



Erasmus+ Programme

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

Inter-institutional¹ 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. Gregoire Bonfait Email: gb@fct.unl.pt Tel.: + 351 21 294 83 00 ----- Administrative contact: SAE-AM	www.unl.pt

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.

		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
UNIVERSITÉ PARIS DIDEROT PARIS 7 Faculty of Physics	F PARIS007	Institutional Coordinator Prof. Frédéric OGEE Vice-Président Relations Internationales Administrative contact M. Jan DOUAT European Agreements administrator Université Paris Diderot - Paris 7 Bureau des Relations Internationales 5, rue Thomas Mann Case courrier 7140 75013 Paris / France Tel: +33 1 57 27 59 53 Fax: +33 1 57 27 55 07 Email: erasmusadministration@univ-paris-diderot.fr Departmental coordinator Mme. Danièle STEER Université Paris Diderot - Paris 7 Faculty of Physics Email: steer@apc.univ-paris-diderot.fr	Internet address
[...]			

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 rd] *	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	F PARIS007	0533	Physics	1 st , 2 nd	2*5 (each)	2*5 (each)
F PARIS007	P LISBOA03	0533	Physics	1 st , 2 nd	2*5 (each)	2*5 (each)

[*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 *
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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>)



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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 Studies [Minimum recommended level: B1]	Staff Mobility for 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
F PARIS007	See annex				

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. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
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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>

P LISBOA03	May 31 st	October 31 st
F PARIS007	See annex	

[* 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

At **P LISBOA03**

Information available at:

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
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
F PARIS007	See annex	

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.

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	---
F PARIS007	See annex	




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
F PARIS007	See annex	

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
P LISBOA03	Prof. José Esteves Pereira Institutional Coordinator	22 Jan 2014	
F PARIS007	Prof. Frédéric OGEE Vice-Président Relations Internationales	14/01/2014	  PARIS LODRON UNIVERSITÄT SALZBURG

⁷ Scanned signatures are accepted

Annex to Erasmus+ Inter-Institutional Agreement Institutional Factsheet



1. Institutional Information

1.1. Institutional details

Name of the institution	Université Paris Diderot – Paris 7
Erasmus Code	F PARIS007
EUC	Nr. 28258
Institution website	http://www.univ-paris-diderot.fr
Online course catalogue	/

1.2. Main contacts

Contact person	Jan DOUAT*
Responsibility	Central management of the Erasmus+ program Contact person for Erasmus+ partners
Contact details	Phone: +33 1 57 27 59 53 - Fax: +33 1 57 27 55 07 Email: erasmusadministration@univ-paris-diderot.fr

Contact person	Floriane THOREZ*
Responsibility	Contact person for incoming students / Internships
Contact details	Phone: +33 1 57 27 55 05 - Fax: +33 1 57 27 55 07 - Email: accueilentrants@univ-paris-diderot.fr

Contact person	Valérie BEAUDOIN*
Responsibility	Contact person for outgoing students
Contact details	Phone: +33 1 57 27 55 34 - Fax: +33 1 57 27 55 07 - Email: accueilsortants@univ-paris-diderot.fr

The email address will remain identical even in the case of a turnover

2. Detailed requirements and additional information

2.1. Recommended language skills

Following agreement with our institution, the sending 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:

COURSES ARE TAUGHT IN FRENCH

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	Any	French	Level B1 required**
Student Mobility for Internships		English	Level B1 recommended
Staff Mobility for Teaching	Any	French	Level B2 recommended
Student Mobility for Joint degrees		English	Level B1 recommended
Student Mobility in Medicine (internship or studies)		French	Level B2 required**

* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

**A certificate of French language's level B1 (European Language Level) is required to attend courses at the University Paris Diderot (DEL F B1 or B2 / DAL F C1 or C2, or a certificate provided by a French teacher)

In order to improve (not to learn but improve) their level of French language student can enroll intensive French courses or semestrial courses.

<http://www.univ-paris-diderot.fr/sc/site.php?bc=international&np=Apprendrelefran%E7ais&g=sm>

2.2. Additional requirements

Please remind that students have to respect the field of study and the faculty (UFR) indicated on the signed agreement.

2.3. Calendar

2.3.1. Nomination Deadlines

Applications/information on students nominated must reach our institution by:

SMS	Official nomination by partners	Online application by students
Autumn term (from September to January or whole academic year)	15 April (15 th May for medicine students)	30 April (30 th May for medicine students)
Spring term (from January to June)	15 October (15 th November for medicine students)	30 October (30 th November for medicine students)

SMP	Official nomination by partners	Online application by students
Autumn term (from September to January or whole academic year)	15 th May	30 th May
Spring term (from January to June)	15 th November	30 th November

Placement

SMP	Official nomination by partners	Online application by students
Autumn term (from September to January or whole academic year)	15 th May	30 th May
Spring term (from January to June)	15 th November	30 th November

Once we received the student's contact details, field of studies and period of mobility a message about the online application procedure will be send to the nominated students.

Students have to register online and send their application (included the learning agreement) to the International Office of the University of Paris Diderot.

2.3.2. Decision Response

We will send our decision within 6 weeks (Mid-June for autumn term and mid-November for spring term).

2.3.3. Transcripts of Records

After the assessment period is done, a transcript of Records will be issued no later than the end of March for the 1st semester students, and no later than the end July for the 2nd semester or full year students.

2.3.4. Termination of Agreement

It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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 September 1st, 20XX will only take effect on September 1st, 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."

3. Additional information

3.1. Grading system

The French grading scale ranges from 0 to 20: 0 is the lowest and 20 is the highest; 10 is the passing grade.

Awards are as follows: 18-20 excellent, 16-18 very good, 14-16 good, 12-14 satisfactory, 10-12 sufficient.

3.2. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, 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:

Contact person	Floriane THOREZ*
Responsibility	Contact person for incoming students / Internships
Contact details	Phone: +33 1 57 27 55 05 - Fax: +33 1 57 27 55 07 - Email: accueilentrants@univ-paris-diderot.fr
Website	

The email address will remain identical even in the case of a turnover

3.3. Insurance

A European Health Insurance Card is required with the student application form. A valid EHIC is also required at the beginning of the academic year and must last this entire year.

We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Contact person	Floriane THOREZ*
Responsibility	Contact person for incoming students / Internships
Contact details	Phone: +33 1 57 27 55 05 - Fax: +33 1 57 27 55 07 - Email: accueilentrants@univ-paris-diderot.fr
Website	

The email address will remain identical even in the case of a turnover

3.4. Housing

Please, inform your selected students that finding an apartment in Paris is very difficult. We only offer 60 rooms for more than 450 incoming students:

An 25 square meters' apartment in Paris costs around € 850 per month in 2013

Contact person	Floriane THOREZ*
Responsibility	Contact person for incoming students / Internships
Contact details	Phone: +33 1 57 27 55 05 - Fax: +33 1 57 27 55 07 - Email: accueilentrants@univ-paris-diderot.fr
Website	http://www.univ-paris-diderot.fr/sc/site.php?bc=International&np=LogementsEtudiants&g=sm

The email address will remain identical even in the case of a turnover

Université Paris Diderot - Paris 7

Name and position of the official representative:

Prof. Frédéric OGEE

Vice-Président Relations Internationales

Date:

Signature and stamp:

