

# Erasmus+ Programme

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

## Inter-institutional<sup>1</sup> agreement 2016-2021<sup>2</sup> 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 <sup>3</sup> (email, phone)	Website (eg. of the course catalogue)
<b>Universidade Lusófona de Humanidades e Tecnologias</b>	P LISBOA52	<b>Elisabete Lourenço</b> Advisor for Internationalization  <a href="mailto:f277@ulusofona.pt">f277@ulusofona.pt</a> Av. Campo Grande, nº 376, 1749-024 Lisboa  +351 21 751 55 00	<a href="http://www.ulusofona.pt">http://www.ulusofona.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> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

<p><b>Wroclaw University of Environmental and Life Sciences</b> ul. C.K. Norwida 25 50-375 Wroclaw, Poland</p>	<p>PL WROCLAW04</p>	<p>Mrs. Jadwiga Bolechowska Erasmus Institutional Coordinator, International Relations Office, Incoming Students Tel. +48 71 320 5478 Fax: +48 71 320 5115 jadwiga.bolechowska@upwr.edu.pl</p> <p>Mrs. Anna Posadowska-Malarz International Relations Office, Outgoing Students Tel. +48 71 320 5287 Fax: +48 71 320 5115 anna.posadowska-malarz@upwr.edu.pl</p>	<p><a href="https://www.upwr.edu.pl/students/9297/erasmus_ects.html">https://www.upwr.edu.pl/students/9297/erasmus_ects.html</a></p> <p><a href="https://www.student.up.wroc.pl/lista/">https://www.student.up.wroc.pl/lista/</a></p>
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### B. Mobility numbers<sup>4</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.]

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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies  [total number of months of the study periods or average duration*]	Student Mobility for Traineeships S *
P LISBOA52	PL WROCLAW04	0841	Veterinary	2 <sup>nd</sup>	2 students x 6 months	Only by individual agreement
PL WROCLAW04	P LISBOA52	0841	Veterinary	2 <sup>nd</sup>	2 students x 6 months	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

<sup>4</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>

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 <i>[total number of days of teaching periods or average duration *]</i>	Staff Mobility for Training *
P LISBOA52	PL WROCLAW04	0841	Veterinary	2 x 1 week	Only by individual agreement
PL WROCLAW04	P LISBOA52	0841	Veterinary	2 x 1 week	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 <sup>5</sup>	
				Student Mobility for Studies <i>[Minimum recommended level: B1]</i>	Staff Mobility for Teaching <i>[Minimum recommended level: B2]</i>
P LISBOA52		Portuguese	English	English B2	English B2
PL WROCLAW04		English	Polish	B2	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution *[Links provided on the first page]*.

<sup>5</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>

## D. Additional requirements

### PL WROCLAW04:

The Wroclaw University of Environmental and Life Sciences welcomes students and staff with disabilities. However it is advised to provide the Institutional Coordinator with more detailed information regarding specific disability prior to nomination.

### P LISBOA52

- Nomination and application documents received after deadlines will not be accepted. For the official nomination we need to receive by email to [mobilidade.crm@ulusofona.pt](mailto:mobilidade.crm@ulusofona.pt) the following information:

- Name;
- Gender;
- E-mail;
- Semester and
- Course - Area of Studies (Courses 1<sup>st</sup>, 2<sup>nd</sup> 3<sup>rd</sup> Cycle - according with our InterInstitutional Agreement and the courses available at our University).

The official nomination do not means direct acceptance from us.  
The student needs to make an application - registration online.

The documents uploaded will be submitted to the Course Director and Institutional Coordinator for selection. An official acceptance letter will be issued and sent to the student and the Home University by e-mail if the student is approved. Only after that the student can be consider accepted to study with us.

- Registration online at <https://secure.grupolusofona.pt/col/f?p=110:26>

The student needs to upload the following documents:

- Copy of the Identity Card or Passport;
- Learning Agreement - Signed and stamped by the Home University and student;
- Transcript of Records issued, signed and stamped by the Home University;
- Curriculum Vitae and
- Portfolio (needs to be available online) - Compulsory only for student's applying for the Courses of Cinema, Design and Architecture.

When the student arrives at Universidade Lusófona for the registration need to deliver to us:

1. English Language Certificate (B2) or Portuguese Language Certificate (B2) presenting International Certification - TOEFL, ESOL, IELTS or OLS Exam;
2. Medical Report (our form - be filled and stamped by the family's physician)
3. Copy of the health insurance from the Home University or private insurance and
4. Copy of your European Health Card.

**All the documents requested are mandatory and part of the application process. Nevertheless, to avoid delays we asked them at the arrival at the University.**

If we don't receive the requested documents we can consider not to accept/register the student. The student will return to the Home University and the mobility will not be valid.

Support is offered to students and staff with a special need or disability, please contact:  
[mobilidade.crm@ulusofona.pt](mailto:mobilidade.crm@ulusofona.pt)

+351 21 751 55 00

## E. Calendar

1. Partner nominations and student applications must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
P LISBOA52	Nomination: 30 <sup>th</sup> April Application: 31 <sup>st</sup> May	Nomination: 30 <sup>th</sup> September Application: 31 <sup>st</sup> October
PL WROCLAW04	Nomination: 01 June Application: 01 July	Nomination: 01 November Application: 15 December

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

### PL WROCLAW04:

2. The receiving institution will send its decision within 6-8 weeks after the deadline.

3. Academic calendar:

[https://www.upwr.edu.pl/students/48077/academic calendar 2018 2019 for erasmus students.html](https://www.upwr.edu.pl/students/48077/academic%20calendar%202018%202019%20for%20erasmus%20students.html)

4. A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished.

### P LISBOA52:

The documents will be submitted to the Course Director and Institutional Coordinator for selection. An official acceptance letter will be issued and sent to the student and the Home University by e-mail if the student is approved. Only after that the student can be considered accepted to study with us.

A Transcript of Records will be issued as soon as all the student grades are available at the Student Page (NETPA) and 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]

Termination of the agreement

This Collaboration Agreement may be terminated on the following grounds:

- End of the stipulated period of validity.
- Mutual agreement between the parties.
- Written notice of termination with 6 months in advance, provided the termination shall not become effective until the end of the stay of the students enrolled in both institutions on the date of notification.

## F. Information

### 1. Grading systems of the institutions

**PL WROCLAW04:** [http://www.upwr.edu.pl/studies\\_and\\_students/9312/local\\_grades.html](http://www.upwr.edu.pl/studies_and_students/9312/local_grades.html)

**P LISBOA52:**

### Grading Scale at the Universidade Lusófona de Humanidades e Tecnologias

The University System of grades in Portugal varies between 0 and 20 where the minimum grade to pass is 10. (Law by the Decree nº 42/2005 (22 February))

Grade	Qualification
20 / 18	Excellent
17 / 16	Very good
15 / 14	Good
13 / 10	Sufficient

ECTS grading scale:

ECTS Grade	% of successful students normally achieving the grade	Definition
A	10	EXCELLENT - outstanding performance with only minor errors
B	25	VERY GOOD - above the average standard but with some errors
C	30	GOOD - generally sound work with a number of notable errors
D	25	SATISFACTORY - fair but with significant shortcomings
E	10	SUFFICIENT - performance meets the minimum criteria
FX	-	FAIL - some more work required before the credit can be awarded
F	-	FAIL - considerable further work is required

ECTS credits:

1 full academic year = 60 credits

1 semester = 30 credits

1 term/trimester = 20 credits

## **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</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
P LISBOA52	<a href="mailto:mobilidade.crm@ulusofona.pt">mobilidade.crm@ulusofona.pt</a> +351 21 751 55 00	<a href="http://www.ulusofona.pt">http://www.ulusofona.pt</a>
PL WROCLAW04	<a href="mailto:jadwiga.bolechowska@upwr.edu.pl">jadwiga.bolechowska@upwr.edu.pl</a>	<a href="https://www.upwr.edu.pl/students/19020/visa.html">https://www.upwr.edu.pl/students/19020/visa.html</a>

## **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.

### **All the participants must have the European Health Card.**

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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
P LISBOA52	<a href="mailto:mobilidade.crm@ulusofona.pt">mobilidade.crm@ulusofona.pt</a> +351 21 751 55 00	<a href="http://www.ulusofona.pt">http://www.ulusofona.pt</a>
PL WROCLAW04	<a href="mailto:jadwiga.bolechowska@upwr.edu.pl">jadwiga.bolechowska@upwr.edu.pl</a>	<a href="https://www.upwr.edu.pl/students/19019/medical_insurance.html">https://www.upwr.edu.pl/students/19019/medical_insurance.html</a>




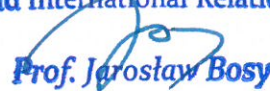
#### 4. Housing

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 LISBOA52	info@ulusofona.pt +351 21 751 55 00	<a href="http://www.ulusofona.pt">http://www.ulusofona.pt</a>
PL WROCLAW04	<a href="mailto:jadwiga.bolechowska@upwr.edu.pl">jadwiga.bolechowska@upwr.edu.pl</a>	<a href="https://www.upwr.edu.pl/students/9869/housing.html">https://www.upwr.edu.pl/students/9869/housing.html</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>6</sup>
P LISBOA52	<b>Prof. Doutor Gonçalo Jorge Pestana Calado</b> Vice-Rector for Research and Internationalization	17.06.2019	
PL WROCLAW04	<b>Prof. Jarosław Bosy</b> Vice-Rector Vice-Rector for Research and International Relations	24.06.2019	Vice-Rector for Research and International Relations <b>Prof. Jarosław Bosy</b> 

<sup>6</sup> Scanned signatures are accepted