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. Virgílio António da Cruz Machado **Email:** vcm@fct.unl.pt **Tel.:** + 351 21 294 83 00 -----------------------------	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
POLITECHNIKA WARSZAWSKA - FACULTY OF MANAGEMENT	PL WARSZAW02	Departmental Coordinator: Kamil Sitarski International@wz.pw.edu.pl Tel. +48 22 234 86 95	www.fom.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	071	Engineering and Engineering Trades	1st 2nd	2 * 10 (each)	TBD
PL WARSZAW02	P LISBOA03	041	Business and Administration	1st 2nd	2 * 10 (each)	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.]*

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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)*

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	071	Engineering and Engineering Trades	TBD * 8h	TBD
PL WARSZAW02	P LISBOA03	041	Business and Administration	TBD * 8h	TBD

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		B2	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution *[Links provided on the first page].*

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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

D. Additional requirements

Faculty of Management of Warsaw University of Technology does not have any special, additional requirements. Information about process of admission and list of documents are available on the website www.fom.pw.edu.pl by the email international@wz.pw.edu.pl

Faculty of Management of WUT does not have the infrastructure to welcome students and staff with disabilities.

[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.]

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	31st May	30th 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

At **P LISBOA03**

Information available at:

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

At **PL WARSZAW02**

COMPARISON BETWEEN ECTS AND THE POLISH SYSTEM OF GRADES

ECTS Grade	Percentage of students admitted	Definition	Definition Polish Grade
A	10%	**Excellent** - high result	5.0
B	25%	**Very good** - above the average with a few small errors	4.5
C	30%	**Good** - generally good but some failings	4.0
D	25%	**Satisfactory** - quite good but some important failings	3.5
E	10%	**Sufficient** - minimum criteria have been met	3.0
FX	-	**Insufficient** - further work is needed to obtain the academic credit	2.0 - fail
F	-	**Insufficient** - the student needs to engage in substantial work	2.0 - fail

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	International@wz.pw.edu.pl	http://www.msz.gov.pl/en/travel_to_poland/visa/

3. Insurance

At **P LISBOA03**

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.

At **PL WARSZAW02**

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

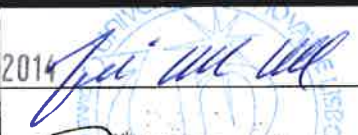| Institution [Erasmus code]	Contact details (email, phone)	Website for information
P LISBOA03	Email: div.a.ae.mobilidade@fct.unl.pt Tel.: + 351 21 294 78 20/7	
PL WARSZAW02	International@wz.pw.edu.pl	https://www.ekuz.nfz.gov.pl/

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	dormitory@samorzad.pw.edu.pl	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	0 5 FEV. 2014	
PL WARSZAW02	Prof. dr hab. Inż. Tadeusz Krupa Dean of the Faculty of Management	27 I 2014	

POLITECHNIKA WARSZAWSKA
WYDZIAŁ ZARZĄDZANIA
ul. Narbutta 85, 02-524 Warszawa
tel.: (022) 849-94-43; fax: (022) 849-97-98
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[7] Scanned signatures are accepted

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