Erasmus+ Programme

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

Inter-institutional[1] agreement 2014-20[21][2]
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. José Esteves Pereira Email: erasmus@unl.pt Tel.: +351 21 384 52 07/8 ------------------------- **Subject Area Contact:** Prof. Fernando Pedro Reino da Silva Birra Email: fpb@fct.unl.pt	www.unl.pt http://www.fct.unl.pt/en/student/student-orientation-and-

[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.

		Tel.: + 351 21 294 83 00 ------------------------------ **Administrative contact:** SAE-AM Email: div.a.ae.mobilidade@fct.unl.pt Tel: + 351 21 294 78 20/7	mobility/students-mobility-study-sms
Georg-August-Universität	D GOTTING01	Institutional Coordinator Dr. Uwe Muuss Director International Office Karen Denecke Erasmus+ coordinator International Office von-Siebold.Str. 2 37073 Göttingen Germany phone: +49 (0) 551 21330 e-mail: karen.denecke@zvw.uni goettingen.de	www.uni-goettingen.de
Georg-August-Universität	D GOTTING01	Departmental Coordinator PD Dr. Hartje Kriete Faculty of Mathematics and Computer Science Bunsenstr 3/5 37073 Göttingen phone: +49 (0) 551 39 7781 e-mail: kriete@math.uni-goettingen.de	Computer Science: www.uni-goettingen.de/en/138524.html

B. Mobility numbers[5] 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	TO [Erasmus	*Subject area*	*Subject area name*	*Study cycle*	Number of student mobility periods

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[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)

code of the sending institution]	code of the receiving institution]	code * [ISCED]	*	[short cycle, 1st, 2nd or 3rd] *	Student Mobility for Studies [Total number of months of the study periods or average duration *]	Student Mobility for Traineeships *
P LISBOA03	D GOTTING01	061	Information and Communication Technologies (ICTs)	1st, 2nd, 3rd	1*5 (each)	TBD
D GOTTING01	P LISBOA03	061	Information and Communication Technologies (ICTs)	1st, 2nd, 3rd	1*5 (each)	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.]

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 *
P LISBOA03	D GOTTING01	061	Information and Communication Technologies (ICTs)	Sh* Jose Alferes	---
D GOTTING01	P LISBOA03	061	Information and Communication Technologies (ICTs)	Sh* Harje Kriete	---

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 instruc-tion 1	Language of instruc-tion 2	Recommended language of instruction level[6]	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P LISBOA03	---	Portuguese (for 1st cycles)	Portuguese and/or English (for 2nd and 3rd cycles)	B1	B2
D GOTTING01	061	Bachelor: German Master: English Doctorate: English	Master: German	B2 B2 B2	C1 C1 C1

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.]

D GOTTING01

Nomination and Online application procedure
- The sending institution has to inform the departmental coordinator/International Office at the receiving institution about nominated incoming students, which testify that the students have been selected for the Erasmus+ Programme.
- Incomings students will then be informed by the International Office of the receiving institution about the online application procedure.

Courses and Learning Agreement
- Incoming Erasmus students should take at least 50% of their workload from the Faculty that coordinates the bilateral agreement. The rest of their workload can be made up of courses from different faculties. This decision will be subject to the capacities of the faculties.

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[6] 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

- <u>Before arrival:</u> Nominated incoming students should contact in time the Study Advisor concerning the selection of courses: Dr. Henrik Brosenne (brosenne@informatik.uni-goettingen.de)

Arrival
- It is recommended that incoming students meet the Study Advisor contemporary after their arrival in Göttingen: Dr. Henrik Brosenne (brosenne@informatik.uni-goettingen.de)
- Incoming students should participate in the introduction days of the International Office: http://www.uni-goettingen.de/en/55917.html

Staff
- Incoming teaching staff must be individually accepted by the 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 Office based on the proposed working plan. The International Office will check the availability of the concerned department, service or unit.
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Students/Staff with disabilities
- The institutions provides the appropriate infrastructure to welcome students and staff with disabilities: http://www.uni-goettingen.de/en/408350.html

Agreements
- For modification or renewals of inter-institutional agreements, please contact the International Office of the University of Göttingen.

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 31st	October 31st
D GOTTING01	June 1st	December 1st

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

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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

4. Termination of the agreement

   Termination of this Agreement or Changes in the data set above can be amended annually, if communicated before September 1st the year before the changes takes place. 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 **P LISBOA03**

Information available at:

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

At **D GOTTING01**

http://www.uni-goettingen.de/en/49275.html
https://pruefungsverwaltung.uni-goettingen.de/statistikportal#category?category=WI3IJ/C4BAsEahOBq6EGx/uaVbMkIQKT

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
P LISBOA03	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/information-incoming-students-and-other-visitors
D GOTTING01	christiane.seack@zvw.uni-goettingen.de	http://www.uni-goettingen.de/en/24845.html

3. Insurance

At **P LISBOA03**

All students enrolled in P LISBOA03 are covered by an accident and third party liability insurance:
(http://www.fct.unl.pt/sites/default/files/documentos/estudante/informacao_academica/Seguro%20Escolar/Generali_apoliceSegAlunos_013.pdf).

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.

At **D GOTTING01**

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

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P LISBOA03	Email: div.a.ae.mobilidade@fct.unl.pt Tel.: + 351 21 294 78 20/7	---
D GOTTING01	christiane.seack@zvw.uni-goettingen.de	http://www.uni-goettingen.de/en/48483.html

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
P LISBOA03	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
D GOTTING01	marion.kraft@zvw.uni-goettingen.de	http://www.uni-goettingen.de/en/21435.html

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[7]
P LISBOA03	Prof. José Esteves Pereira Institutional Coordinator	08/04/2014	
D GOTTING01	Dr. Uwe Muuss, Director International Office	03.02.2014	

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[7] Scanned signatures are accepted