



Erasmus+ Programme

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

Inter-institutional¹ agreement 2018-2021 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 ² (email, phone)	Website (eg. of the course catalogue)
UNIVERSIDADE NOVA DE LISBOA - Faculdade de Ciências e Tecnologia			
UNIVERSIDADE NOVA DE LISBOA - Faculdade de Ciências e Tecnologia	P LISBOA03	Institutional Coordinator : Prof. João Amaro de Matos Email: erasmus@unl.pt Tel.: +351 21 384 52 07/8 ----- Subject Area Contact: Prof. André Damas Mora, Email: atbdm@fct.unl.pt Tel.: +351 21 294 83 00 ----- Administrative contact: SAM	www.unl.pt

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

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

		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
Departmental coordinator	PL KRAKOW02	Dr. Tomasz Kryjak, Faculty of Electrical Engineering, Automatics, Computer Science and Biomedical Engineering, Al. Mickiewicza 30, 30-059 Kraków Phone: +48 12 617 34 86 e-mail: tomasz.kryjak@agh.edu.pl	www.agh.edu.pl
Institutional Coordinator	PL KRAKOW02	Ph.D. Eng Tadeusz Pająk, Faculty of Mechanical Engineering and Robotics, Al. Mickiewicza 30, 30-059 Kraków Phone: +48 12 617 30 79, e-mail: pajak@agh.edu.pl	www.agh.edu.pl

B. Mobility numbers³ 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 [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
P LISBOA03	PL KRAKOW02	061	Information and Communication Technologies (ICTs);	1st, 2nd or 3rd	12 [2 x 6 months (each)]	only by individual agreement
		0713	Electricity and energy;	1st, 2nd or 3rd	12 [2 x 6 months (each)]	only by individual agreement
		0714	Electronics and automation	1st, 2nd or 3rd	12 [2 x 6 months (each)]	only by individual agreement
PL KRAKOW02	P LISBOA03	061	Information and Communication Technologies	1st, 2nd or 3rd	12 [2 x 6 months (each)]	only by individual agreement

3 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>)

			(ICTs);			
		0713	Electricity and energy;	1st , 2nd or 3rd	12 [2 x 6 months (each)]	only by individual agreement
		0714	Electronics and automation	1st , 2nd or 3rd	12 [2 x 6 months (each)]	only by individual agreement

*[*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 KRAKOW02	061 0713 0714	Information and Communication Technologies (ICTs); Electricity and energy; Electronics and automation	1TBD x 5days - min. 8 teaching hours	only by individual agreement
PL KRAKOW02	P LISBOA03	061 0713 0714	Information and Communication Technologies (ICTs); Electricity and energy; Electronics and automation	1TBD x 5days - min. 8 teaching hours	only by individual agreement

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 ⁴	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P LISBOA03		Portuguese (for 1 st cycles)	Portuguese and/or English (for 2 nd and 3 rd cycles)	B1	B2
PL KRAKOW02		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

PL KRAKOW02	<p>Criteria for incoming students: CENTRE FOR INTERNATIONAL STUDENTS , www.international.agh.edu.pl</p> <p>After entering our website please follow the steps entering the sections:</p> <ol style="list-style-type: none"> 1. Education Offer 2. Short-term programmes 3. Exchange programmes 4. Erasmus or other exchange
P LISBOA03	NA

⁴ 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>

E. Calendar

1. Academic Calendar

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
PL KRAKOW02	01.10-23.02	03.03-30.09
P LISBOA03	Sept-January	March-July

2. **Nominations** on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
PL KRAKOW02	15.06	15.11
P LISBOA03	NA	NA

3. 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 KRAKOW02	June 30 st	November 31 st

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

2. The receiving institution:

PL KRAKOW02 will send its decision within **10 weeks** after submitting all required documents

P LISBOA03 will send its decision within **4 weeks** after the end of the deadline.

