



*J*

# Erasmus+ Programme

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

## Inter-institutional<sup>1</sup> agreement 2014-20[21]<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)
UNIVERSIDADE NOVA DE LISBOA – Faculdade de Ciências e Tecnologia	P LISBOA03	<b>Institutional Coordinator :</b> Prof. José Esteves Pereira Email: <a href="mailto:erasmus@unl.pt">erasmus@unl.pt</a> Tel.: +351 21 384 52 07/8  <b>Subject Area Contact:</b> Prof. Maria Filomena Dinis Conservation and Restoration Department Email: <a href="mailto:mimd@fct.unl.pt">mimd@fct.unl.pt</a> Tel.: +351 21 294 83 22	<a href="http://www.unl.pt">www.unl.pt</a>  <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>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education institutions

<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> SAE-AM Email: d.v.a.se.mobilitade@fct.unl.pt Tel: + 351 21 294 78 20/7	
<b>UNIVERSITÀ DEGLI STUDI DI PERUGIA</b>	<b>I PERUGIA01</b>	<b>Administrative Coordinator:</b> Sonia Trinari Head International Relations Office Università degli Studi di Perugia Piazza Università, 1 06123 Perugia - Italy e-mail: area.relint@unipg.it Tel. +39-075-5852106; +39-075-5852084; +39-075-5852036 Fax: +39-075-5852209  <b>Academic Coordinator:</b> Brunetto Giovanni BRUNETTI E-mail: brunetto.brunetti@unipg.it	<b>Internet address</b>

### B. Mobility numbers<sup>5</sup> 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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods Student Mobility for Studies Student Mobility for Traineeships * [total number of months of the study periods or average duration*]	
P LISBOA03	I PERUGIA01	021 (9025)	Arts	2 <sup>nd</sup> , 3 <sup>rd</sup>	2 X 12 (each)	TBD
I PERUGIA01	P LISBOA03	021 (9025)	Arts	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2 X 12 (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

<sup>5</sup> Mobility numbers can be given per sending/receiving institutions and per education field (optional\*:

<http://www.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.]

**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	Staff Mobility for Training *
P LISBOA03	I PERUGIA01	021 (9025)	Arts	1 X 5	---
I PERUGIA01	P LISBOA03	021 (9025)	Arts	1 X 5	---

**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)
P LISBOA03		Portuguese (for 1 <sup>st</sup> cycles)	Portuguese and/or English (for 2 <sup>nd</sup> and 3 <sup>rd</sup> cycles)	B1	B2
I PERUGIA01		Italian	English only for students and apply for Laboratory	B1 [The University of Perugia offers an Italian Language Course free of charge in September and February for all international students. Italian Language	B2 [Teaching staff is also welcome to teach

<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\\_languages\\_levels\\_cefr](http://europass.cedefop.europa.eu/en/resources/european_languages_levels_cefr)

			training	Courses are offered all year round at a reduced price: <a href="http://www.unipg.it/en/unipg/language-courses">http://www.unipg.it/en/unipg/language-courses</a> ]	classes in English, French, German Portuguese and Spanish depending on the hosting Degree Course]
--	--	--	----------	---	---

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

##### I PERUGIA01:

The selection criteria for students and staff are regulated by the sending University; measures for preparing, receiving and integrating mobile students and/or staff are organised by the receiving Institution according to the regulations of the Educational, Audiovisual & Cultural Executive Agency (EACEA) and National Agencies.

The Institutions have infrastructures 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]
P LISBOA03	May 31 <sup>st</sup>	October 31 <sup>st</sup>
I PERUGIA01	Application deadline : July 15th  Academic calendar: <a href="http://www.unipg.it/en/courses/academic-calendar">http://www.unipg.it/en/courses/academic-calendar</a>	Application deadline: December 15th  Academic calendar: <a href="http://www.unipg.it/en/courses/academic-calendar">http://www.unipg.it/en/courses/academic-calendar</a>

##### P LISBOA03 – I PERUGIA01:

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:

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)

#### I PERUGIA01:

The receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>7</sup>. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

Institution [Erasmus code]	Contact details (email, phone)	Website for information
I PERUGIA01	<a href="http://www.unipg.it/en">http://www.unipg.it/en</a> e-mail: <a href="mailto:area.relint@unipg.it">area.relint@unipg.it</a> Tel. +39-075-5852106	<a href="http://www.unipg.it/en/students/ects-guide">http://www.unipg.it/en/students/ects-guide</a>

### 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: <a href="mailto:div.a.ee.mobilidade@fct.unl.pt">div.a.ee.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-visors">http://www.fct.unl.pt/en/student/student-orientation-and-mobility/information-incoming-students-and-other-visors</a>
I PERUGIA01	<a href="mailto:servizio.incoming@unipg.it">servizio.incoming@unipg.it</a> Tel. +39-075-5852024 Fax +39-075-5852352	<a href="http://www.unipg.it/en/students/ects-guide">http://www.unipg.it/en/students/ects-guide</a>

<sup>7</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

	area.relint@unipg.it Tel. +39-075-5852106	
--	--	--

### 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](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: <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	
I PERUGIA01	<a href="mailto:servizio.incoming@unipg.it">servizio.incoming@unipg.it</a> Tel. +39-075-5852024 Fax +39-075-5852352 area.relint@unipg.it Tel. +39-075-5852106	<a href="http://www.unipg.it/en/students/ects-guide">http://www.unipg.it/en/students/ects-guide</a>

### 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: <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>
I PERUGIA01	<a href="mailto:servizio.incoming@unipg.it">servizio.incoming@unipg.it</a> Tel. +39-075-5852024	<a href="http://www.unipg.it/en/students/ects-guide">http://www.unipg.it/en/students/ects-guide</a>

	Fax +39-075-5852352 area.relint@unlpg.it Tel.+39-075-5852106	
--	--	--

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>B</sup>
P LISBOA03	Institutional Coordinator Prof. José Esteves Pereira	24 FEB 2014	
I PERUGIA01	The Rector (Prof. Franco Moriconi)	13.01.2014	 IL RETTORE (Prof. Franco Moriconi)

Reg. n.51 Date 29.11.2013



<sup>B</sup> Scanned signatures are accepted

