



Erasmus+ Programme

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

Inter-institutional agreement 2015-2021 between programme countries

[Minimum requirements]

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 ¹ (email, phone)	Website (eg. of the course catalogue)
UNIVERSIDAD DE ALMERÍA	E ALMERIA 01	Julián Cuevas González Vice-Chancellor for Internationalization	- Institutional website: www.ual.es - Course catalogue: http://www.ceia3.es/en/academic-programs/grades
UNIVERSIDAD DE CÁDIZ	E CADIZ 01	Juan Carlos García Galindo General Director for International Affairs	- Institutional website: www.uca.es - Course catalogue: http://www.ceia3.es/en

¹Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		<p>Edificio Constitución 1812</p> <p>Paseo Carlos III nº 3. 11003 Cádiz. Spain</p> <p>internacional.ceia3@uca.es</p> <p>+34 956015682</p>	<p>/academic-programs/grades</p>
UNIVERSIDAD DE CÓRDOBA	E CORDOBA 01	<p>Nuria Magaldi Mendaña</p> <p>Vice-Chancellor for Internationalization Avd. De Medina Azahara, 5 14071 Córdoba +34 957 21 8071</p>	<p>- Institutional website: www.uco.es</p> <p>- Course catalogue: http://www.ceia3.es/en/academic-programs/grades</p>
UNIVERSIDAD DE HUELVA	E HUELVA 01	<p>M^a Regla Fernández Garrido</p> <p>Vice-Chancellor for PhD Studies and Internationalization Dr. Cantero Cuadrado, 6. 21071 Huelva. Spain</p> <p>rrii@uhu.es</p> <p>+34 959 218012</p>	<p>- Institutional website: www.uhu.es</p> <p>- Course catalogue: http://www.ceia3.es/en/academic-programs/grades</p>
UNIVERSIDAD DE JAÉN	E JAEN 01	<p>Sebastián Bruque Cámara</p>	<p>- Institutional website: www.ujaen.es</p> <p>- Course catalogue: http://www.ceia3.es/en/academic-programs/grades</p>
Lublin University of Technology	PL LUBLIN03	<p><u>International Exchange Office Coordinator:</u> Marcin Żuk, MPhil ul. Nadbystrzycka 42 a (D.S. 4, p. 8) 20-501 Lublin, Poland tel.: +48 81 53 84 719 fax: +48 81 53 84 792 email: m.zuk@pollub.pl</p>	<p>International Exchange Office website: www.bwm.pollub.pl ECTS Catalogue: http://bwm.pollub.pl/ects.en</p>

B. Mobility numbers² 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 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 *
E ALMERIA 01	PL LUBLIN03	314, 34 38, 42 442, 443 461, 48 52, 541 62, 64 721	Business and Administration; Earth Science; Mathematics; Computing; Engineering and Engineering Trades;	1st	2 participants (x 5 months = 10 months)	-
E CADIZ 01						
E CORDOBA 01				2 nd , 3 rd	3 participants (x 5 months = 15 months)	
E HUELVA 01						
E JAEN 01						

² 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>)

PL LUBLIN03	E ALMERIA 01					
	E CADIZ 01	314, 34 38, 42	Business and Administration; Earth Science; Mathematics; Computing; Engineering and Engineering Trades;	2nd, 3rd	5 participants (x 5 months = 25 months)	-
	E CORDOBA 01	442, 443 461, 48 52, 541 62, 64				
	E HUELVA 01	721				
	E JAEN 01					

*[*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.]*

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 *
E ALMERIA 01	PL LUBLIN03		Business and Administration; Earth Science; Mathematics; Computing; Engineering and Engineering Trades;	1 participant (x 5 days = 5 days)	1 participant (x 5 days = 5 days)
E CADIZ 01					
E CORDOBA 01					
E HUELVA 01					
E JAEN 01					
PL LUBLIN03	E ALMERIA 01		Business and Administration; Earth Science; Mathematics; Computing; Engineering and Engineering Trades;	1 participant (x 5 days = 5 days)	1 participant (x 5 days = 5 days)
	E CADIZ 01				
	E CORDOBA 01				
	E HUELVA 01				
	E JAEN 01				

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 ³	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E ALMERIA 01	All areas	ES	EN (if English subjects are offered)	B1	B2
E CADIZ 01					
E CORDOBA 01					
E HUELVA 01					
E JAEN 01					
PL LUBLIN03	Business and Administration; Earth Science; Mathematics; Computing; Engineering and Engineering Trades;	English	-	B1	B2

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.]

³ 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>

- **ceiA3 Universities** (Universidad de Almería, Universidad de Cádiz, Universidad de Córdoba, Universidad de Huelva, Universidad de Jaén):

The Universities composing this Consortium have sufficient infrastructure to welcome students and staff with disabilities:

Further information can be found in the following links:

- **E ALMERIA 01:**
<http://cms.ual.es/UAL/universidad/organosgobierno/vestudiantes/Pagina/PAGINA7420>
- **E CADIZ 01:** <http://www.uca.es/discapacidad/>
- **E CORDOBA 01:** <http://www.uco.es/educacion/principal/servicios/uane/index.html>
- **E HUELVA 01:**
- **E JAEN 01:**

PL LUBLIN03:

In case you need more detailed information please contact the International Exchange Office.

Students: c.handzel@pollub.pl

Staff: m.wilczynska@pollub.pl

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
E ALMERIA 01	June 15 th	November 15 th
E CADIZ 01		
E CORDOBA 01		
E HUELVA 01		
E JAEN 01		
PL LUBLIN03	15 June	30 November

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

2. The receiving institution will send its decision within 4 weeks.
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 2019 will only take effect as of 1 September 2020.

