



Erasmus+ Programme

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

Inter-institutional agreement 2017/18-2020/2021 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 of the credits awarded to students by the partner institution.

A. Information about higher education institutions

Name of the institution	Erasmus code	Contact details (address, email, phone)	Website (eg. of the course catalogue)
Katolicki Uniwersytet Lubelski Jana Pawła II	PL LUBLIN02	Erasmus Institutional Coordinator: Mr Tomasz Kostecki, MA, Erasmus+ Institutional Coordinator, Head of International Exchange Section, International Relations Office, Al. Racławickie 14, 20-950 Lublin, Poland, tel. +48 81 44 54 185, fax: +48 81 44 54 184, e-mail: kostecki@kul.pl	www.kul.pl/Erasmus.eng
UNIVERSITA' DEGLI STUDI "GIUSTINO FORTUNATO"	I BENEVEN 04	Prof. Dr. PAOLO PALUMBO Erasmus Institutional Coordinator E-mail: p.palumbo@unifortunato.eu Viale Delcogliano, 12 - 82100 Benevento E.mai: international@unifortunato.eu Telefono: 0824 316057 Fax: 0824 351887 Numero Verde: 800 71 95 95	http://www.unifortunato.eu/corso-di-laurea/

B. Mobility numbers¹ 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	Student Mobility for Traineeships *
					[total number of months of the study periods or average duration*]	
PL LUBLIN02	I BENEVEN 04	0421	LAW	1 st cycle, 2 nd cycle	2*6=12	0
I BENEVEN 04	PL LUBLIN02	0421	LAW		2*6=12	0

[*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]	Subje ct 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*
PL LUBLIN02	I BENEVEN 04	0421	LAW	2 staff	To be determined: will be agreed on upon request if there

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>)

					<i>is a mutual interest.</i>
I BENEVEN 04	PL LUBLIN02	0421	LAW	2 staff	<i>To be determined: will be agreed on upon request if there is a mutual interest.</i>

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 ²	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL LUBLIN02		English or another foreign language (in the case of philology programmes)	Polish (only in the case of Polish-taught programmes)	B1 (B2 for English Studies/English Philology programme)	B2
I BENEVEN 04		ITALIAN	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.]

Partner Information: www.kul.pl/Erasmus.eng

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>

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 LUBLIN02	15 JULY (for autumn term or the whole academic year)	30 NOVEMBER
I BENEVEN 04	Deadline for Nomination and Application 30 th of August *C classes Start and End Date: September 13 th - January 15 th	Deadline for Nomination and Application 30 th of December C classes Start and End Date: January 30 th - June 2 nd

[* to be adapted in case of 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 HEL, given that the transcript form and all relevant course work documents have been submitted by the student.
4. Termination of the agreement

It is up to the involved institutions to agree on the procedure for modifying or terminating the inter institutional agreement. However, 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 Institution

Partner information about grading system:

30 cum laude	outstanding
30	excellent
29-28-27	very good to good
26-25-24-23	satisfactory to adequate
22-21 20-19	poor to barely adequate
18	minimum passing grade
<18	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 LUBLIN02	Mrs Katarzyna Woźniak, MA International Exchange Section, Tel. +4881 445 42 05, Fax. +4881 445 41 91, E-mail: incoming@kul.pl	www.kul.pl/Erasmus.eng
I BENEVEN 04	Prof. PAOLO PALUMBO E-mail: p.palumbo@unifortuna to.eu	http://www.unifortunato.eu/servizi/relazioni-internazionali/

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 LUBLIN02	Mrs Katarzyna Woźniak, MA International Exchange Section, Tel. +4881 445 42 05, Fax. +4881 445 41 91, E- mail: incoming@kul.pl	www.kul.pl/Erasmus.eng
I BENEVEN 04	Prof. PAOLO PALUMBO E-mail: p.palumbo@unifortunato .eu	http://www.unifortunato.eu/servizi/relazioni-internazionali/

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
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PL LUBLIN02	Mrs Katarzyna Woźniak, MA International Exchange Section, Tel. +4881 445 42 05, Fax. +4881 445 41 91, E-mail: incoming@kul.pl	www.kul.pl/Erasmus.eng
I BENEVEN 04	Prof. PAOLO PALUMBO E-mail: p.palumbo@unifortuna to.eu	http://www.unifortunato.eu/servizi/relazioni-internazionali/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature
PL LUBLIN02	Mr Tomasz Kostecki, MA, Erasmus+ Institutional Coordinator (on behalf of the Rector)	20/03/18	Erasmus+ Institutional Coordinator KAI – Learning Mobility of Individuals <i>pp. Unśeniele</i> Tomasz Kostecki, MA
I BENEVEN 04	Prof. Dott. Paolo Palumbo Erasmus Institutional Coordinator	12.3.18	<i>paolo</i>