3. Issue of the **Transcript of Records**

PL KRAKOW02: Transcripts of Records (documenting credits earned at the AGH UST) will be issued by AGH UST. Every student must pick up the transcript him/herself from the Centre for International Students. The AGH UST will NOT automatically send your transcript to your home university. If the student's exam grades are not yet available when you leave, please make arrangements with the proper office to have your transcript sent to you.

P LISBOA03: 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

The involved institutions agree on the procedure for modifying or terminating the inter-institutional agreement. In the event of termination, a notice of at least one academic year should be given. 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 Information available at:

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

PL KRAKOW02: AGH UST Study Regulations <https://international.agh.edu.pl/>

1. The following grading scale shall be in force at the University:

- 1) 91 – 100% *bardzo dobry* (5.0) [*Polish equivalent of very good*];
- 2) 81 – 90% *plus dobry* (4.5) [*Polish equivalent of good plus*];
- 3) 71 – 80% *dobry* (4.0) [*Polish equivalent of good*];
- 4) 61 – 70% *plus dostateczny* (3.5) [*Polish equivalent of satisfactory plus*];
- 5) 50 – 60% *dostateczny* (3.0) [*Polish equivalent of satisfactory*];
- 6) under 50% *niedostateczny* (2.0) [*Polish equivalent of unsatisfactory*].

2. In exceptional situations, if there are no bases for assigning a grade, an academic teacher responsible for the course may recognize the course as completed using the descriptor "*zaliczono (zal.)*" [*Polish equivalent of "passed"*].

3. Grades shall be issued for compulsory classes and examinations, if provided in the study plan, subject to section 4.

4. Upon completing the physical education classes, due to specific nature of this course, the specific notations shall be made:

- 1) "*zaliczono*" [*Polish equivalent of "passed"*] – for students who have achieved the minimum required to complete physical education classes,
- 2) "*niezaliczono*" [*Polish equivalent of "not passed"*] – for students who have not achieved the minimum required to complete physical education classes,
- 3) "*zaświadczenie lekarskie*" [*Polish equivalent of "medical certificate"*].

5. The verbal descriptor "*zal.*" [*Polish equivalent of "passed"*] shall have no equivalent in the numerical grade and shall not be taken into account when calculating the average grade for the settlement period.

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 KRAKOW02	https://international.agh.edu.pl/	

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
P LISBOA03	Email: div.a.ae.mobilidade@fct.unl.pt Tel.: + 351 21 294 78 20/7	All students enrolled in P LISBOA03 are covered by an accident and third party liability insurance. 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.
PL KRAKOW02	https://international.agh.edu.pl/	The European Health Insurance Card (or EHIC) is issued free of charge and allows anyone who is insured by or covered by a statutory social security scheme of the EEA countries and Switzerland to receive medical treatment in another member state for free or at a reduced cost, if that treatment becomes necessary during their visit More details: https://www.ekuz.nfz.gov.pl/content/information-entitled-persons-other-euefta-member-states Central Office of the National Health Fund - The Department of International Affairs Centrala Narodowego Funduszu Zdrowia -

		Departament Współpracy Międzynarodowej ul. Grójecka 186, 02-390 Warszawa tel. +48 (22) 572 62 68, fax +48 (22) 572 63 19 e-mail: ca17@nfz.gov.pl
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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 KRAKOW02	AGH UST Campus ul. Józefa Rostafińskiego 7a, 30-072 Kraków tel.: +48(12) 617 34 71 fax:+48 (12) 637 24 16 e- mail: miasteczko@agh.edu.pl https://akademik.agh.edu.pl/ http://www.miasteczko.agh.edu.pl/index_en.php?menu=spl http://www.miasteczko.agh.edu.pl/index_en.php https://international.agh.edu.pl/	

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁵
P LISBOA03	Institutional Coordinator Prof. João Amaro de Matos	23/01/2018	
PL KRAKOW02	Prof. dr hab. inż. Jerzy Lis Vice-Rector for Cooperation	18 JRG. 2017	

5 Scanned signatures are accepted