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

- ceiA3 Universities (Universidad de Almería, Universidad de Cádiz, Universidad de Córdoba, Universidad de Huelva, Universidad de Jaén):

Grade in Spanish Academic Records	Definition	Numerical Mark	Estimated ECTS Grade	Definition
4	Matrícula de Honor	10	A+	Honours
3-3.99	Sobresaliente	9-10	A	First Class
2-2.99	Notable	7-8.9	B	Second Class
1-1.99	Aprobado	5-6.9	C	Pass
0-0.99	Suspense	0-4.9	F	Fail

PL LUBLIN03: <http://bwm.pollub.pl/GradingSystemLUT.en>

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁴. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

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:

⁴ http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
E ALMERIA 01	María del Mar Sánchez Pérez cein@ual.es +34 950 015816	http://cms.ual.es/idc/groups/public/@serv/@uinternacional/documents/documento/guideinternational.pdf
E CADIZ 01	Patricia Jordán Grimaldi internacional@campusdelmar.com +34 956 015682	http://www.uca.es/ori/erasmus/erasmus-in-coming
E CORDOBA 01	Daniel Vera internacional@ceia3.es +34 957 212611	http://www.uco.es/internacional/extranjeros/index.html
E HUELVA 01	rrii@uhu.es +34 959	
E JAEN 01	Mercedes de la Chica chica@ujaen.es +34 953 212952	http://www10.ujaen.es/info-academica
PL LUBLIN03	<u>Students:</u> Celina Handzel, PhD tel.: +48 81 53 84 790 email: c.handzel@pollub.pl <u>Staff:</u> Małgorzata Wilczyńska, MA tel.: +48 81 53 84 357 email: m.wilczynska@pollub.pl	http://bwm.pollub.pl/en-erasmus.en

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 or city]	Contact details (email, phone)	Website for information
E ALMERIA 01	Maria del Mar Sánchez Pérez	http://cms.ual.es/idc/groups/public/@serv/@uinternacional/documents/documento/guideinternational.pdf

	cein@ual.es +34 950 015816	
E CADIZ 01	Patricia Jordán Grimaldi internacional@campusdelmar.com +34 956 015682	http://www.uca.es/ori/erasmus/erasmus-in-coming
E CORDOBA 01	Daniel Vera internacional@ceia3.es +34 957 212611	http://www.uco.es/internacional/externanjeranos/index.html
E HUELVA 01	rrii@uhu.es +34 959	
E JAEN 01	Mercedes de la Chica chica@ujaen.es +34 953 212952	http://www.ujaen.es/serv/vicint/home/estext_home.php?subtitle=enue
PL LUBLIN03	<u>Students:</u> Celina Handzel, PhD tel.: +48 81 53 84 790 email: c.handzel@pollub.pl <u>Staff:</u> Małgorzata Wilczyńska, MA tel.: +48 81 53 84 357 email: m.wilczynska@pollub.pl	http://bwm.pollub.pl/en-erasmus.en

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 or city]	Contact details (email, phone)	Website for information
E ALMERIA 01	Maria del Mar Sánchez Pérez cein@ual.es +34 950 015816	www.alojamientoual.com

E CADIZ 01	Patricia Jordán Grimaldi internacional@campusdelmar.com +34 956 015682	alojamiento@uca.es
E CORDOBA 01	Daniel Vera internacional@ceia3.es +34 957 212611	http://www.uco.es/servicios/alojamiento/
E HUELVA 01	rrii@uhu.es +34 959	
E JAEN 01	Mercedes de la Chica chica@ujaen.es +34 953 212952	http://www.ujaen.es/serv/vicint/home/estext_home.php?subtitle=enue
PL LUBLIN03	<u>Students:</u> Online application <u>Staff:</u> Małgorzata Wilczyńska, MA tel.: +48 81 53 84 357 email: m.wilczynska@pollub.pl	http://bwm.pollub.pl/sms-en-accommodation.en

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁵
E ALMERIA 01	Julián Cuevas González Vice-Chancellor for Internationalization		
E CADIZ 01	Juan Carlos García Galindo General Director for International Affairs		
E CORDOBA 01	Nuria Magaldi Mendaña Vice-Chancellor for Internationalization		

⁵ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation

	Avd. De Medina Azahara, 5 14071 Córdoba +34 957 21 8071		
E HUELVA 01	M ^a Regla Fernández Garrido Vice-Chancellor for PhD Studies and Internationalization		
E JAEN 01	Sebastián Bruque Cámara Vice-Chancellor for Internationalization		
PL LUBLIN03	Dr Krzysztof Czarnocki, Erasmus Departmental Coordinator, Faculty of Management Business and Administration;	20.05.2016	
	Dr Jarosław Zubrzycki, Erasmus Departmental Coordinator, Faculty of Mechanical Engineering Engineering and Engineering Trades;		LLP-Erasmus Co-ordinator Faculty of Mechanical Engineering Lublin University of Technology Ph. D. (Eng.)  Jarosław Zubrzycki
	Prof. Andrzej Smolarz, Erasmus Departmental Coordinator, Faculty of Electrical Engineering and Computer Science Computing; Engineering and Engineering Trades		
	Dr Tomasz Cholewa, Erasmus Departmental Coordinator, Faculty of Environmental Engineering Engineering and Engineering Trades		
	Dr Izolda Gorgol, Erasmus Departmental Coordinator, Faculty of Fundamentals of Technology Earth Science; Mathematics;		LLP-Erasmus Co-ordinator Faculty of Fundamental Technology  dr Izolda Gorgol

	Computing; Engineering and Engineering Trades;		
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