Erasmus+ Programme

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

Inter-institutional\(^1\) agreement 2018-20[21]\(^2\)
between programme countries

\([\text{Minimum requirements}]^3\)

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

<table>
<thead>
<tr>
<th>Name of the institution</th>
<th>Erasmus code</th>
<th>Contact details(^4)</th>
<th>Website (eg. of the course)</th>
</tr>
</thead>
</table>

\(^1\) 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.
<table>
<thead>
<tr>
<th>Institution</th>
<th>Address</th>
<th>Contact Information</th>
<th>Catalogue</th>
</tr>
</thead>
</table>
| 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. Zuzana Dílmurovová  
Email: zdim@fct.unl.pt  
Tel.: +351 21 294 85 80 | www.unl.pt              |
| Cracow University of Technology - Faculty of Civil Engineering | PL KRAKOW03      | **Institutional Coordinator:** mgr Darla Majka-Sitko – Erasmus Institutional Coordinator  
ul. Warszawska 24, 31-155  
Kraków, Poland  
Tel.: +48 12 628 25 12  
Fax: +48 12 628 25 04  
E-mail: erasmus@pk.edu.pl  
**Erasmus Departmental Coordinator – Faculty of Civil Engineering:**  
dr inż. Dorota Jasińska  
tel. 12628 2341  
e-mail: jasinska@limba.wil.pk.edu.pl  
**Subject Area Contact:** Prof. Piotr Kozlak  
Email: pkozlak@pk.edu.pl  
Tel.: +48 12-628-23-56 | http://www.erasmus.pl, 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:**

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>Subject area code</th>
<th>Subject area name *</th>
<th>Study cycle (short cycle. 1(^{st}), 2(^{nd}) or 3(^{rd}) *)</th>
<th>Number of student mobility periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>P LISBOA03</td>
<td>PL KRAKOW03</td>
<td>0732</td>
<td>Building and civil engineering</td>
<td>1(^{st}), 2(^{nd}) and 3(^{rd})</td>
<td>1 semester x 3 students (5 months each) as average duration</td>
</tr>
<tr>
<td>PL KRAKOW03</td>
<td>P LISBOA03</td>
<td>0732</td>
<td>Building and civil engineering</td>
<td>1(^{st}), 2(^{nd}) and 3(^{rd})</td>
<td>1 semester x 3 students (5 months each) as average duration</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0730</td>
<td>Architecture and construction</td>
<td>1(^{st}), 2(^{nd}) and 3(^{rd})</td>
<td>1 semester x 3 students (5 months each) as average duration</td>
</tr>
</tbody>
</table>

[*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:**

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>Subject</th>
<th>Subject</th>
<th>Number of staff mobility</th>
</tr>
</thead>
</table>

\(^5\) Mobility numbers can be given per sending/receiving institutions and per education field (optional\(^*:\):

<table>
<thead>
<tr>
<th>(Erasmus code of the sending institution)</th>
<th>(Erasmus code of the receiving institution)</th>
<th>area code</th>
<th>area name</th>
<th>periods</th>
<th>Staff Mobility for Teaching</th>
<th>Staff Mobility for Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>P LISBOA03</td>
<td>PL KRAKOW03</td>
<td>0732</td>
<td>Building and civil engineering</td>
<td>5 days x 8h x 2 teacher of teaching period as average duration</td>
<td>5 days x 2 staff</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>0730</td>
<td>Architecture and construction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PL KRAKOW03</td>
<td>P LISBOA03</td>
<td>0732</td>
<td>Building and civil engineering</td>
<td>5 days x 8h x 2 teacher of teaching period as average duration</td>
<td>5 days x 2 staff</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>0730</td>
<td>Architecture and construction</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Receiving institution</th>
<th>Optional: Subject area</th>
<th>Language of instruction 1</th>
<th>Language of instruction 2</th>
<th>Recommended language of instruction level 6</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Portuguese (for 1st cycles)</td>
<td>Portuguese and/or English (for 2nd and 3rd cycles)</td>
<td></td>
</tr>
<tr>
<td>P LISBOA03</td>
<td></td>
<td>B1</td>
<td>B1</td>
<td>B2</td>
</tr>
<tr>
<td>PL KRAKOW03</td>
<td></td>
<td>B1</td>
<td>B1</td>
<td>B2</td>
</tr>
</tbody>
</table>

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
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.]

E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

<table>
<thead>
<tr>
<th>Receiving institution [Erasmus code]</th>
<th>Autumn term* [month]</th>
<th>Spring term* [month]</th>
</tr>
</thead>
<tbody>
<tr>
<td>PL LISboa03</td>
<td>May 31'</td>
<td>October 31'</td>
</tr>
<tr>
<td>PL KRAKOW03</td>
<td>May 31'</td>
<td>October 31'</td>
</tr>
</tbody>
</table>

[* 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 Information available at:

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

<table>
<thead>
<tr>
<th>Institution</th>
<th>Contact details</th>
<th>Website for information</th>
</tr>
</thead>
</table>
| P LISBOA03  | Email: div.a.eg.mobildade@fct.unl.pt  
              Tel.: + 351 21 294 78 20/7 | http://www.fct.unl.pt/en/student/student-orientation-and-mobility/information-upcoming-students-and-other-visitors |
| PL KRAKOW03 | Erasmus Office  
              e-mail: erasmus@pk.edu.pl  
              tel.: +48 12 628 2512 | http://erasmus.pk.edu.pl/incoming-students/ |

3. Insurance

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.

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

<table>
<thead>
<tr>
<th>Institution</th>
<th>Contact details</th>
<th>Website for information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PL LISBOA03
Email: div.a.aa.mobilidade@fct.unl.pt
Tel.: + 351 21 294 78 20/7

PL KRAKOW03
Erasmus Office
e-mail: erasmus@pk.edu.pl
tel.: +48 12 628 2512
http://erasmus.pk.edu.pl/incoming-students/

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:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Contact details</th>
<th>Website for information</th>
</tr>
</thead>
</table>
| P LISBOA03   | Email: div.a.aa.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-smc |
| PL KRAKOW03  | Erasmus Office  
e-mail: erasmus@pk.edu.pl  
tel.: +48 12 628 2512 | http://erasmus.pk.edu.pl/incoming-students/ |

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

<table>
<thead>
<tr>
<th>Institution</th>
<th>Name, function</th>
<th>Date</th>
<th>Signature</th>
</tr>
</thead>
</table>
| P LISBOA03   | Institutional Coordinator  
Prof. João Amaro de Matos | 22/02/19 | [Signature] |
| PL KRAKOW03  | Jerzy ZAJĄC  
PhD, DSc, Eng., Prof. of CUT  
Vice-Rector for Education | 12 MAR. 2019 | [Signature] |

*Scanned signatures are accepted*