



# Erasmus+ Programme

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

## **Inter-institutional<sup>1</sup> agreement 2014-20[21]<sup>2</sup>** **between programme countries**

**[Minimum requirements]<sup>3</sup>**

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**

<b>Name of the institution</b> <b>(and department, where relevant)</b>	<b>Erasmus code</b>	<b>Contact details<sup>4</sup></b> <b>(email, phone)</b>	<b>Website</b> <b>(eg. of the course catalogue)</b>
UNIVERSIDADE NOVA DE LISBOA – Faculdade de Ciências e Tecnologia	P LISBOA03	<b>Institutional Coordinator :</b> Prof. José Esteves Pereira, Email: <a href="mailto:erasmus@unl.pt">erasmus@unl.pt</a> Tel.: +351 21 384 52 07/8; ----- <b>Subject Area Contact:</b> Prof. Stanimir Valtchev Email: <a href="mailto:ssv@fct.unl.pt">ssv@fct.unl.pt</a> Tel.: + 351 21 294 78 92 -----	<a href="http://www.unl.pt">www.unl.pt</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		<b>Administrative contact:</b> SAE-AM Email: <a href="mailto:div.a.ae.mobilidade@fct.unl.pt">div.a.ae.mobilidade@fct.unl.pt</a> Tel: + 351 21 294 78 20/7	<a href="http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms">http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms</a>
Warsaw University of Technology (WUT) /Politechnika Warszawska Faculty of Automotive and Construction Machinery Eng.	PL WARSZAW02	Andrzej Selenta Ph.D. Coordinator for International Relations Faculty of Automotive and Construction Machinery Eng. ul. Narbutta 84; PL 02-524 Warszawa Tel.nr: +48 (22) 234 84 99 Fax nr: +48 (22) 849 03 06 e-mail: <a href="mailto:Andrzej.Selenta@simr.pw.edu.pl">Andrzej.Selenta@simr.pw.edu.pl</a>  <b>Administrative coordinator</b> Bozena Snopinska ERASMUS Coordinator Centre for International Cooperation Warsaw University of Technology Administration Building 00-668 Warsaw, Noakowskiego 18/20 tel: +48 (0)22 234 74 04, email: <a href="mailto:bsnopinska@cwm.pw.edu.pl">bsnopinska@cwm.pw.edu.pl</a>	<a href="http://www.pw.edu.pl/(WUT)">http://www.pw.edu.pl/(WUT)</a> <a href="http://www.simr.pw.edu.pl/">http://www.simr.pw.edu.pl/</a>  course catalogue: in Polish: <a href="https://ects.coi.pw.edu.pl/menu2/programy">https://ects.coi.pw.edu.pl/menu2/programy</a> in English: <a href="https://www.cwm.pw.edu.pl/StudiesInEnglish.pdf">https://www.cwm.pw.edu.pl/StudiesInEnglish.pdf</a>
[...]			

## B. Mobility numbers<sup>5</sup> 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:*

<b>FROM</b>	<b>TO</b>	<b>Subject area code</b>	<b>Subject area name</b>	<b>Study cycle</b>	<b>Number of student mobility periods</b>	
[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	* [ISCED ]	*	[short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Student Mobility for Studies	Student Mobility for Traineeships *
					[total number of months of the study periods or average duration*]	

<sup>5</sup> 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>

P LISBOA03	PL WARSZAW02	071	Engineering and Engineering Trades	2*1 <sup>st</sup> 2*2 <sup>nd</sup> 2* 3 <sup>rd</sup>	9 (each)	TBD
PL WARSZAW02	P LISBOA03	071	Engineering and Engineering Trades	2*1 <sup>st</sup> 2*2 <sup>nd</sup> 2*3 <sup>rd</sup>	9 (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.]

Staff mobility:

<b>FROM</b> [Erasmus code of the sending institution]	<b>TO</b> [Erasmus code of the receiving institution]	<b>Subject area code</b> * [ISCED]	<b>Subject area name</b> *	<b>Number of staff mobility periods</b>	
				Staff Mobility for Teaching	Staff Mobility for Training *
				[total number of days of teaching periods or average duration *]	
P LISBOA03	PL WARSZAW02	071	Engineering and Engineering Trades	1x1 week TBD	---
PL WARSZAW02	P LISBOA03	071	Engineering and Engineering Trades	1x1 week 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:

