



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

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 ³ (email, phone)	Website (eg. of the course catalogue)
UNIVERSIDADE NOVA DE LISBOA – Faculdade de Ciências e Tecnologia	P LISBOA03	<p>Institutional Coordinator : Prof. José Esteves Pereira Email: erasmus@unl.pt Tel.: +351 21 384 52 07/8</p> <p>-----</p> <p>Subject Area Contact: Prof. Fernando Pedro Reino da Silva Birra Email: fpb@fct.unl.pt Tel.: + 351 21 294 83 00</p> <p>-----</p> <p>Administrative contact: SAE-AM Email: div.a.ae.mobilidade@fct.unl.pt Tel: + 351 21 294 78 20/7</p>	<p>www.unl.pt</p> <p>-----</p> <p>http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms</p>
BIALYSTOK UNIVERSITY OF TECHNOLOGY	PL BIALYST01	<p>Malgorzata Malinowska m.malinowska@pb.edu.pl</p> <p>Bialystok University of Technology, International Relations Office, 45A Wiejska Street, room 1C, 15-351 Bialystok, Poland</p> <p>Ewa Girejko, Ph.D. Coordinator of Faculty of Computer Science (PL students) wi.erasmus@pb.edu.pl</p> <p>Agnieszka Malinowska, PhD – Coordinator of Faculty of Computer Science (inc. Students), a.malinowska@pb.edu.pl</p>	<p>www.pb.edu.pl</p> <p>www.erasmus.pb.edu.pl</p> <p>course catalogue: http://elam.pb.edu.pl</p>

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

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B. Mobility numbers⁴ per 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 BIALYST01	061	Information and Communication Technologies (ICTs)	1 st	2*10 (each)	TBD
PL BIALYST01	P LISBOA03	061	Information and Communication Technologies (ICTs)	1 st	2*10 (each)	TBD

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 BIALYST01	061	Information and Communication Technologies (ICTs)	8h*1 TBD	---
PL BIALYST01	P LISBOA03	061	Information and Communication Technologies (ICTs)	8h*1 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:

⁴ 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>)

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁵	
				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
TR AKSARAY 01		English	English	B1	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

Bialystok University of Technology's students – mentors help incoming international students at the beginning of their stay in Poland. Address to apply for a mentor esn.bialystok.mentor@gmail.com.

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 BIALYST 01	July 15	January 15

[* 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

⁵ 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>

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 BIALYST01**: <http://erasmus.pb.edu.pl/courses-in-english/>

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 BIALYST01	s.zuazo@pb.edu.pl	http://erasmus.pb.edu.pl/before-you-visit-us/

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.

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 BIALYST01	s.zuazo@pb.edu.pl	http://erasmus.pb.edu.pl/before-you-visit-us/



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 BIALYST01	We guarantee accommodation in Residence Halls to all incoming students who apply in time. Application should be sent together with other app. documents. E-mail: dsnr2@pb.edu.pl	http://erasmus.pb.edu.pl/accommodation/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
P LISBOA03	Prof. José Esteves Pereira Institutional Coordinator	27 JAN. 2014	
PL BIALYST01	Prof. Roman Kaczyński, PhD. PE Vice-Rector for Development and Cooperation		 VICE-RECTOR FOR DEVELOPMENT AND CO-OPERATION BIALYSTOK UNIVERSITY OF TECHNOLOGY Assoc. prof. Roman Kaczyński, DSc, PhD, Eng.

⁶ Scanned signatures are accepted

