and the content of the Erasmus agreement : PhD Paul Nowak Warsaw University of Technology The Faculty of Civil Engineering Armil Ludowej 16 00-637 Warszawa, Poland Poland Tel: +48 22 234 65 15 Fax: +48 22 825 74 15 E-mail: Erasmus@il.pw.edu.pl For questions related to the mobility of students (admissions, learning agreements, registration, transcripts of records, certificates, etc): MSc Eng Marta Paska-Obłoza (Secretariat) Warsaw University of Technology The Faculty of Civil Engineering Armii Ludowej 16 00-637 Warszawa, Poland Poland Tel: +48 22 234 65 15 Fax: +48 22 825 74 15 Erasmus@il.pw.edu.pl, m.paska@il.pw.edu.pl	https://www.cwm.pw.edu.pl/ http://en.il.pw.edu.pl/ https://dziekanat.il.pw.edu.pl/
[...]			

B. Mobility numbers[5] 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, 1st, 2nd or 3rd] *	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 LISBOA03	PL WARSZAW02	0732	Building and Civil Engineering	1st , 2nd	2 * 6 (each)	TBD
PL WARSZAW02	P LISBOA03	0732	Building and Civil Engineering	1st , 2nd	1 * 12	TBD

[*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	0732	Building and Civil Engineering	1 TBD * 8h	...
PL WARSZAW02	P LISBOA03	0732	Building and Civil Engineering	1 TBD * 8h	...

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[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)

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 instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level[6]	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P LISBOA03		Portuguese (for 1ˢᵗ cycles)	Portuguese and/or English (for 2ⁿᵈ and 3ʳᵈ cycles)	B1	B2
PL WARSZAW02		English	English	B2	B2

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.]

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[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

STUDY PLANS Issue	Question

Final PROJECT (research)	**DEFENSE (*soutenance*)**
	• Which date do students present and defend the final Project? : Few times per academic year
	• Can you guarantee that our students will have their qualifications of their TFG before end July? NO
	• How is the defense organized?
	   ◦ Is it a public defense in front of a tribunal? YES, for Polish students only
	   • Do international students get a mark? NO
	Final PROJECT (research):
	• Are our students accepted to undertake their research at your institution?:
	   • TFG (Bachelor thesis): NO
	   • TFM (Master thesis): NO
	• How many ECTS has your:
	   • TFG (Bachelor thesis) : 15 (not applicable for foreign students)
	   • TFM (Master thesis): 20 (not applicable for foreign students)
	• Are the following done individually (not in groups):
	   • TFG (Bachelor thesis) : (not applicable for foreign students)
	   • TFM (Master thesis): (not applicable for foreign students)
	Any other relevant information: none

Number of years of bachelor and master	*At our School (WUT) is 4+1,5* Choose from the following options: none
Bachelors	Do you accept our incoming students coming from these Bachelors at our school? • *Civil Engineering:* YES • *Geological Engineering:* NO • *Construction Engineering:* YES
Master	Do you accept our Master incoming students coming from these scientific areas? • *Civil Engineering:* YES • *Geological Engineering:* NO • *Environmental Engineering:* YES
Study plans	Link to your study plans of bachelor/master where incoming mobility of our school is accepted: https://dziekanat.il.pw.edu.pl/Default.aspx (press EN for English)

OTHER ISSUES	Question
APPLICATION PROCEDURE	• Online application - NO Documents to be provided - https://dziekanat.il.pw.edu.pl/Default.aspx (press EN for English)
LANGUAGE REQUIREMENTS	• Language certificate required (if any): B2 English • Date to be provided : together with application • Any other relevant information : None
OTHER REQUIREMENTS	- Number of necessary credits per semester/year 30 - If there is semestral mobility, can your students come at both semesters? Yes - WUT got sufficient infrastructure to accept disabled students on wheelchair
ACADEMIC CALENDAR	1st semester: starts 1st October; finishes January/February 2nd semester: starts January/February; finishes June/July Do you have an extraordinary evaluation period (exams or research defense) in September? 1st September - Beginning of the autumn examination period
LANGUAGE OF INSTRUCTION	- Courses offered in English: all courses - Courses offered in local language : all courses - Are courses of local language offered at your institution? When? all semesters for incoming 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 LISBOA03	May 31st	October 31st
PL WARSZAW02	31 May	30 November

[* 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

P LISBOA03

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

WUT:
Grades from 2 (failed), 3 (sufficient), 3,5 (almost good), 4 (good), 4,5 (very good), 5 (excellent). The transcripts of records obtained reflect the name of the subjects in English, the ECTS grades and local grades

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
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 WARSZAW02	Faculty of Civil Engineering at WUT Erasmus co-ordinator: erasmus@il.pw.edu.pl +48 22 234 6515	https://dziekanat.il.pw.edu.pl/Default.aspx (press EN for English)

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 WARSZAW02	Faculty of Civil Engineering at WUT Erasmus co-ordinator: erasmus@il.pw.edu.pl +48 22 234 6515	https://dziekanat.il.pw.edu.pl/Default.aspx (press EN for English) students are obliged to come with insurance (EU equivalent fo Polish EKUZ)

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 WARSZAW02	Faculty of Civil Engineering at WUT Erasmus co-ordinator: erasmus@il.pw.edu.pl +48 22 234 6515	https://dziekanat.il.pw.edu.pl/Default.aspx (press EN for English) students look for housing themselves with support from Students Union at WUT: biuro@samorzad.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	2 6 FEV. 2014	
PL WARSZAW02	Professor Henryk Zobel, PhD, DSc DEAN OF THE FACULTY Warsaw University of Technology Faculty of Civil Engineering	28.01 2014	DZIEKAN Wydziału Inżynierii Lądowej prof. dr hab. inż. Henryk Zobel

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[7] Scanned signatures are accepted