<b>Receiving institution</b> [Erasmus	<b>Optional: Subject area</b>	<b>Language of instruc-</b>	<b>Language of instruc-</b>	<b>Recommended language of instruction level<sup>6</sup></b>	
				Student Mobility	Staff Mobility for

<sup>6</sup> 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>

code]	tion 1	tion 2	for Studies [Minimum recommended level: B1]	Teaching [Minimum recommended level: B2]
P LISBOA03	Portuguese (for 1 <sup>st</sup> cycles)	Portuguese and/or English (for 2 <sup>nd</sup> and 3 <sup>rd</sup> cycles)	B1	B2
PL WARSZAW02	Polish	English	B2 Polish or B1 English  Exchange students who only undertake project work might be permitted to write their report in English. Whether they are permitted to do so should be clarified with their supervising professor at WUT before their arrival in Warszawa	Although the language of instruction is generally Polish, for the Teaching Staff Mobility the language of instruction might also be a C1 – C2 level of English.

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:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
P LISBOA03	31 May	31 October
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

At **P LISBOA03**

Please click:

[http://www.fct.unl.pt/sites/default/files/erasmus\\_incoming/EU\\_Scale\\_FCT.pdf](http://www.fct.unl.pt/sites/default/files/erasmus_incoming/EU_Scale_FCT.pdf)

At **PL WARSZAW02**

Grading System in use at Warsaw University of Technology (WUT)				
5	bardzo dobry	very good	outstanding performance	A
4,5	ponad dobry	more than good	above the average standard	B
4	dobry	good	generally sound work with notable errors	C
3,5	dość dobry	sufficiently good	fair but with significant shortcomings	D
3	dostateczny	passing	performance meets the minimum criteria	E
2	niedostateczny	failure	further work is required	F
Please note that according to the European Grading Scale 2 (F) requires considerable further work before the credit can be awarded and is meant to be advice for the re-evaluation of the student's project. Please take into account that in Poland the decimal comma is used instead of the decimal point.				
ECTS Credits				
total workload	= 210 credits (bachelor) + 90 credits (master)			
workload per semester	= 30 credits			
1 credit	= 30 hours workload (one teaching hour = 45 min.)			

## 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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
P LISBOA03	Email: <a href="mailto:div.a.ae.mobilidade@fct.unl.pt">div.a.ae.mobilidade@fct.unl.pt</a> Tel.: + 351 21 294 78 20/7	<a href="http://www.fct.unl.pt/en/student/student-orientation-and-mobility/information-incoming-students-and-other-visitors">http://www.fct.unl.pt/en/student/student-orientation-and-mobility/information-incoming-students-and-other-visitors</a>
PL WARSZAW02	Andrzej Selenta Ph.D. <a href="mailto:Andrzej.Selenta@simr.pw.edu.pl">Andrzej.Selenta@simr.pw.edu.pl</a>	

## 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](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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
P LISBOA03	Email: <a href="mailto:div.a.ae.mobilidade@fct.unl.pt">div.a.ae.mobilidade@fct.unl.pt</a> Tel.: + 351 21 294 78 20/7	
PL WARSZAW02	Andrzej Selenta Ph.D. <a href="mailto:Andrzej.Selenta@simr.pw.edu.pl">Andrzej.Selenta@simr.pw.edu.pl</a>	

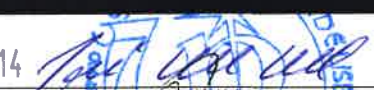
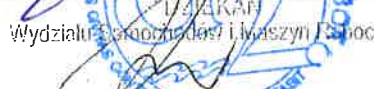
#### 4. Housing

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: <a href="mailto:div.a.ae.mobilidade@fct.unl.pt">div.a.ae.mobilidade@fct.unl.pt</a> Tel.: + 351 21 294 78 20/7	<a href="http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms">http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms</a>
PL WARSZAW02	Andrzej Selenta Ph.D. <a href="mailto:Andrzej.Selenta@slmr.pw.edu.pl">Andrzej.Selenta@slmr.pw.edu.pl</a>	

#### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
P LISBOA03	Institutional Coordinator, Prof. José Esteves Pereira	13 JAN. 2014	
PL WARSZAW02	Prof. St. Radkowski, Dean of the Faculty of Automotive and Construction Machinery Eng.	08.01.2014.	 Wydział Inżynierii Mechanicznej i Maszyn Spożyczych prof. dr hab. inż. Stanisław Radkowski

<sup>7</sup> Scanned signatures are accepted

