



Erasmus+ Programme

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

Inter-institutional¹ agreement 2017-2021² between programme countries

[Minimum requirements]³

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 ⁴ (email, phone)	Website (eg. of the course catalogue)
UNIVERSIDADE NOVA DE LISBOA – Faculdade de Ciências e Tecnologia	P LISBOA03	Institutional Coordinator: Prof. Prof. João Sáágua, Email: erasmus@unl.pt Tel.: +351 21 384 52 07/8 ----- Subject Area Contact: Prof. Rui Fernando dos Santos Pereira Martins Email: rfspm@fct.unl.pt Tel.: +351 21 294 85 67 -----	www.unl.pt

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		Administrative contact: SAM Email: div.a.ae.mobilidade@fct.unl.pt Tel.: +351 21 294 78 20/7	http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms
Technische Universität Wien (TU Wien)	A WIEN02	Institutional Coordinator: Mr. Andreas Zemann, International Office, andreas.zemann@tuwien.ac.at Tel. +43 1 58801 41552 Exchanges: exchangein@tuwien.ac.at Departmental Coordinator: Prof. Helmut Boehm Institute for Lightweight Design and Structural Biomechanics Helmut.boehm@tuwien.ac.at T. +43 1 58801 31712	www.tuwien.ac.at/international https://tiss.tuwien.ac.at/course https://tiss.tuwien.ac.at/adressbuch/adressbuch/fakultaet/1670

B. Mobility numbers⁵ 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.]

Student mobility:

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*]	
A WIEN02	P LISBOA03	0715	Mechanics and metal trades	2 nd	2 x 10	
P LISBOA03	A WIEN02	0715	Mechanics and metal trades	2 nd	2 x 10 (each)	

⁵ 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>)

Staff mobility:

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 *
A WIEN02	P LISBOA03	0715	Mechanics and metal trades	-----	5
P LISBOA03	A WIEN02	0715	Mechanics and metal trades	-----	5 days (8h)* Rui F. Martins

[*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.]

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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
A WIEN02		German	English	B1	B2
P LISBOA03		Portuguese	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].

⁶For 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

[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.]

TU Wien

Special services for disabled students are offered by TUW Teaching Support Centre. <http://www.tuwien.ac.at/barrierefrei/>

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
A WIEN02	31 st May	15 th December
P LISBOA03	31 st May	31 st October

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

1. Erasmus applications for incoming students on-line <https://tiss.tuwien.ac.at/mobility>
2. TU Wien will send its invitation letter within 4 weeks after the official nomination of the candidate by the home institution.
3. Students can download and print out their official Transcript of Records from "TU Wien Information Services" (TISS) 5 weeks after the exam by the earliest.
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 institutions

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁷. 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.]

⁷http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

A WIEN02:

Austrian grade	ECTS grade	Translation
sehr gut (1)	A	very good – outstanding performance
gut (2)	B	good – generally sound work with some minor errors
befriedigend (3)	C	satisfactory – fair but with significant shortcomings
genügend (4)	D/E	sufficient – performance meets the minimum criteria
nichtgenügend (5)	F/FX	fail

P LISBOA03:

Information available at:

http://www.fct.unl.pt/sites/default/files/erasmus_incoming/EU_Scale_FCT.pdf

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
A WIEN02	exchangein@tuwien.ac.at	www.tuwien.ac.at/international
P LISBOA03	div.a.ae.mobilidade@fct.unl.pt Tel.: +351 21 294 78 20/7	http://www.fct.unl.pt/en/student/student-orientation-and-mobility/information-incoming-students-and-other-visitors

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.

At P LISBOA03

All students enrolled in P LISBOA03 are covered by an accident and third party liability insurance.

It is mandatory that Mobility Students and Staff bring:

- European Health Insurance Card for medical assistance (just for people from the European Union's 27 Member States plus Iceland, Liechtenstein, Norway and Switzerland) to access health care services during temporary visits abroad;
- Insurance Health for visitors outside European Union.

Information and assistance can be provided by the following contact points and information

sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
A WIEN02	exchangein@tuwien.ac.at	www.tuwien.ac.at/international
P LISBOA03	div.a.ae.mobilidade@fct.unl.pt Tel.: +351 21 294 78 20/7	



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
A WIEN02	exchangein@tuwien.ac.at	www.tuwien.ac.at/international www.housing.oead.at
P LISBOA03	div.a.ae.mobilidade@fct.unl.pt Tel.: +351 21 294 78 20/7	http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸
A WIEN02	Andreas Zemann Erasmus Institutional Coordinator	2/2/2017	
P LISBOA03	Institutional Coordinator Prof. João Sàágua	31-01-2017	

⁸Scanned signatures are accepted