

### 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	Optional: Subject Area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>1</sup>	
				Student Mobility for Studies	Staff Mobility for Teaching
PL LUBLIN04	0731	Polish	English	B2 English – selected courses in English	B2 English

\* certification required (TOEFL, Cambridge exams or documents issued by the Language Dept. of the sending institution)

### D. ADDITIONAL REQUIREMENTS

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##### Organization of the academic year

- winter semester: October 1<sup>st</sup> – February 15<sup>th</sup>
- summer semester: February 15<sup>th</sup> – June 30<sup>th</sup>

##### Nomination and Online application procedure

- The sending institution has to inform the International Exchange Office (IEO) <[erasmus@up.lublin.pl](mailto:erasmus@up.lublin.pl)> at the receiving institution about nominated incoming students (student name, gender, faculty, current year of study, length of stay, Email address), which testify that the students have been selected for the Erasmus+ Programme.

Nomination deadlines for coordinators:

- winter semester: May 15<sup>th</sup>
- summer semester: October 15<sup>th</sup>
- Incoming student will then be informed by the IEO of the receiving institution about the online application procedure.

##### Courses and Learning Agreement

- For the enrollment Incoming Erasmus student has to choose at least two courses in the faculty for which the Erasmus agreement was signed. The rest of the courses can be chosen from different faculties.

##### Number of Credits

- The minimum required ECTS number/ semester is 20. The exception only if there are specific requirements of the home institution, e.g. lower number of ECTS

##### Arrival

- Incoming student should participate in the introduction days of the IEO

##### Student Mobility for Traineeship

- Depending on the availability of the relevant department and the suitability of the dates

##### Staff Mobility for Teaching/Training

- Incoming teaching staff must be individually accepted by the faculty/department that coordinates the bilateral agreement. The acceptance will be based on the candidate's working plan and its adequacy to the teaching programme of the department.
- Incoming non-teaching staff must be individually accepted by the International Exchange Office based on the proposed working plan. The IEO will check the availability of the concerned department, service or unit.

<sup>1</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>

- Depending on the availability of the relevant department and the suitability of the dates
- Agreements**
- For modification or renewals of inter-institutional agreements, please contact the IEO of the University of Life Sciences in Lublin.

## E. CALENDAR

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

Receiving institution	Autumn term <sup>2</sup> application deadline [month]	Spring term <sup>3</sup> application deadline [month]
PL LUBLIN04	June 15th (for autumn term or the whole academic year)	November 15 <sup>th</sup>

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2. The receiving institutions will send their decisions after receiving the application forms in hard copies, within **4 weeks after deadline**.
3. A Transcript of Records will be issued by the receiving institution no later than **4 weeks** after the assessment period has finished at the receiving HEI.
4. Termination of this Agreement or Changes in the data set above can be amended annually, if communicated before **September 1<sup>st</sup>**. In the event of such notice being given, all existing commitments to staff or students will be fulfilled. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

## F. INFORMATION

### Grading system of the institution

#### PL LUBLIN04

Local Grade	Local Definition	Equivalent ECTS Grades	
5	Very good	A	Excellent
4+	Better than good	B	Very good
4	Good	C	Good
3+	Better than satisfactory	D	Satisfactory
3	Satisfactory	E	Sufficient
2	Unsatisfactory (fail)	F/FX	Fail
zaliczone	Credited/ passed	Student achievements in some subjects are not graded only "credited", where the student has attained a satisfactory level.	

PL LUBLIN04	
WWW for Incoming Students	<a href="http://www.up.lublin.pl/erasmus.eng">www.up.lublin.pl/erasmus.eng</a>
WWW Course Catalogue	<a href="http://www.up.lublin.pl/courses-in-english/">http://www.up.lublin.pl/courses-in-english/</a>
Grading system <sup>4</sup>	<a href="http://www.up.lublin.pl/erasmus.eng">www.up.lublin.pl/erasmus.eng</a>
WWW Visa Information <sup>5</sup>	<a href="http://www.up.lublin.pl/erasmus.eng">www.up.lublin.pl/erasmus.eng</a>
Contact details	Mr Jerzy HORBOWSKI-ZARANEK, MSc International Exchange Office Tel./Fax : +48 81/ 445 65 80

<sup>2</sup> To be adapted in case of a trimester system.

<sup>3</sup> To be adapted in case of a trimester system.

<sup>4</sup> Receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide. 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.

<sup>5</sup> 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 ECHE.

	E-mail: <a href="mailto:erasmus@up.lublin.pl">erasmus@up.lublin.pl</a> <a href="mailto:jerzy.horbowski@up.lublin.pl">jerzy.horbowski@up.lublin.pl</a>
WWW Insurance Information <sup>6</sup>	<a href="http://www.up.lublin.pl/erasmus.eng">www.up.lublin.pl/erasmus.eng</a>
Contact details	as above
Housing <sup>7</sup>	<a href="http://www.up.lublin.pl/erasmus.eng">www.up.lublin.pl/erasmus.eng</a>
Contact details	as above

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<sup>6</sup> The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the ECHE. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.

<sup>7</sup> The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.