



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2014-2021<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)
Université de Franche-Comté (UFC)	F BESANCO01	<b>Institutional Coordinator :</b> Anne-Emmanuelle GROSSI Directrice des Relations internationales et de la Francophonie - DRIF 4, place Saint-Jacques 25000 BESANÇON France Tél. : + 33 / 3 81 66 52 93 Fax : + 33 / 3 81 66 50 36 Email : <a href="mailto:dri@univ-fcomte.fr">dri@univ-fcomte.fr</a>	<a href="http://univ-fcomte.fr">http://univ-fcomte.fr</a>  <a href="http://formations.univ-fcomte.fr/">http://formations.univ-fcomte.fr/</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions. A model of the French translation of the legally binding inter-institutional agreement is available at : <http://www.univ-fcomte.fr/download/partage/document/dri/erasmus/modele-accord-inter-institutionnel-erasmus-plusen-fr.pdf>

<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.

		<b>Administrative Contact :</b> Michelle PARRENIN Tél. : + 33 3 81 66 58 40 <a href="mailto:michelle.parrenin@univ-fcomte.fr">michelle.parrenin@univ-fcomte.fr</a>	
		<b>Departmental Coordinator :</b> Françoise GREFFIER, UFR ST <a href="mailto:francoise.greffier@univ-fcomte.fr">francoise.greffier@univ-fcomte.fr</a>	
Universidade Nova de Lisboa	P LISBOA03	<b>Institutional Coordinator :</b> Prof. João Sáàgua Email: erasmus@unl.pt Tel.: +351 21 384 52 07/8 ----- <b>Subject Area Contact:</b> Prof. Fernando Pedro Reino da Silva Birra Email: fpb@fct.unl.pt Tel.: + 351 21 294 83 00 ----- <b>Administrative contact:</b> SAE-AM Email: div.a.ae.mobilidade@fct.unl.pt Tel: + 351 21 294 78 20/7	<a href="http://www.unl.pt">www.unl.pt</a>

## B. Mobility numbers<sup>5</sup> per 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.

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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies  [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
F BESANCO01	P LISBOA03	061	Information and Communication Technologies (ICTS)	1 <sup>st</sup> , 2 <sup>nd</sup>	1 x 9 (= 9 months)	TBD
P LISBOA03	F BESANCO01	061	Information and Communication Technologies (ICTS)	1 <sup>st</sup> , 2 <sup>nd</sup>	1 x 9 (= 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

<sup>5</sup> 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>)

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.]

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 *
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[\*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 <sup>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
F BESANCO01	P LISBOA03	French		B2*	According to courses
P LISBOA03	F BESANCO01	Portuguese (for 1st cycles)	Portuguese and/or English (for 2nd and 3rd cycles)	B1	B2

\*No certificate required

<sup>6</sup> 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>

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

F BESANCO01 : <http://formations.univ-fcomte.fr/>

P LISBOA03 :

[http://www.unl.pt/guia/2013/fct/UNLGIUnidadeOrganica\\_view?set\\_language=en](http://www.unl.pt/guia/2013/fct/UNLGIUnidadeOrganica_view?set_language=en)

## D. Additional requirements

F BESANCO01 : Useful information at <http://www.univ-fcomte.fr/pages/fr/menu1/international/la-mobilite-des-etudiants---venir-etudier-a-l-ufc---erasmus-83-15336.html>

UFC accepts students and staff with disabilities. The International office needs to be informed of the nature of the disability already in the application, in order to organize the exchange mobility (<http://sumpps-sante.univ-fcomte.fr>).

## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [5 months]	Spring term* [5 months]
	Whole academic year (10 months)	
Université de Franche-Comté F BESANCO01	June 1 <sup>st</sup>	October 15 <sup>th</sup>
Universidade Nova de Lisboa P LISBOA03	May 31 <sup>st</sup>	October 31 <sup>st</sup>

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

2. The receiving institution will send its decision within 4 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 :

The agreement is valid till the end of the academic year 2020-2021.

In the event of unilateral termination, a notice of at least one academic year will 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

The statistical distribution of grades is described in the ECTS users' guide ([http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)).

F BESANCO01 : <http://www.univ-fcomte.fr/pages/fr/menu1/international/la-mobilite-des-etudiants---venir-etudier-a-l-ufc---erasmus---notes-83-17052.html>

P LISBOA03 :

Information available at:

[http://www.fct.unl.pt/sites/default/files/erasmus\\_incoming/EU\\_Scale\\_FCT.pdf](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
F BESANCO01	Michelle PARRENIN <a href="mailto:michelle.parrenin@univ-fcomte.fr">michelle.parrenin@univ-fcomte.fr</a> Tél. : + 33 / 3 81 66 58 40	<a href="http://www.univ-fcomte.fr/pages/fr/menu1/international/la-mobilite-des-etudiants---venir-etudier-a-l-ufc---avant-de-partir---demande-de-visa-83-157.html">http://www.univ-fcomte.fr/pages/fr/menu1/international/la-mobilite-des-etudiants---venir-etudier-a-l-ufc---avant-de-partir---demande-de-visa-83-157.html</a>
P LISBOA03	Email: <a href="mailto:div.a.ae.mobilidade@fct.unl.pt">div.a.ae.mobilidade@fct.unl.pt</a> Tel.: + 351 21 294 78 20/7	<a href="http://www.fct.unl.pt/en/student/student-orientation-and-mobility/information-incoming-students-and-other-visitors">http://www.fct.unl.pt/en/student/student-orientation-and-mobility/information-incoming-students-and-other-visitors</a>

### 3. Insurance

#### **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](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.

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

Institution [Erasmus code]	Contact details (email, phone)	Website for information
F BESANCO01	Michelle PARRENIN <a href="mailto:michelle.parrenin@univ-fcomte.fr">michelle.parrenin@univ-fcomte.fr</a> Tél. : + 33 / 3 81 66 58 40	<a href="http://www.univ-fcomte.fr/pages/fr/menu1/international/la-mobilite-des-etudiants---venir-etudier-a-l-ufc---avant-de-partir---couverture-sociale-83-161.html">http://www.univ-fcomte.fr/pages/fr/menu1/international/la-mobilite-des-etudiants---venir-etudier-a-l-ufc---avant-de-partir---couverture-sociale-83-161.html</a>
P LISBOA03	Email: <a href="mailto:div.a.ae.mobilidade@fct.unl.pt">div.a.ae.mobilidade@fct.unl.pt</a> 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
F BESANCO01	Malek BOUSSOUALIM <a href="mailto:malek.boussoualim@univ-fcomte.fr">malek.boussoualim@univ-fcomte.fr</a> + 33 / 3 81 66 50 63	<a href="http://www.crous-besancon.fr">www.crous-besancon.fr</a>
P LISBOA03	Email: <a href="mailto:div.a.ae.mobilidade@fct.unl.pt">div.a.ae.mobilidade@fct.unl.pt</a> Tel.: + 351 21 294 78 20/7	<a href="http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms">http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
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<sup>7</sup> Scanned signatures are accepted

Université de Franche-Comté F BESANCO01	<b>Anne-Emmanuelle GROSSI,</b> <b>Directrice des Relations internationales</b> <b>et de la Francophonie</b>	27 OCT. 2014	
Universidade Nova de Lisboa P LISBOA03	<b>Prof. João Sáàgua</b> <b>Institutional Coordinator</b>	27/10/2014	



