

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area*		Number of staff mobility periods	
		Code [ISCED]	Name	Staff Mobility for Teaching [Total number of days of teaching periods or average duration ¹]	Staff Mobility for Training
P LISBOA03	E BARCELO03	0714	Electronics and Automation	8h* Paulo Pinto	To be announced
E BARCELO03	P LISBOA03	0714	Electronics and Automation	To be announced	To be announced

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 ¹	
				Student Mobility for Students [Maximum recommended level: B1]	Staff Mobility for Teaching [Maximum recommended level: B2]
P LISBOA03	---	Portuguese (for 1 st cycles)	Portuguese and/or English (for 2 nd and 3 rd cycles)	B1	B2
E BARCELO03		E	EN	E: B1-B2 / EN: B1-B2	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution.

D. Additional requirements

E BARCELO03 UPC can provide some support to welcome students and staff with disabilities; depending on the individual cases, with prior agreement between both institutions. There is a service at UPC to give general orientation to people with disabilities; but no additional personnel or economic support is provided.

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 BARCELO03	June 1 st	December 1 st

2. The receiving institution will send its decision within 5 weeks.
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 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>

1. Grading systems of the institutions

UPC:

For information about the grading system, see:

<https://www.upc.edu/information/frequently-asked-questions/faqs-about-bachelors-degree-courses/#avalua>

The transcripts of records obtained reflect the name of the subjects in English, the ECTS grades and local grades.

P LISBOA03

Information available at:

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

2. 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.

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_gpoliceSeg_Alunos_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.aa.mobildade@fct.unl.pt Tel.: + 351 21 294 78 20/7	---
E BARCELO03	International Students Office oficina.mobilat.internacional@upc.edu telephone: (+34)- 93 401 69 37	https://www.upc.edu/sri/students Specifically, for insurance: https://www.upc.edu/sri/students/international-students/before-coming-to-upc/health-insurance

3. 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.aa.mobildade@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 BARCELO03	International Students Office oficina.mobilat.internacional@upc.edu telephone: (+34)- 93 401 69 37	https://www.upc.edu/sri/students

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.mobillidade@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
E BARCELO03	In general: International Students Office oficina.mobilitat.internacional@upec.edu telephone: (+34)- 93 401 69 37	

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature
P LISBOA03	Prof. José Esteves Pereira Institutional Coordinator	20 DEC. 2013	
E BARCELO03	José A. Lázaro Vice-Dean International Affairs E.T.S.E.T. Barcelona	10-oct-13	