



Erasmus+ Programme

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

Inter-institutional agreement 2014-2021 **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 (email, phone)	Website (eg. of the course catalogue)
UNIVERSITY OF WARMIA AND MAZURY IN OLSZTYN (UWM) Faculty of Geodesy and Land Management	PL OLSZTYN01	International Office <i>Agnieszka Matejko</i> Head of the Office for International Cooperation Ul. Oczpowskiego 2 10-719 Olsztyn (Poland) Phone: +48895233521 Fax: +48895240494 e-mail: agnieszka.matejko@uwm.edu.pl Departmental contact Dr inż. Anna Cellmer Departmental Erasmus co-ordinator University of Warmia and Mazury in Olsztyn, Faculty Of Geodesy And Land Management (KZN) aniacel@uwm.edu.pl	www.uwm.edu.pl/en http://www.uwm.edu.pl/bwz/en/

		annaela3@gmail.com phone +485234396 Prawochenskiego str. 15 10-720 Olsztyn Poland Room 302	
Universidade de Lisboa Faculty of Sciences	P LISBOA 109	Ana Matos Mobility Office Faculdade de Ciências da Universidade de Lisboa, Campo Grande, 1749-016 Lisboa, Portugal Phone: +351217500443; Fax: +351750012 email: internacional@fc.ul.pt Coordinator on department level: Prof. Fátima Sousa Faculty of Science Department of Geographic Engineering, Geophysics and Energy. email: fsousa@fc.ul.pt	

B. Mobility numbers¹ per 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.

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 <small>[total number of months of the study periods or average duration*]</small>	Student Mobility for Traineeship <small>S *</small>
PL OLSZTYN01	P LISBOA 109	582	Building and civil engineering	1 st , 2 nd	2 (12 months)	
		581	Architecture and town planning	1 st , 2 nd	2 x 5 months (=10 total)	
P LISBOA 109	PL OLSZTYN01	0532	Earth Sciences	1 st , 2 nd	2 x 5 months (=10 total)	

[*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are

¹ 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>)

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.]

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	Staff Mobility for Training *
PL OLSZTYN01	P LISBOA 109	582	Building and civil engineering	1 x 1 week x 5 hours (=5 total)	
		581	Architecture and town planning		
P LISBOA 109	PL OLSZTYN01	0532	Earth Sciences	1 x 1 week x 5 hours (=5 total)	

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 ²	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL OLSZTYN01	Polish	English	B1 English	B2 English or Polish
P LISBOA 109		Portuguese		B1	

For more details on the language of instruction recommendations, see the course catalogue of each institution.

² 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

PL OLSZTYN01: currently in the process of adapting its infrastructure to the needs of disabled students and staff. More information in the Office for Students with Disabilities (<http://www.uwm.edu.pl/bsn/en>).

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
PL OLSZTYN01	15 May for nomination 15 June for application	30 October for nomination 30 November for application
P LISBOA109	June, 30 th	October, 31 st

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

2. PL OLSZTYN01: The receiving institution will send its decision within 4 weeks from the official nomination.
- P LISBOA109: The receiving institution will send its decision within 6 weeks from the student's application.
3. PL OLSZTYN01: Each faculty issues Transcripts of Records (documenting credits earned at the UWM in Olsztyn). Every student must pick their transcript him-/herself up. If the exam grades are not yet available until student's departure he/she is obliged to arrange sending Transcript of Records to the home institution.
- P LISBOA109: a Transcript of Records will be issued by the receiving institution no later than five weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement
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

PL OLSZTYN01

At the University of Warmia and Mazury in Olsztyn the grading system for each unit is numeric from 2,0 to 5,0 in which:

Excellent/very good: 5,0
Good: 4,5
Satisfactory: 4,0
Sufficient: 3,5
Pass: 3,0
Fail: 2,0

P LISBOA109 : The **Portuguese grading system** expresses itself in values **between 0 and 20**, being 10 the minimum grade for approval. A= 18-20; B= 16-17; C=14-15; D=10-13; F=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
PL OLSZTYN01	<i>Daria Czyżewska</i> Office for International Cooperation Incoming students e-mail: daria.czyzewska@uwm.edu.pl tel.: +48895233415	http://www.uwm.edu.pl/bwz/en/?page_id=3406
P LISBOA109	internacional@fc.ul.pt +351 21750 0443	http://internacional.ulisboa.pt/

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
PL OLSZTYN01	<i>Daria Czyżewska</i> Office for International Cooperation Incoming students e-mail: daria.czyzewska@uwm.edu.pl tel.: +48895233415	http://www.uwm.edu.pl/bwz/en/?page_id=3406
P LISBOA109	internacional@fc.ul.pt +351 21750 0443	http://internacional.ulisboa.pt/


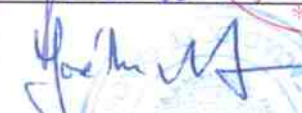
4. Housing

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
PL OLSZTYN01	<i>Daria Czyżewska</i> Office for International Cooperation Incoming students e-mail: daria.czyzewska@uwm.edu.pl tel.: +48895233415	http://www.uwm.edu.pl/bwz/en/?page_id=3413
P LISBOA109	internacional@fc.ul.pt +351 21750 0443	http://internacional.ulisboa.pt/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ³
PL OLSZTYN01	Prof. Janusz Piechocki Vice Rector for Students Affairs	17/03/2014	
P LISBOA109	Prof. José Artur Martinho Simões, The Director of the Faculty of Sciences	10.03.2014	

³ Scanned signatures are accepted