



Erasmus+ Programme

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

Inter-institutional¹ agreement 2015-20[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. João Saáguas Email: erasmus@unl.pt Tel.: +351 21 384 52 07/8 ----- Subject Area Contact: Prof. Carlos Lodeiro Espino, Assistant Professor / Prof. Jose Luis Capelo, Assistant Professor	www.unl.pt

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

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

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

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

		Telephone: + 351 210 934 720 Email: cle@fct.unl.pt / jlcm@fct.unl.pt ----- Administrative contact: SAE-AM 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-sm-s
Universidad Complutense de Madrid – Facultad de Química	E MADRID03	Institutional Coordinator: Prof. Andrés Arias Vicerrector de Relaciones Internacionales TEL: + 34 91 394 6957 FAX: + 34 91 394 6956 ----- Subject Area Contact: Prof. María Teresa Villalba Díaz, Vicedecana de Relaciones Internacionales Phone: + 34 91 39441116 Fax: + 34 91 39441116 erasmad3@ucm.es ----- Administrative contact: Dr. Nieves Sánchez, Bilateral Agreements, Oficina Erasmus - Pabellón de Gobierno Isaac Peral s/n, 28040, Madrid, Spain rrinter@ucm.es	www.ucm.es

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 ^d] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
P LISBOA03	E MADRID03	0531	Chemistry	1 st , 2 nd and 3 rd	1 * 9 months	TBD

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>)

P LISBOA03	E MADRID03	0512	Biochemistry	1 st , 2 nd and 3 rd	1 * 9 months	TBD
E MADRID03	P LISBOA03	0531	Chemistry	1 st , 2 nd and 3 rd	1 * 9 months	TBD
E MADRID03	P LISBOA03	0512	Biochemistry	1 st , 2 nd and 3 rd	1 * 9 months	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	E MADRID03	0531	Chemistry	1 * 8h	TBD
P LISBOA03	E MADRID03	0512	Biochemistry	1 * 8h	TBD
E MADRID03	P LISBOA03	0531	Chemistry	1 * 8h	TBD
E MADRID03	P LISBOA03	0512	Biochemistry	1 * 8h	TBD

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	Staff Mobility for

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>

				Studies [Minimum recommended level: B1]	Teaching [Minimum recommended level: B2]
P LISBOA03		Portuguese (for 1 st cycles)	Portuguese and/or English (for 2 nd and 3 rd cycles)	B1	B2
E MADRID03		Spanish		B1 C1 for Master	---

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.]

E MADRID03:

- *The number of students you will send to E MADRID03 may by no means exceed the number of students mentioned in this agreement. More specifically, we do not accept the mechanism by which shorter periods of stay allow for the sending of more students, i.e. on an exchange of 1 student for 10 months, you may not freely send 2 students for 5 months, not even if their stay covers different semesters. Please take this into consideration when organising your students' selection.*
- *Complutense University has facilities for students with a learning or physical disability. Disabled students can rely on the support service "Office for the Integration of Persons with Disabilities", which offers material, technical, and social aid. <http://www.ucm.es/discapacidad> or <https://www.ucm.es/office-for-the-integration-of-persons-with-disabilities>.*
- *Master level students (2nd cycle) will provide the following documents to the International Relations office of corresponding Faculty/School: CV, transcript of records and motivation letter. The learning agreement of the student must be approved by the master's coordinator.*
- *Admission to a specific course is subject to the exchange student being satisfactorily qualified for the chosen area of study and/or course level, and availability.*

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 st	October 31 st
E MADRID03	https://www.ucm.es/plazos-deadlines-erasmus Partner institutions should send nominations using the Moveon e-Nomination system (www.moveonnet.eu/myinstitution/enomination)	

[* 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

[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

P LISBOA03:

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

E MADRID03:

<http://www.ucm.es/sistema-de-evaluacion>

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
E MADRID03	rrinter@ucm.es	Nationals of non-EU/EEA countries (socalled "third country nationals") need an entry visa or residence permit to entry into and residence in Spain. The type of permit depends on the length and purpose of the stay. For further details please visit: https://www.ucm.es/entrada-y-residencia-en-espana-como-estudiante

3. Insurance

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.

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	
E MADRID03	Health insurance is obliged. EU-inhabitants: European Health Insurance Card. Non-EU: a copy of your application for health insurance in Spain.	http://europa.eu/youreurope/citizens/health/index_en.htm



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-sm
E MADRID03	alojamientoenlaucm@ucm.es Tel: + 34 91 394 1897 / 2061	https://www.ucm.es/oficina-de-alojamiento-en-la-ucm

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
P LISBOA03	Institutional Coordinator, Prof. João Sáágua	10-11-2014	
E MADRID03	Prof. Andrés Arias, Vicerrector de Relaciones Internacionales	05/11/2014	

⁷Scanned signatures are accepted