

# Erasmus+ Programme

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

## Inter-institutional<sup>1</sup> agreement 2014-20[21]<sup>2</sup> between programme countries

[Minimum requirements]<sup>3</sup>

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

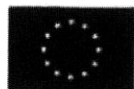
Name of the institution (and department, where relevant)	Erasmus code	Contact details <sup>4</sup> (email, phone)	Website (eg. of the course catalogue)
UNIVERSIDADE NOVA DE LISBOA - Faculdade de Ciências e Tecnologia	P LISBOA03	Institutional Coordinator : Prof. José Esteves Pereira Email: <a href="mailto:erasmus@unl.pt">erasmus@unl.pt</a> Tel.: +351 21 384 52 07/8	<a href="http://www.unl.pt">www.unl.pt</a>
		Subject Area Contact: Prof. Fernando Pedro Reino da Silva Birra Email: <a href="mailto:fpb@fct.unl.pt">fpb@fct.unl.pt</a> Tel.: + 351 21 294 83 00	

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

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

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



<a href="http://www.ict.unife.it/en/students-orientation-and-mobility/students-mobility-study-sm">http://www.ict.unife.it/en/students-orientation-and-mobility/students-mobility-study-sm</a> Email: SAE-AM Administrative contact: <a href="mailto:dly.a.e.mobilitadade@ict.unife.it">dly.a.e.mobilitadade@ict.unife.it</a> Tel: + 351 21 294 78 20/7	UNIVERSITA' DEGLI STUDI DI FERRARA I FERRARA01	Ufficio Mobilità e Didattica Internazionale mob_int@unife.it www.unife.it/mobilita-internazionale/studiar-e-a-ferrara
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### B. Mobility numbers<sup>5</sup> 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	TO	Subject area code * [ISCED]	Subject area name * [ISCED]	Study cycle [short cycle, 1 <sup>st</sup> / 2 <sup>nd</sup> or 3 <sup>rd</sup> ]	Number of student mobility periods
[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]				
P LISBOA03	I FERRARA01	061	Information and Communication Technologies (ICTs)	3*1 <sup>st</sup>	6*5 (each) = 30
I FERRARA01	P LISBOA03	061	Information and Communication Technologies (ICTs)	3*2 <sup>nd</sup>	TBD
I FERRARA01	P LISBOA03	061	Information and Communication Technologies (ICTs)	3*1 <sup>st</sup>	6*5 (each) = 30
TBD	TBD			3*2 <sup>nd</sup>	TBD

[\*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.]

<sup>5</sup> Mobility numbers can be given per sending/receiving institutions and per education field (optional\*): <http://www.unesco.org/education/Pages/International-standard-classification-of-education.aspx>

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cert>

<sup>9</sup> For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

Receiving institution	Optional: Subject area	Language of instruction	Language of instruction	Recommended language of instruction level <sup>9</sup>	Staff Mobility for Teaching
I FERRARA01		Italian	None	None	None
P LISBOA03		Portuguese	Portuguese and/or English (for 1 <sup>st</sup> and 3 <sup>rd</sup> cycles)	B1	B2

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:

### C. Recommended language skills

FROM	TO	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods	Staff Mobility for Teaching
P LISBOA03	I FERRARA01	061	Information and Communication Technologies (ICTs)	1 TBD * 8h	---
I FERRARA01	P LISBOA03	061	Information and Communication Technologies (ICTs)	1 TBD * 8h	---

Staff mobility:

[total number of days of teaching periods in average duration]

**D. Additional requirements**

Infrastructure to welcome students and staff with disabilities: <http://www.unife.it/studenti/sms>

**E. Calendar**

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

Receiving institution [Erasmus code]	Autumn term [month]	Spring term [month]
P LISBOA03	May 31 <sup>st</sup>	October 31 <sup>st</sup>
I FERRARA01	September	February

2. The receiving institution will send its decision within [4] weeks (minimum).

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.

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 20XX will only take effect as of 1 September 20XX+1. 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**

At I FERRARA01 <http://www.unife.it/mobilita-internazionale>

At P LISBOA03

Information available at:

[http://www.fct.unl.pt/sites/default/files/erasmus\\_incoming/EV\\_Scale\\_FCT.pdf](http://www.fct.unl.pt/sites/default/files/erasmus_incoming/EV_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 href="http://www.fct.unl.pt/en/students/student-orientation-and-mobility/students-mobility-study-sms">http://www.fct.unl.pt/en/students/student-orientation-and-mobility/students-mobility-study-sms</a>	Email: <a href="mailto:div.a.ee.mobilidade@fct.unl.pt">div.a.ee.mobilidade@fct.unl.pt</a> Tel.: + 351 21 294 78 20/7	P LISBOA03
<b>Institution</b> [Erasmus code]		<b>Contact details</b> (email, phone)
<b>Website for information</b>		

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:

#### 4. Housing

<a href="http://www.unife.it/atenso/uffici/staff-direttore-amministrativo/ufficio-legale/assicurazione">http://www.unife.it/atenso/uffici/staff-direttore-amministrativo/ufficio-legale/assicurazione</a>	Email: <a href="mailto:mob_int@unife.it">mob_int@unife.it</a> Tel.: + 351 21 294 78 20/7	I FERRARA01
<b>Institution</b> [Erasmus code]		<b>Contact details</b> (email, phone)
<b>Website for information</b>		

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

- Insurance Health for visitors outside European Union.
  - health care services during temporary visits abroad;
  - 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
- It is mandatory that Mobility Students and Staff bring:

([http://www.fct.unl.pt/sites/default/files/documentos/estudante/informacao\\_academica/seguro%20ess%20lar/general\\_apolice%20alunos\\_013.pdf](http://www.fct.unl.pt/sites/default/files/documentos/estudante/informacao_academica/seguro%20ess%20lar/general_apolice%20alunos_013.pdf)).

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

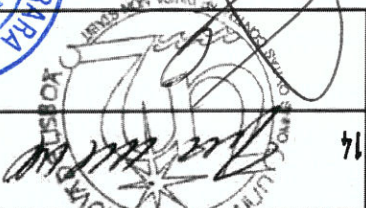
#### At P LISBOA03

#### 3. Insurance

<a href="http://www.portaleimmigrazione.it">www.portaleimmigrazione.it</a> <a href="http://poliziadistato.it/articolo/225/">http://poliziadistato.it/articolo/225/</a> <a href="http://www.poste.it/azienda/uffici/postali/elli/2/sogqiorno/">www.poste.it/azienda/uffici/postali/elli/2/sogqiorno/</a>	Email: <a href="mailto:mob_int@unife.it">mob_int@unife.it</a> Tel.: + 351 21 294 78 20/7	I FERRARA01
<b>Institution</b> [Erasmus code]		<b>Contact details</b> (email, phone)
<b>Website for information</b>		

**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

I FERRARA01	<a href="http://www.unife.it/mobilita-internazionale/studiare-a-ferrara/alloggiamento">http://www.unife.it/mobilita-internazionale/studiare-a-ferrara/alloggiamento</a> <a href="http://www.unife.it/mobilita-internazionale/studiare-a-ferrara/accomodation-suppliers">ferrara-accomodation-suppliers</a>
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Institution [Erasmus code]	Name, function	Date	Signature
P LISBOA03	Prof. José Esteves Pereira Institutional Coordinator	24 JAN. 2014	
I FERRARA01	Prof. Francesco Bernardi Vice-Rector	27.2.14	