



## Maria Curie-Skłodowska University

Logo of Institution

Name of Institution

### ANNEX

#### TO THE ERASMUS + INTER-INSTITUTIONAL AGREEMENT with the University of Genoa

#### Key Action 1 – mobility for learners and staff – Higher education Student and Staff Mobility

##### 1. Information about higher education institutions

###### 1.1 Institutional details

Name of the Institution	Uniwersytet Marii Curie-Skłodowskiej w Lublinie Wydział Prawa i Administracji, <b>Maria Curie-Skłodowska University</b> <b>Faculty of Law and Administration</b> pl. Marii Curie-Skłodowskiej 5 PL 20-031 Lublin, Poland
Erasmus code	<b>PL LUBLIN01</b> ECHE no.: <b>53428-LA-1-2014-1-PL-EPPKA3-ECHE</b>
Institution website	www.umcs.pl
International Students webpage	<a href="http://www.umcs.e-bip.net/">http://www.umcs.e-bip.net/</a>
Information for incoming students	<a href="http://www.umcs.pl/en/contact-and-information,4751.htm">http://www.umcs.pl/en/contact-and-information,4751.htm</a>
Course catalogue	<a href="http://www.umcs.pl/en/contact-and-information,4751.htm">http://www.umcs.pl/en/contact-and-information,4751.htm</a>

###### 1.2 Main contacts

Institutional Coordinator	
Contact details	<b>Institutional Coordinator:</b> Mr. Ryszard Straszynski, DS Femina, ul. Langiewicza 20 , 20-035 Lublin, Poland tel. (+48) 815375218, tel./fax (+48) 815375410 e-mail: <a href="mailto:ryszard.straszynski@poczta.umcs.lublin.pl">ryszard.straszynski@poczta.umcs.lublin.pl</a> ;
Other useful contacts	<b>Departmental Coordinator,</b> <b>Faculty of Law and Administration</b> Dr Joanna Bodio, Ph.D. Tel.: +48 81 5375333, Fax.: +48 81 5375444 e-mail: <a href="mailto:jbodio@op.pl">jbodio@op.pl</a>

## 2. Recommended language skills

Subject area	Language of Instruction	Recommended language of instruction level*	Type of mobility
LAW	English, Polish	B2, B1	Student Mobility for Studies Staff Mobility fro Teaching

\*Level according to Common European Framework of Reference for languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

## 3. Additional requirements

### PL LUBLIN01

1. Application documents for students include: application form, Learning Agreement, transcript of records.
2. Exchange studies for PhD students are organized according to individual plans.
3. International staff members should enquire about teaching appointments or traineeship visits directly with the departmental coordinators of the respective partner faculty.

## 4. Calendar

Applications/information on nominated students must reach **Maria Curie-Sklodowska University**

**Maria Curie-Sklodowska University** by:

Autumn term	<b>15 May</b>
Spring term	<b>15 November</b>

### 4.1 Decision

1. The receiving institution will send its decision within 4 weeks (**PL – 4 weeks**)
2. 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]*

Termination of the agreement

### 4.2 Transcript of records

A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at Maria Curie-Sklodowska University (*Name of Institution*).

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]*

## 5. Information

### 5.1 Grading system of the Institution

**PL LUBLIN01** uses the standard Polish grading system ranging from 2 (fail) to 5 (very good).

Often the mark "+" is added to the principal grades.

5. = (*bardzo dobry*) = very good,

- 4.5 / 4+ = (*dobry* +) = good plus,  
 4. = (*dobry*) = good;  
 3.5 / 3+ = (*dostateczny* +) = satisfactory plus,  
 3. = (*dostateczny* ) = satisfactory,  
 2. = (*niedostateczny* ) = unsatisfactory / failing

### **5.2 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>
<b>PL LUBLIN01</b>	Erasmus Office Tel/fax +48815375410	<a href="http://www.umcs.pl/en/contact-and-information,4751.htm">http://www.umcs.pl/en/contact-and-information,4751.htm</a>

### **5.3 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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
<b>PL LUBLIN01</b>	Erasmus Office Tel/fax +48815375410	<a href="http://www.umcs.pl/en/contact-and-information,4751.htm">http://www.umcs.pl/en/contact-and-information,4751.htm</a>

### **5.4 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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
<b>PL LUBLIN01</b>	Erasmus Office Tel/fax +48815375410	<a href="http://www.umcs.pl/en/contact-and-information,4751.htm">http://www.umcs.pl/en/contact-and-information,4751.htm</a>